



STUDENT HANDBOOK
2023 - 2024

Dear Families,

Welcome to Lander Middle School! I am very excited to start year three as the principal of Lander Middle School and the staff are also very excited to kick off the school year. We've been working very hard to ensure that the first day of school will be an awesome experience for you and your students. We are proud of the Lander Middle School learning community and feel our building will create a tremendous and unique opportunity for all. Our building will be a product of community involvement that will be rewarded by the presence of our eager students, staff, and community members. This year is on track to be outstanding for Lander Middle School.

Because we are committed to enhancing our school culture, there will be some key items in our student handbook. Please take time to read through it with your student(s). You may access the handbook on the District website, Lander Middle School tab. By looking at the discipline data, we've targeted a few areas that need to change to better address the school and student needs. A few major items of focus will be the cell phones, tardies, bullying/harassment and tobacco/vaping. The emphasis on those policies are to create more focused instructional time and safety for all Sabers. It will also be a high priority to keep Lander Middle School as safe as possible. We believe we can do that by having common expectations in place. It is the goal of the LMS team to keep the classrooms, hallways, drop-off/pick-up areas, and the building as a whole as safe as possible before, during, and after school. Ten years ago the district adopted a new program to ensure a common set of behavioral expectations throughout the district. The program is called Positive Behavior Initiatives and Supports (PBIS). This provides a common language for the district and has increased the safety and consistency of student behavior. It is very important to us that students feel safe when arriving at Lander Middle School. With such a large building, it's very challenging to keep tabs on all the people on our campus. However, I truly believe these expectations will ensure we maintain a caring community where we all continue to feel safe, and therefore learn at high levels!

With over 13 years of experience in administration in FCSD#1 at all grade levels, I believe my unique experience will help to create a positive, welcoming environment that will meet the social emotional needs of our middle school students while growing their potential academic success.

Thank you! I can't wait to begin this year's journey and be a part of your child's success at Lander Middle School. With an amazing staff, wonderful students, and valued parents, the sky's the limit for the 2023-2024 school year.

Sincerely,

Jade Morton, Principal

Dear Families,

I am thrilled to start my second year as your assistant principal. I want to express my gratitude to the entire LMS community for their patience and support for me in my first year last year. I remain committed to working in partnership with Mr. Morton, the students, the staff, and the families to nurture the academic, social, and emotional development of each of our students.

My experience in education began in Colorado in 2006 in Jefferson County Public Schools (Jeffco). I started my career teaching 6th grade and later taught 3rd grade. My passion for 6th grade nearly led me to a middle school, but I was appointed as an assistant principal that year instead. I finished my career in Jeffco as the principal of a small elementary school in Arvada. It has been fun to translate that experience to a district the size of FCSD #1, and I look forward to continuing that work!

My family is loving life in Lander! Maegen grew up in Casper and I grew up here in Lander (I graduated from LVHS in 2002). Small town living has turned out to be exactly what we were looking for after living in Denver for so long. Ollie is thriving at Gannett Peak Elementary and Maegen loves living and working in Lander!

I am passionate, energetic, and love what I do! There is noticeable optimism and excitement at LMS, and I'm inspired to be part of this learning community! I really look forward to partnering with you this year, and just like all of your kids I'm sure, I can't wait for this school year to start!

In partnership,
Johnny Horton

HOME/SCHOOL COMPACT

Parent Agreement

I pledge to support my child by:

- Ensuring consistent attendance and on time school arrival.
- Encouraging participation in at least one extra-curricular/co-curricular activity.
- Collaborating with LMS staff, and utilizing Parent Portal, regarding student behavior and academic progress.
- Enriching the LMS culture by embracing the school's motto, *Every Saber, Every Day*
- Contact the teacher first if there are any concerns.
- Helping my child persevere when new skills do not come easily

Student Agreement

I pledge to support my learning by:

- Arriving at school on time and ready to learn.
- Enriching the LMS culture by embracing the school's motto, *Every Saber, Every Day*.
- Persevering when new skills do not come easily.
- Respecting classmates, school visitors, and all school personnel.
- Following the school rules.
- Participating in learning restorative practices.

School Agreement

The LMS Staff pledges to support student learning by:

- Providing after school help for students.
- Preparing lesson plans that provide high levels of learning for all students.
- Supporting LMS rules and expectations and enforcing rules consistently.
- Grading in an appropriate, timely, and equitable manner.
- Collaborating with parents regarding student behavior and academic progress.
- Providing quality teaching and leadership.
- Continuing efforts to develop professionally.
- Providing resources to help all students be successful in their learning.
- Demonstrating professional behavior and a positive attitude.

Teacher Expectations

Teachers at Lander Middle School:

- Are available after school to help students, provided that students arrange appointments.
- Are prepared with lesson plans to teach the state standards.
- Have fair classroom rules and expectations posted and follow and enforce rules consistently.
- Grade in an appropriate, timely and equitable manner.
- Keep parents informed about students' behavior and academic progress.
- Provide quality teaching and leadership.
- Continue efforts to develop professionally.
- Provide resources to help all students be successful in their learning.
- Demonstrate professional behavior and a positive attitude.

Table of Contents (adjusting after additions/deletions accepted)

Principal Letter	2
Assistant Principal Letter	3
Home/School Compact	4
Mission, Vision, Value Statements & Collective Commitments	9
School Improvement Plan	10
Academic Information	
Grading System	10
Grade Reporting	10
Saber Support	10
Student Expectations	
Hall Behavior	11
Dress Code	11
Tardiness	12
Drug Dog/Video Surveillance	12
Truancy	12
Discipline	
Procedures	13
After School Detention	13
In-School Suspension	13
Out-of-School Suspension	14
Progression Guidelines	14
Rule Definitions	16
Attendance	
Absence Reporting	18
Checking Out of School	18
Services Available to Students	
Breakfast	19
Lunch	19
Lunchroom Guidelines	19
Food Service Meal Price Notification	19
Lockers	20
Closed Campus	20
Student Valuables	20
Electronic Equipment	20

Cell Phones	21
Books, Equipment and Materials	21
Counseling Services	21
Telephone Use	21
Bicycles/Skateboards/Scooters	21
Signs, Posters and Literatures	21
1:1 Chromebooks	22
Parent Communication	22
Raptor	22
LMS Parent HUB and FAQs	
Schedule and Grading	23
Daily Schedule	24
Class Schedules	24
Calendar	25
Staff Directory	26
Activities	
Activity Fees	28
Code of Conduct	28
Activity Eligibility	28
Attendance	29
District Conduct Regulations	29
Code of Conduct Policy Administration	31
Health and Medicine	
Student Health Services	32
Health Records	32
Health Office Visits	32
Athletic Physical Examinations	32
Annual Screening Examinations	32
Communicable Diseases, Health Problems, Illness & Injuries	32
Accidents	32
Fremont County School District #1 Policies and Procedures	
Absences and Excuses Procedures (K-8 Students)(JE-R)	33
Alcohol/Tobacco/Drug Use and Abuse by Students(JICG)	33
Asbestos Notifications	34
Child Find(IHBA)	34
Children’s Online Privacy Protection Act (COPPA) Statement	35
Directory Information(JO-R)	35
Non-Discrimination Statement(AC)	35
Notification of Rights under FERPA(JRA-E)	36

Harassment, Intimidation and Bullying(JICFA)	37
Homeless Assistance Notice(JLG)	38
Student Network and Internet Acceptable Use Agreement(IIBF-E)	39
Parent and Family Engagement(Title I Schools)(KBDA)	41
Parents Right to Know(Sec.1112.[20 U.S.C.6312],section(e))	42
PPRA Notice and Consent/OPT-OUT for Specific Activities(20 U.S.C. 1232h)	44
Seclusion and Restraint Policy(JLJ)	44
Sex Offenders on School Property(KIB)	44
Sexual Harassment(GCQD)	45
Student Transportation for Activity Trips(JFCD)	45
Transfer of School Disciplinary Records(20 USC 7917)	45
Volunteers- Background Checks(IICD)	46
Weapons Possession(GCU)	46

MISSION

“The LMS community works together to motivate and challenge ALL students to become confident, independent learners.”

VISION

Our vision is to become a professional learning community that plans and implements a dynamic and vibrant curriculum which meets the varying needs of the adolescent learner.

VALUE STATEMENTS

- We value clear goals and high expectations for student achievement which guide a relevant, challenging, integrative and exploratory curriculum.
- We value flexible delivery of essential curriculum to meet the varying developmental needs of our student population.
- We value mutual respect and responsible behavior from all members of the school community.
- We value nurturing a positive attitude toward learning.
- We value an inviting, supportive, and safe environment for all members of the school community.

LANDER MIDDLE SCHOOL COLLECTIVE COMMITMENTS

1. Create focus on learning	We will develop curriculum and instructional strategies that utilize various resources which will promote active involvement of students, provide for their varied experiences, as well as individual abilities and talents.
2. Build, support and nurture a culture of collaboration	We will work as a collegial community, share in strengths and weaknesses while acting in a professional manner with integrity and honesty and will develop relationships characterized by caring and respect. We will continue to seek creative ways to celebrate each other, this includes students and staff.
3. Clear on what students must learn	We will provide a challenging, rigorous, and developmentally appropriate curriculum which addresses individual student needs, is focused on academic growth, and is based on best practices and current research.
4. Constantly measuring student effectiveness	We will monitor student learning and growth through continuing assessments, which allow students multiple ways of demonstrating mastery, are meaningful, and just. We will use assessment information not only to monitor students growth but also to guide our instruction and to inform parents.

<p>5. Response to Student Learning</p>	<p>We will share resources, communicate knowledge, provide strategies and monitor progress on a regular basis in order to positively impact student achievement.</p> <p>We will regard ALL students as OUR students.</p>
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SCHOOL IMPROVEMENT PLAN

Increase academic achievement and performance for all students.

Improve the climate and culture of Lander Middle School.

ACADEMIC INFORMATION

Grading System

Students will be graded using the standards referenced grading system. Scores will be reported using 4, 3, 2, 1, or 0 for each subject area assignment and common assessments.–Please refer to the [Fremont School District #1 Grading Handbook](#) for more information.

Grade Reporting

Parents may access grades and information on their student at any time through the Parent Portal. Please see the school’s website, <http://www.landerschools.org>, for directions on its use; you may sign up for access through the front office.

Saber Support

We at Lander Middle School are committed to our students’ academic and social emotional progress.

After School Support

Students experiencing difficulty in a class or classes-are recommended for after-school support. Study rooms are open Monday, Tuesday, and Thursday from 3:20 - 4:20. Attendance for the entirety is required. Any student may attend if they wish, a teacher referral is not required. Parents may contact the front office for guidance and with questions

SABER EXPECTATIONS

Hall Behavior

As students pass from class to class during the day, certain behavior is expected in the halls and academic pods:

- Keep hands, feet, and all other objects to yourself.
- Keep your voice low.
- Use courteous behavior when passing people in the hall.
- No public displays of affection.
- Use appropriate and courteous language.
- Walking is allowed - running is not.
- Hallways should be cleared by 3:30 unless a student is under direct supervision of a staff member.
- No food, or open drinks allowed in the hallways or lockers.
- Use the closest restroom to your classroom.
- Hall passes are required to visit the front office or the school nurse.

Dress Code

Lander Middle School takes pride in all of its students and would ask students to take pride in their appearance. Middle school students shall not dress or groom themselves in a manner which causes a disruption of the orderly operation of the school. Some student apparel may be appropriate in other settings but may not be appropriate in the school setting.

We ask that students not wear clothes that have any of the following: drug, alcohol, or tobacco logos, obscene words or pictures, or gang-associated attire. In addition, we do not allow bare midriffs, underwear showing, exposed cleavage or buttocks. Tank tops and other sleeveless shirts may be considered inappropriate in the school setting. Other clothing items that are examples of inappropriate attire for school are pajamas (tops or bottoms), slippers, and bandanas. If you come to school with inappropriate attire, you will be asked to change. Repeated offenses may result in disciplinary action. Staff interpretation is final.

Head Covering Rule “Door to Door” - You may wear your head covering to school and during recess, but we expect you to remove it when you enter the building and to leave it in your locker until you leave for the day. Students may not have their head covered upon entering the building and may cover their head once they have exited the building.

Coat Rule - We expect you to leave your coat or other outdoor garments such as vests, gloves, windbreakers, etc., in the locker unless teachers determine that extreme weather conditions necessitate the wearing of coats in the classroom.

Backpacks - Backpacks may be used to carry school and personal items to and

from school. They must be left at the student's locker from bell to bell. This also includes the use of satchels, purses, computer bags, or any other form of bag or case used to conceal items.

Tardiness

Students are expected to be in class and ready to work every period. Students will be considered tardy if they are not in class when the bell rings.

Consequences for being tardy to class:

6	Lunch Detention
12	2 Days Lunch Detention
18	1 Day ISS and Possible Parent Meeting

Drug Dog/Video Surveillance

Lander Middle School may use a DRUG DOG and VIDEO SURVEILLANCE periodically as a deterrent for drugs in school and to assist in maintaining a safe and orderly learning environment. As an additional deterrent, vape sensors are active in all bathrooms.

Truancy

A student who is absent without the consent of his/her parents and/or the school officials is truant. Truancy will be considered cause for disciplinary action. A student is truant if he/she:

- Leaves school without obtaining a pass from the school.
- Leaves school at lunchtime without a pass.
- Is absent without permission from his/her parents.
- Is absent from individual classes without permission.
- Obtains a pass to go to a certain place and does not report there.

DISCIPLINE POLICIES

Procedures

We believe that students are capable of abiding by reasonable rules. We also feel that each individual is responsible for his/her actions.

Lander Middle School operates on the philosophy that normal classroom attendance and participation is educationally sound and essential to the welfare of the students. School rules are established to promote that kind of educational environment. If a student must have disciplinary action taken against him/her for violation of school rules, it is desired that the action shall be administered in a manner that minimally disrupts the educational program of that particular student, but effectively brings about positive behavioral changes.

The following actions or others as deemed necessary may be enforced for infractions of school rules:

- Student-teacher conference
- Time-out in the office (followed by conference with teacher)
- Student-teacher conference after school in teacher's classroom
- Parent-student-teacher contact
- Parent-student-principal conference
- After-school detention
- Suspension of specific privileges
- Student-parent-counselor conference
- Student-parent-principal-teacher conference
- After School Detention
- In-school suspension (ISS)
- Out-of-school suspension from school (OSS)
- Expulsion (with hearing with the Board of Education)

Lunch Detention

Detentions are assigned based on the LMS Discipline Progression Rubric (see below). Detentions are held during lunch. Parents will be notified 24 hours before the detention is to be served. An unexcused absence, for removal from detention for misbehavior, may result in additional disciplinary consequences.

Students involved in school athletics who have been assigned to lunch detention may attend practice after serving the detention that day. Detentions will be served in the detention rooms only unless other arrangements have been made with an administrator.

In- School Suspension (ISS)

Students who have been suspended in-school will have the opportunity to complete missed/missing assignments once an In School Suspension packet is completed. Once the student arrives at school,

he/she will report directly to the ISS area of the main office and remain there until the end of the school day (including lunch & passing periods). Schoolwork will be collected for the student to work on during the assigned time. If administration has made a determination that the student is not completing provided work or is misbehaving while in ISS, the in-school suspension will become out-of-school suspension.

Out-Of-School Suspension (OSS)

Students who have been placed on out-of-school suspension will have the opportunity to complete missed assignments. It is the student’s responsibility to obtain assignments (without disrupting classes). All work is due to the teacher immediately upon completion of OSS. When administration has made a determination that no progress is being made towards correcting behavioral problems, a recommendation may be made to the Superintendent of Schools for expulsion.

***Consequences can vary based on the discretion of the principal.**

Lander Middle School Discipline Progression Guidelines				
(Note: These are guidelines and actual consequences may vary depending on circumstances.)				
OFFENSES (RED)	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	HABITUAL DISOBEDIENCE
Aggressive Physical Contact (Severe) Punching, Kicking	Notify Police/SRO 2 Day OSS	Notify Police/SRO 3 Day OSS	Notify Police/SRO 5 Day OSS	Notify Police/SRO Recommend Expulsion
Bus Behavior Infractions (follow bus rubric)	Warning	1 Day Bus Suspension	3 Day Bus Suspension	Loss of Bus Privileges
Disruption of Entire School	1 Day OSS	2 Day OSS	3 Day OSS	5 Day OSS
Alcohol	Notify Police/SRO, 2-10 Days OSS possible Recommendation for Expulsion			
Weapons (depends on type of weapon and intent)	Notify Police/SRO, 2-10 Days OSS possible Recommendation for Expulsion			
Drugs	Notify Police/SRO, 2-10 Days OSS possible Recommendation for Expulsion			
Inciting Others to Violence	1 Day ISS	2 Days ISS	1 Day OSS	2 Days OSS
Insubordination/Defiance	Lunch Detention	(2) Lunch Detention	1 Day ISS	2 Day ISS
Missing Detention	(2) Lunch Detentions	1 Day ISS	2 Days ISS	3 Day ISS

Profanity or Obscenity	Lunch Detention	(2) Lunch Detention	1 Day ISS	2 Days ISS
Sexual Harassment / Sexual Comments Racial / Ethnic Slurs	1 Day ISS Possible SRO/Title IX Investigation	2 Days ISS Possible SRO/Title IX Investigation	1 Day OSS Possible SRO/Title IX Investigation	2 Days OSS Possible SRO/Title IX Investigation
Theft / Stealing	Notify Police/SRO (2) Lunch Detentions	Notify Police/SRO 1 Day OSS Restitution	Notify Police/SRO 3 Day OSS Restitution	Notify Police/SRO 5 Day OSS Restitution
Threats / Extortion	Notify Police/SRO 2 Day OSS	Notify Police/SRO 3 Day OSS	Notify Police/SRO 5 Day OSS	Notify Police/SRO Recommend Expulsion
Tobacco or Chew Products, vaping devices, or Nicotine Delivery Devices	Notify Police/SRO possible citation up to 4 days of ISS OSS Parents/School Counselor/Nurse Conference.	Notify Police/SRO possible citation up to 5 days of ISS or OSS. Parents/School Counselor/Nurse Conference.	Notify Police/SRO possible citation up to 6 days of ISS or OSS. Parents/School Counselor/Nurse Conference.	Notify Police/SRO possible citation up to 7 days of ISS or OSS. Parents/School Counselor/Nurse Conference.
Tardy	(After 6 tardies) Lunch Detention	(2) Lunch Detention	1 Day ISS	Parent Meeting Notify Truancy Officer
Truancy	(2) Lunch Detentions	1 Day ISS Notify Truancy Officer	2 Days ISS Notify Truancy Officer	3 Days ISS Notify Truancy Officer
Technology Misuse (cellphones, Chromebook, etc.)	Cellphone into office Lunch Detention	Cellphone into office (2) Lunch Detention	Cellphone in office 1 day ISS	Cellphone into office 2 day ISS
Vandalism	Notify Police/SRO Restitution (2) Lunch Detentions	Notify Police/SRO Restitution 2 Days ISS	Notify Police/SRO Restitution 1 Day OSS	Notify Police/SRO Restitution 2 Days OSS
Bullying/ Intimidation	1 Day ISS	2 Days ISS	1 Day OSS	2 Days OSS

LANDER MIDDLE SCHOOL DISCIPLINE PROGRESSION GUIDELINES

(Note: These are guidelines and actual consequences may vary depending on circumstances.)

OFFENSES (YELLOW)	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	HABITUAL DISOBEDIENCE
Academic Dishonesty	New Assignment 1 Lunch Detention	New Assignment (2) Lunch Detentions	Office Referral New Assignment 1 Day ISS	Office Referral New Assignment 2 Day ISS

Aggressive Physical Contact (bumping, pushing, tripping, etc.)	Hall	Lunch Detention Possible investigation	(2) Lunch Detentions Possible SRO investigation	Office Referral 1 Day ISS Possible SRO investigation	Office Referral 2 Days ISS Possible SRO investigation
Classroom Disruption	/	Lunch Detention	(2) Lunch Detention	Office Referral 1 Day ISS	Office Referral 2 Days ISS
Excessive Tardies	/	Student/Teacher Conference	Parent Conference	Office Referral Lunch Detention	Office Referral (2) Lunch Detentions
Inadvertent Obscenity	Profanity	1 Lunch Detention	(2) Lunch Detentions	Office Referral 1 Day ISS	Office Referral 2 Days ISS
Inappropriate Dress, Clothing Coverage		Student Conference Change Clothes Parent Contacted	Change Clothes 1 Lunch Detention	Change Clothes Office Referral (2) Lunch Detentions	Office Referral 1 Day ISS Change Clothes
Non-Compliance		1 Lunch Detention	(2) Lunch Detentions	Office Referral 1 day ISS	Office Referral 2 days ISS
Public Display of Affection		1 Lunch Detention	(2) Lunch Detentions	Office Referral 1 Day ISS	Office Referral 2 Days ISS
Rude Comments/Body Language Directed towards someone		1 Lunch Detention	(2) Lunch Detention	Office Referral 1 ISS	Office Referral 2 Days ISS
Social Exclusion		Refer to the Guidance Dept.	1 Lunch Detention	Office Referral (2) Lunch Detentions	Office Referral 1 Day ISS
Technology Misuse (cellphones, Chromebook, etc.)		Cellphone into office 1 Lunch Detention	Cellphone into office (2) Lunch Detentions	Office Referral Cellphone in office 1 day ISS	Office Referral Cellphone into office 2 day ISS

Rule Definitions

Academic Dishonesty: Cheating and plagiarism.

Aggressive physical contact: Bumping, pushing, grabbing, tripping, etc.

Aggressive physical contact (Severe): Punching, kicking, and physical sexual contact. Any physical contact of an aggressive nature.

Clothing Coverage: Clothing that exposes undergarments, cleavage, a bare midriff, bare shoulders, or bare back is not permitted.

Defiance/Insubordination: (Active Refusal) Refusal to follow any reasonable request by school personnel in a timely manner.

Inappropriate Dress: All students shall dress and groom themselves in such a manner so as not to create a safety hazard or to disrupt or distract from the educational process and activities of the school (reference page 8 in student handbook).

Inadvertent Profanity or Obscenity: Swearing, cursing or vulgar language that is not directed toward another individual.

Non-Compliance: Passive refusal to complete any reasonable request by a school staff member in a timely manner. Examples: turning in work, habitually unprepared, not showing up for assigned study hall.

Peer Problems: Friendship conflicts NOT involving name calling, systematic exclusions, rumors, or threats.

Profanity or Obscenity: Swearing, cursing or vulgar language directed at an individual or staff member.

Public Display of Affection: Handholding, kissing, hugging.

Racial/Ethnic Slurs: Any attack on the integrity, validity, or viability of one's race, or ethnic, religious, or cultural make up by either verbal or non-verbal means including comments, signs, symbols, gestures or other avenues of communication.

Rude Comments or Body Language towards Others

Sexual Harassment/Sexual Comments: Unwelcome, unwanted or sexually oriented verbal or physical conduct of a sexual nature.

Social Exclusion: Telling someone else not to sit, work, or play with others, starting rumors.

Threats/Extortion: An expression of an intention to inflict pain, injury, or punishment.

Theft/Stealing: Taking something without permission that does not belong to you.

Vandalism (low level): Causing damage to or destroying school or private property, using graffiti on school and/or private property (initials, slogans, or drawings) on a sidewalk, wall or restroom, etc. (damage that is fixable, temporary or restorable by student).

Vandalism (high level): Causing damage to or destroying school or private property, using graffiti on school and/or private property (initials, slogans, or drawings) on a sidewalk, wall or restroom, etc.

Absence Reporting

Attendance is a concern for all of us. A parent/guardian must report a student's absence or if their student is going to be late, by calling the school office (332-4040) between 7:30 a.m. and 8:30 a.m. on the day of the absence. The information given to the secretary should include the student's name, reason for the absence, and the relationship of the person reporting the absence. If you cannot call during office hours, you may leave a voice message by calling 332-4040.

When no telephone call is received, the school office will attempt to call a parent to verify the absence. In the event that no one can be reached, the student must bring a written excuse from his/her parent/guardian on the day he/she returns to school. Failure to report an absence by phone or written excuse within 48 hours will result in the absence being recorded as an unexcused absence (truancy).

If it is necessary for a student to be excused for a period of time during the school day, a parent must notify the office, either by telephone or by written excuse. Notification should include the specific time span of the absence and the reason for requesting the release. The student must check through the office before leaving the school grounds and must report back to the office upon his/her return to the building. **Please try to schedule all dentist, doctor, and hair appointments before or after school.**

Checking Out of School

When a student moves out of the district or leaves school for any other reason, it is necessary for the student to "Check Out" on their last full day of school. The office should be given 24 hours² notice so that grades can be obtained, books can be checked in properly, and fines can be settled.

SERVICES AVAILABLE TO STUDENTS

Breakfast

Breakfast will be served from 7:40-7:55 a.m. Food Service account numbers are accepted at breakfast.

Lunch

A nutritious lunch is served every day in the cafeteria. Students will be issued a personal Food Service account number to which all of their payments can be credited.

Only the person to whom account numbers are issued may use the account number. Students may not borrow Food Service account numbers from other students. Students caught trying to use someone else's account will be subject to our discipline procedures.

Checks for the Food Service account should be made out to Lander Middle School. We do not cash checks or give change. Once students have exhausted all money applied to their account they must replenish credit.

Lunchroom Guidelines

- No more than seven (8) people will be allowed at each table. Rearranging of chairs is not permitted.
- Keep hands, feet and objects (i.e. food, etc.) to yourself.
- Leave your lunch area as clean as or better than when you came.
- No food or drinks are permitted to be taken out of the lunchroom.
- Chromebooks will not be permitted during lunch.

In accordance with the Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY).

FCSD#1 Food Service Meal Price Notification

Breakfast \$1.95, Lunch \$3.10, Extra Milk \$.50
Reduced priced meals: Breakfast \$.30, Lunch \$.40, Extra Milk \$.50

Ala Carte items: **NO CHARGING** of ala carte items is allowed. Please discuss this with your student if you wish to allow them to have ala carte items they must have money on their account or cash in hand.

Meal benefits: Applications for free or reduced meals are always available through the district website, your Parent Portal or at any of our schools. If you were qualified for meal benefits last year you **MUST** reapply at the beginning of the school year again. Meal benefits only rollover 30 days into the next school year. If you do not have a current meal benefit application of file for the new school year your students will lose their meal benefit as of October 1st. For more information please call Food Service Director at (307)332-4711, extension 2141.

Payments: Payment is expected in advance of the students eating each day and parents are expected to maintain a positive meal balance throughout the year. Payments can be made via, cash, check and money orders to your student's school or online check or debit/credit card payments may be made through your Parent Portal.

Lockers

Each student will be assigned a specific locker for the school year to secure his or her personal possessions. Lockers should be kept locked at all times. Students are responsible for keeping their lockers clean and orderly. No decorations are allowed on the outside of the locker without office approval. Magnets may be used to decorate the interior of lockers, stickers and tape are not allowed. Students are advised not to share their locker combinations with others. Locker assignments, combinations, and changes will be handled through the office. Lockers are the property of the school and the school has the right to examine the contents at any time.

Closed Campus

Lander Middle School operates on a closed campus basis. Students are expected to be on the school grounds from 8:00 a.m. until 3:20 p.m. Students are encouraged to eat lunch at school. If you wish to go home for lunch, your parent or guardian must sign a request form, which is available in the office, and also contact the school principal either by telephone or in person. If a student is checked out for lunch, it is imperative they return to school on time to avoid being marked tardy.

Student Valuables

Students are cautioned not to bring large amounts of money or valuables. FCSD #1 is not responsible for lost or stolen property.

Electronic Equipment

Electronic equipment, including issued Chromebooks, is the responsibility of the student. The school is not responsible for personal electronic devices. Damaged, lost or stolen chrome books will follow Chromebook 1:1 technology user agreement policies.

Cell Phones

At the start of the day, cell phones will be turned to silent and stored in the student's locker. Students may check phones during passing periods at their lockers, but may not leave the pod. The policy may be revised after evaluating its effectiveness.

Books, Equipment, and Materials

Students are responsible for books, materials, and any other equipment they have checked out from faculty members and the library. Most of these items are made available to students at no direct cost. However, in the event that an item or items are lost or damaged by the student, he/she will be responsible for the replacement. Fines will be charged for any lost or damaged school textbooks/equipment/supplies. If you lose or destroy a book or piece of equipment you will be charged full replacement cost.

Counseling Services

The purpose of the counseling program is to help each individual student achieve his or her highest growth mentally, emotionally, and socially. The counselors welcome the opportunity to talk things over with any student, parent, or teacher. Various groups are formed during the school year. Contact the school office for any further information.

Telephone Use

There is a phone in the front office designated for student use. It may be used before school, during the lunch period, or after school. The phone may be used between class periods or during class time with a front office pass. Using the phone will not be an excuse to be tardy to the next class. Students are expected to speak politely while on the phone or they may lose their phone privileges.

Bicycles/Skateboards/Scooters

Bicycles, skateboards and scooters must be parked in the racks provided and should be locked. They are to remain in the racks until school has been dismissed. There shall be no bicycle, scooter, or skateboard riding on the school grounds during the school day.

Signs, Posters, and Literature

Any sign, poster, or literature that is to be displayed or distributed in the school building or grounds requires the prior approval of administration.

1:1 Chromebooks

LMS is a 1:1 school. Every student has the opportunity to check out and use a Chromebook for the duration of the school year. Chromebooks will be checked out in the fall and become the responsibility of the student. Chromebooks are checked out at no direct cost to the student; however, in the event the device is lost or damaged by the student, he/she will be responsible for the replacement. Fines will be charged for any lost or damaged Chromebook.

Parent Communication

The school frequently sends emails and keeps a weekly blog (<http://landermiddleschool.blogspot.com/>) to keep parents informed about what's happening at Lander Middle School. Information is also posted to the school district's website (www.landerschools.org) Please visit the site frequently for important messages. If you have a question about your child's classes, student concerns, bullying issues, etc., please contact your child's teachers first. He/she is most likely to be acquainted with the situation and possible ways of handling it. If an acceptable solution cannot be reached, the teacher or parent may contact the principal to arrange a time when the situation can be presented and other solutions offered. Please do not hesitate to go to your child's teachers. The teachers may be having the same concerns and a discussion may help to clear up any questions.

We use Infinite Campus to communicate with parents through email or text depending on parent preference. In order to receive these messages parents need to use their parent portal account. This is the same account that you register your child/children.

<https://fremont1wy.infinitecampus.org/campus/portal/fremontlander.jsp>

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

(<http://bit.ly/LanderSchoolsSuggestionBox>)

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

RAPTOR

The school district is pleased to announce that we are using the Raptor Visitor Management System in all of our schools to strengthen the district's program of campus safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our buildings at all times, which the Raptor system will allow us to do. The Raptor system will better allow us to track visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff.

LMS Parent HUB and FAQs

Schedule and Grading

LMS students will attend core classes, English Language Arts, Social Studies, Science, and Math and Exploratory classes, Spanish, Computer Science, Art, PE, Family and Consumer Science (FACS), Band, and Choir, on semesters. Core classes are two semesters, or one year each and Exploratory classes are one semester each.

Parent Teacher Conferences

- All courses offered at LMS will match the district conference schedule, with time to meet prior to the end of each semester.

Infinite Campus

- Grades will be posted at the end of each Semester. In-Progress grades, how your student is currently doing, will always be available for students and parents in the Campus Portal.

DAILY SCHEDULE

School hours for Lander Middle School are 8:00 a.m. to 3:20 p.m. (class alert is 7:56 daily). We encourage all students who walk to school or are given individual rides to school to time their arrival so that an extended wait on the school grounds does not occur.

CLASS SCHEDULES

Regular Schedule (Monday, Tuesday, Thursday, Friday)

Period	8 th Grade	7 th Grade	6 th Grade
1	8:00- 8:55	8:00- 8:55	8:00- 8:55
2	8:59-9:50	8:59-9:50	8:59-9:50
3	9:54-10:45	9:54-10:45	9:54-10:45
4	10:49-11:40	10:49-11:40	10:49-11:40 (Recess/Lunch)
4/5	11:44-12:35	11:44-12:35 (Recess/Lunch)	11:44-12:35
5	12:39-1:30 (Lunch/Recess)	12:39-1:30	12:39-1:30
6	1:34-2:25	1:34-2:25	1:34-2:25
7	2:29-3:20	2:29-3:20	2:29-3:20

Wednesday (Early Release Schedule)

Period	8 th Grade	7 th Grade	6 th Grade
1	8:00-8:47	8:00-8:47	8:00-8:47
2	8:51-9:36	8:51-9:36	8:51-9:36
3	9:40-10:25	9:40-10:25	9:40-10:25
4	10:29-11:14	10:29-11:14	10:29-11:14(Recess/Lunch)
4/5	11:18-12:03	11:18-12:03(Recess/Lunch)	11:18-12:03
5	12:07-12:52(Lunch/Recess)	12:07-12:52	12:07-12:52
6	12:56-1:41	12:56-1:41	12:56-1:41
7	1:45-2:30	1:45-2:30	1:45-2:30

FREMONT COUNTY SCHOOL DISTRICT #1 2023-2024 CALENDAR

2023					2024					FCSD#1 Board approved 2/21/23
July					January					
M	T	W	T	F	M	T	W	T	F	
3	4	5	6	7	1	2	3	4	5	1/3 Students/staff return
10	11	12	13	14	8	9	10	11	12	1/12 first semester ends
17	18	19	20	21	15	16	17	18	19	1/15 Staff in-service
24	25	26	27	28	22	23	24	25	26	1/16 Spring semester begins
31					29	30	31			
August					February					
M	T	W	T	F	M	T	W	T	F	
	1	2	3	4				1	2	
7	8	9	10	11	5	6	7	8	9	
14	15	16	17	18	12	13	14	15	16	2/16 No School
21	22	23	24	25	19	20	21	22	23	2/19 Inservice - President's Day
28	29	30	31		26	27	28	29		
September					March					
M	T	W	T	F	M	T	W	T	F	
				1					1	
4	5	6	7	8	4	5	6	7	8	
11	12	13	14	15	11	12	13	14	15	3/15 End of 3rd quarter
18	19	20	21	22	18	19	20	21	22	3/22 parent/teacher comp day
25	26	27	28	29	25	26	27	28	29	3/25-3/29 spring break
October					April					
M	T	W	T	F	M	T	W	T	F	
2	3	4	5	6	1	2	3	4	5	
9	10	11	12	13	8	9	10	11	12	
16	17	18	19	20	15	16	17	18	19	
23	24	25	26	27	22	23	24	25	26	
30	31				29	30				
November					May					
M	T	W	T	F	M	T	W	T	F	
		1	2	3			1	2	3	
6	7	8	9	10	6	7	8	9	10	PHS graduation 5/17 LVHS graduation 5/19
13	14	15	16	17	13	14	15	16	17	
20	21	22	23	24	20	21	22	23	24	5/24 Last day for students (early)
27	28	29	30		27	28	29	30	31	5/24 Last day for staff (full day) 5/27 Memorial Day
December					June					
M	T	W	T	F	M	T	W	T	F	
				1	3	4	5	6	7	
4	5	6	7	8	10	11	12	13	14	
11	12	13	14	15	17	18	19	20	21	
18	19	20	21	22	24	25	26	27	28	
25	26	27	28	29		#VA	#VA	#VA	#VA	
Holiday - NO SCHOOL					Students	175				
Inservice or workday - NO SCHOOL					Teachers	185				
*Comp Day for parent/teacher conferences - NO SCHOOL										
End of quarter										

STAFF DIRECTORY

Name	Position	E-Mail
Babb, Chris	PE/Health	cbabb@landerschools.org
Babits, Jan	Paraeducator	jbabits@landerschools.org
Balderston, Brenda	Paraeducator	bbalderston@landerschools.org
Barrv, Michael	Special Ed	mberrv@landerschools.org
Bass, Sherri	Paraeducator	sbass@landerschools.org
Bauer, Michael	Science	mbauer@landerschools.org
Burton, Alicia	Paraeducator	aburton@landerschools.org
Colman, Jessica	Student Services Secretary	icolman@landerschools.org
Cooper, Jordan	PE/Health	jcooper@landerschools.org
Crego, Aaron	Math	acrego@landerschools.org
Dayton, Seth	Kitchen	sdayton@landerschools.org
Dewitt, Kasiah	Language Arts	kdewitt@landerschools.org
Fross, Devan	Special Ed	dfross@landerschools.org
Green, Kerrie	Administrative Assistant	kerriegreen@landerschools.org
Green, Kevin	Language Arts	kgreen@landerschools.org
Harris, Stephanie	Art	sharris@landerschools.org
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Heninger, Josh	Maintenance	jheninger@landerschools.org
Horton, Johnny	Assistant Principal	ihorton@landerschools.org
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Jensen, Luke	Special Ed	ljensen@landerschools.org
Jones, Marissa	Paraeducator	mjones@landerschools.net
Jones, Trenton	Maintenance	tiones@landerschools.org
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Meyer, Joe	Computer Science	imeyer@landerschools.org
Moline, Garth	Band	gmoline@landerschools.org
Moore, Phillip	Math	pmoore@landerschools.org

Morton, Jade	Principal	imorton@landerschools.org
Mowrey, Pat	Facility Maintenance Manager	pmowrey@landerschools.org
Nichols, Peter	Language Arts	pnichols@landerschools.org
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Peters, Haley	Nurse	hpeters@landerschools.org
Pettibone, Todd	Paraeducator	tpettibone@landerschools.org
Philpott, Addie	Paraeducator	aphilpott@landerschools.org
Pitt, Beau	Maintenance	bpitt@landerschools.org
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Stephen, Caleb	Math	cstephen@landerschools.org
Swift, Casey	Social Studies	cswift@landerschools.org
Thomas, Chanin	Paraeducator	chaninthomas@landerschools.org
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Wyant, Scott	Maintenance	swyant@landerschools.org
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Vollbrecht, Susan	Vocal Music	svollbrecht@landerschools.org

Zimmer, Tiffanie	Reading Intervention	TZimmer@landerschools.org
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ACTIVITIES

Fees

Activity fees cannot be refunded unless a student must discontinue an activity due to medical reasons, or if arrangements have been made with the principal or the district activities director. A student will not be denied the opportunity to participate because they are not able to pay the activity fee. Please contact the principal if you need to have the fee waived.

Code of Conduct

Fremont County School District #1 recognizes that participation in athletics and co-curricular activities is a “**privilege**” not a “**right**”.

Students who volunteer to participate in the Fremont County School District #1 athletic or co-curricular activity programs do so with the understanding that they must observe some regulations that are more restrictive than those relating to the general student community.

This policy applies to students who participate in athletics or co-curricular activities, and is in effect during the entire calendar year. This policy is in addition to the current District Student Discipline and Conduct Policy. Suspensions from activities may or may not prevent a student from taking part in practice sessions. Students who are suspended will not suit up with the team, nor will they be allowed to travel.

The CODE shall apply for those athletic teams, co-curricular activities that require participation on an interscholastic level and/or exceed normal classroom requirements.

Activity Eligibility

The LMS CODE OF CONDUCT and ELIGIBILITY REQUIREMENTS will apply to all students currently participating or who will participate in athletics or co-curricular activities, and is in effect during the entire school year plus at times during the year in which students are involved in school-sponsored activities.

LANDER MIDDLE SCHOOL HAS THE FOLLOWING ADDITIONAL EXPECTATIONS REGARDING ACADEMIC ACHIEVEMENT, BEHAVIOR, AND ATTENDANCE:

- ✓ The activity program is an extension of the curriculum and the student’s academic experience. Participation in the activity program is a privilege and not a right.
- ✓ Students must maintain a minimum grade of “2.5” in at least (5) classes. Weekly eligibility checks will be conducted.

If an activity participant falls below the 5 “2.5” requirement, he/she will receive a B.A.G. sheet

(Behavior, Attendance, Grades). This sheet will allow documentation of the class with a below “2.5”. The activity participant must then visit that/those classroom teacher(s) and make arrangements to bring the grade up to the requirement, verified by the classroom teacher’s signature. Completion of the B.A.G. sheet must be done before the activity participant can compete in the next scheduled activity or contest.

- ✓ Activity participants must be in attendance the day of an activity. For an absent student to participate in an activity on the day of the absence, a verified medical excuse must be provided for the absence by the student.
- ✓ The investigation into drug and alcohol related incidents typically are conducted by school administrators and law enforcement officials. These investigations include on- campus and off-campus activities.
- ✓ Activity participants may not use, possess, transfer, or disperse any tobacco products (defined to include electronic cigarettes and vaping devices), alcoholic beverages, or illegal controlled substances (drugs) on or off campus at any time during the school year or at other times during the year in which students are involved in school-sponsored activities.
- ✓ Activity participants are expected to avoid situations/gatherings where illegal substances (alcohol/drugs/tobacco/vaping devices) are being used by underage youth. Activity participants are expected to take actions to avoid situations where illegal substances are present.

- ✓ Activity participants may not confiscate (steal), destroy, or vandalize private or public property. This will include, but not limited to, theft, shoplifting, breaking and entering, vandalism, and any other behaviors that would violate school policy, Municipal, State, or Federal codes or laws.

Attendance

Activity participants must be in attendance the entire day of the activity and must be in attendance at the practice prior to the contest in order to participate. If a student receives a Tuesday/Thursday School, In-School or Out-of-School suspension, he/she is automatically ineligible to participate in the next contest. If a student is assigned Tuesday/Thursday School, ISS or OSS three times, the student is automatically dropped from the activity.

District Conduct Regulations

Students who volunteer to participate on any athletic team or co-curricular activity will not use, possess, transfer, or disperse any tobacco products, vaping devices, alcoholic beverages, or controlled substances (drugs). Students will not confiscate (steal), destroy or vandalize private or public property. This will include, but not limited to, theft, shoplifting, breaking and entering, vandalism, and behaviors that would diminish the integrity of the community, school, team or individual.

In the event that there is a possible CODE OF CONDUCT violation, an administrator will attempt to notify a parent prior to questioning the student. Failure to cooperate with the administration in an investigation may result in suspension from an activity until the investigation is resolved.

Students covered by the CODE OF CONDUCT who violate Municipal, State or Federal codes (excluding minor traffic violations) are subject to the consequences.

It is understood that local law enforcement will be notified whenever school personnel confiscate alcohol products, controlled substances, tobacco products, vaping devices, or suspended stolen merchandise. The penalty administered by the Justice System may be different, and in addition to the School Board Policies.

Party Rule

Participants are expected to avoid situations/gatherings where illegal substances (alcohol/drugs/tobacco/vaping) are being used by underage youth. Participants are expected to take actions to avoid situations where illegal substances are present. Actions should include inquiring about the situation/gathering prior to attending, and taking action to leave the situation/gathering if illegal substances are present. Failure to take appropriate steps to avoid these types of situations will result in a code violation.

Suspensions

- ✓ CODE violations are accumulative for your middle school career.
- ✓ Suspensions will carry over from season to season and year to year.
- ✓ Two violations in a single sport season will result in the student being dismissed from the team.

First Offense

Suspended from 30% of regular season competition according to the suspension penalties.

Second Offense

Option 1: *Suspended from competition in all activities covered by the CODE for 60% of regular season contests*

Option 2: *Option 1 Court supervised treatment.*

Third Offense

Student suspended from participation and competition in all activities covered by the CODE for one year from the date of the infraction.

- ❖ The suspension penalty for co-curricular activities shall be based on the total number of interscholastic competitions and in line with the suspension penalties.

FIRST OFFENSE: 30% of regular season competition

SECOND OFFENSE: 60% of regular season competition

THIRD OFFENSE: Suspended for 1 (one) year

The following represents the number of contests in an average regular season schedule:

- Football – 7
- Golf – 3
- Nordic Ski – 2
- Track – 7
- Volleyball – 15
- Basketball – 15
- Wrestling – 9
- Cross Country – 7
- Swimming – 7

- ❖ Co-curricular activities without interscholastic competitions will have consequences at the discretion of the Building Principal or his/her designee.

CODE OF CONDUCT POLICY ADMINISTRATION

Additional rules may be established by coaches/sponsors to this policy, but must have the written approval of the Building Athletic Director and Principal. Participants and parents must be fully informed of all rules in writing prior to the start of the activity.

It is mandatory for all coaches and sponsors of co-curricular activities to schedule a meeting with the students and their parent(s) or guardian at which time the CODE OF CONDUCT will be explained to the students and their parent(s) or guardian.

Co-curricular activities do not exist without the dedication of individuals partnering with others to learn, practice and perform. Individual skill and dedication is important. Each student is affected by and can affect the performance of the team – together the team suffers or succeeds. Students are expected to teach, encourage and support teammates in ways that contribute to the success of individuals and the goals of the team.

Students volunteering to participate in the Fremont County School District #1 co-curricular programs commit to assist teammates, to the best of their abilities, in keeping with the agreements contained in this contract.

Students who violate the CODE will:

- 1) Acknowledge to coach and teammates the nature and extent of the violation;
- 2) Outline the actions he or she is taking to correct the violation;
- 3) Make a statement or re-commitment to following the CODE and working toward the success of the team, coach and self.

HEALTH AND MEDICINE

Student Health Services - FCSD #1 Policy JHC

The purpose of the school health program will be to supplement the efforts and guidance of parents to bring about awareness on the part of students of regular health care.

The objectives of the school health program are:

- To promote good health habits among students.
- To stimulate a sanitary and healthful environment in school.
- To assist in detecting and recommending correction for medical, psychological, and physical handicaps of students.

Health Records

Health records will be maintained by the nursing staff and kept in the student's cumulative record folder.

Health Office Visits

The district school nurse and/or school health secretary is available on a daily basis to provide services to the students and staff. Any student who wishes to see the nurse during the school day must obtain a pass from the classroom teacher or area supervisor first (except for emergencies). We ask that students do not use their cell phones to call parents. The nurse or health secretary will contact parents after the student is assessed and if the student is sent home the absence will then be medically verified.

Athletic Physical Examinations

Annual examinations shall be required for participants in athletic programs.

Annual Screening Examinations

Vision and hearing screening will be planned and administered by nursing personnel for selected grades.

Communicable Diseases, Health Problems, Illnesses & Injuries

Students showing symptoms of a communicable disease, or infectious condition, or illness or disability of a serious nature will be referred to the school nurse who will make judgment in the matter.

Accidents

Any student who is injured at school should immediately report the incident to a faculty or staff member so appropriate care can be given and to have an accident report completed. A report **MUST** be on file before a student can file an insurance claim.

Appendix A

FREMONT COUNTY SCHOOL DISTRICT #1 POLICIES AND PROCEDURES

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

STUDENT ABSENCES AND EXCUSES (JED)

Regular attendance by all students is of prime importance at all levels in the educational process. All students are expected to attend school to maximize the effectiveness of the school's educational program. It is the parents'/guardians' responsibility to see that their children attend school regularly and to inform the school when their child will be absent.

To be considered an excused absence, the absence must be due to one of the following reasons:

1. a medically verified absence;
2. due to religious observances;
3. bereavement or attendance at a funeral;
4. an absence arranged in advance with parent consent - not more than six (6) per semester;
5. college visits - not more than two per semester;
6. exceptional circumstances with written pre-approval of the Principal.

All other absences shall be considered unexcused. Any student who has five (5) or more unexcused absences in any school year will be considered an habitual truant. Students who have arrived tardy to school more than ten (10) times in a semester will also be deemed habitually truant.

"Willful absenteeism" means exceeding the limit of unexcused absences (five) as defined in this policy when the excess absences are the result of a parent's, guardian's, or custodian's willful failure, neglect or refusal to require a child's regular attendance at school in accordance with W.S. 21-4-102.

The school may require attendance for purposes of successfully completing and satisfactorily earning a grade in any class.

Although full-time enrollment and attendance is strongly encouraged, it is understood some students are unable to attend full-time. The building principal may approve part-time schedules based on his/her determination of the student's inability to attend school full-time and verification they are working toward completion of graduation requirements. Approval will be generally limited to students in their senior year. Students in other grades may be considered upon recommendation of the principal.-Modified student schedules may be appropriate for certain students with disabilities, based on their teams' understanding of their unique educational needs. This section will also pertain to students who may be scheduled to attend off campus educational activities, such as CWC classes, etc. Students who are scheduled in these activities will not be counted as absent from school.

Legal W.S. 21-4-102

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

The use of alcoholic beverages, tobacco (defined to include electronic cigarettes and vaping devices), dangerous substances, or illegal drugs by students or possession of such by students in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. Students are prohibited to be in any school building, on school grounds, or at any school function while in possession of or using any tobacco product or under the influence of alcohol, dangerous substances, or illegal drugs or following the immediate prior use of alcohol, dangerous substances, or illegal drugs. The reference herein to "dangerous substances" is intended to prohibit the use, possession, or distribution, including vaping, smoking, huffing, inhaling, consuming, absorbing, or otherwise ingesting a substance for the purpose of generating a high or rush, otherwise altering the mental processes or impairing the student's judgment or motor skills, or for use contrary to the lawful and intended use of the substance. Dangerous substances include, but are not limited to, airplane glue, rubber cement, paint, Dust-off, petroleum products, "spice", "K-2", "Black Mamba", "Puff", "Sugar Sticks", herbal incense, Saliva Divinorum, Salvinorum A, and consuming larger than prescribed quantities of medications containing alcohol or other drugs. This policy shall apply to all students regardless of whether or not they are of legal age to possess or use tobacco.

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

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

To help students who are identified as abusing alcohol, dangerous substances, illegal drugs, or tobacco products, District and community resources may be recommended to the student and their parents/guardians. The responsibility of correcting an identified problem is that of the student and his/her parents or guardians. District counselors and social workers may be accessed for support and direction in these matters.

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

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

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

STAFF/STUDENT INJURY OR ACCIDENT REPORTING (EBBB)

Accident Reports, or [School Nurse Reports](#), are filed when there is an injury or event that is out of the ordinary, requires medical attention, causes the loss of ½ or more days of school, or when parent contact is necessary. The report is required documentation in order for the student to access student insurance coverage or for the staff member to access Worker's Compensation. It is also required documentation for any injury that occurs during episodes of restraint or seclusion. Per policy, these reports should be utilized for all injuries/accidents that occur on school premises or at school sponsored activities.

These reports are very brief, and are NOT used to document events leading up to the injury or details about the injury itself. They are solely used to document the care provided to the student or staff at the time of injury (if any) and what kind of care was needed upon leaving school premises.

Student Injury: Reports should be completed by an adult person who administered first aid to the student, then given to the school nurse for review. Reports are then given to the building administrator for signature, and then sent to the Business Office. In order to be reimbursed for costs associated with the injury through the district's supplemental student insurance program, families must complete a claim form located in each building's front office, or in the Business Office.

Staff Injury: Reports are completed by the individual who was injured. They are completed by the school nurse ONLY if the nurse provided care or assessment. Completed reports are then signed by the employee's direct supervisor, and sent to Travis Sweeney in the Business Office. Eligible employees may submit a claim through Worker's Compensation if it is an injury sustained through work-related activities. Worker's Compensation forms are found online [here](#).

If any injury involves potential contamination with someone else's bodily fluids (ie. needlestick injury, bite, etc.) further testing/treatment may be warranted. See FCSD#1 Bloodborne Pathogen Exposure Control Plan for more information.

ASBESTOS NOTIFICATION

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

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

CHILD FIND (IHBA)

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

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

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

CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA) STATEMENT

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

DIRECTORY INFORMATION (JO-R)

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

Directory information which may be released may include the name and address, parent or guardian telephone listing, date and place of birth, participation in officially-recognized activities and sports, weight and height for members of athletic teams, dates of attendance, degrees (diplomas) and awards received, the most recent previous educational agency or institution attended by the student, personally identifiable photographs, videotapes, films and other visual media, and personally identifiable interviews, either audio only or audio and visual.

NON-DISCRIMINATION STATEMENT (AC)

Fremont County School District #1 does not discriminate on the basis of age, race, color, religion, national origin, sex, or disability. This policy should prevail in all matters concerning staff, students, education programs and services and individuals with whom the school district does business. FCSD#1 operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973.

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

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

All students shall be permitted to enroll in vocational education programs as well as other school programs without consideration of their age, race, color, religion, national origin, sex, or disability. To the extent that a prerequisite class may be required before admission, such

prerequisite class shall be open to students on a nondiscriminatory basis. No student shall be denied admission on account of limited English language skills.

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

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

NOTIFICATION OF RIGHTS UNDER FERPA (JRA-E)

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

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

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

- (2) The right to request the amendment of a student’s educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

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

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

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

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

HARASSMENT, INTIMIDATION AND BULLYING (JICFA)

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

Harassment, intimidation or bullying of or by students at school is prohibited.

Harassment, intimidation or bullying means any intentional gesture or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

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

A school as used in this policy includes a classroom or other location on school premises, a school bus or other school related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child.

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

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

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

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

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

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

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

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

Any student who is found to have made a deliberate or intentional false accusation, report or complaint is subject to discipline, up to and including suspension or expulsion.

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

At the start of each school year, every school shall be required to review the district's harassment, intimidation and bullying policy with the students in a manner consistent with their age and education level. This policy shall be included in the student manual or handbook and shall also be available to the public on the school district's website in a manner to be determined by the superintendent and/or his designee. The school shall provide copies of the anti-bullying policy to parents in a manner and method to be determined by each principal, which may include distribution of the student handbook to parents.

The school district shall incorporate training and education on this policy in its professional development programs and the policy shall be provided to volunteers and other non-certified employees of the district who have significant contact with students.

HOMELESS ASSISTANCE NOTICE

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

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

- a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
- an institution that provides a temporary residence for individuals intended to be institutionalized; or
- a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

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

Children and Youth in Transitional or Emergency Shelters

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

Children and Youth Living in Trailer Parks and Camping Grounds

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

Doubled-Up Children and Youth

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

Foster Children and Youth

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

Incarcerated Children and Youth

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

Children and Youth in Migratory Families

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

Runaways

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

School-Age, Unwed Mothers

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

Sick or Abandoned Children and Youth

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

Dispute Resolution

If a dispute arises over any issue covered in this policy, the child or youth in transition will be admitted immediately to the school in which enrollment is being sought, pending final resolution of the dispute. The student will also have the rights of a student in transition to all appropriate educational services, transportation, free meals, and Title 1, Part A, services while the dispute is pending.

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

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

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AGREEMENT (IIBF-E) **FCSD #1 STUDENT NETWORK & INTERNET ACCEPTABLE USE AGREEMENT**

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

General Statement: Individual Responsibility of Parents and Users

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

General Statement: No Expectation of Privacy

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

Student Account Usage

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

Internet Use Filtering and Monitoring

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

Student File Storage

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

Student Email and Offsite File Storage Usage

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

Social Networking Usage and Website Posting

The use of social networking and collaborative sharing sites is limited to District-approved online applications, such as Edmodo and Wikispaces. Student accounts in approved applications are monitored and managed. Students may be invited to participate in various publishing and Internet posting opportunities through the District (such as online video, newsletters, wiki editing). The use and sharing of such resources and information online will fall under expectations within this agreement as well as school-wide and District expectations.

Expectations Regarding Usage and Communication

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

- Students shall not access, post, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, educationally inappropriate, or that could be construed as harassment or disparagement of others based on their age, race, color, religion, national origin, sex, or disability.
- Students shall not use the system to promote any activity prohibited by school or district policy, local law, state law, federal law, or Fremont #1 Board policy.
- Students shall not disrupt, vandalize, or modify any network equipment, software, or computer hardware.

- Students shall not interfere with the work of other users or violate the privacy of others.
- Students shall not knowingly introduce malware, worms, keyloggers, or other malicious software into the network or onto an individual computer.
- Students shall not download or install executable software without the direct approval of authorized staff.
- Students shall not attempt to compromise or bypass content filtering and other security measures.

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

BYOD (“Bring Your Own Device”) guidelines

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

Opt-Out

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

Disclaimer

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

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

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

The Every Student Succeeds Act (ESSA) requires meaningful parent involvement in their children’s education. ESSA requires that all school districts that receive Title I funds have a written parent and family engagement policy. This policy shall be developed jointly with and agreed upon by both educators and parents. The intent of this policy is to involve parents and family as partners in the process of school review and improvement, in activities to improve student academic achievement and school performance, and to have an integral role in assisting in their child’s learning. Meaningful efforts will be made to ensure involvement of all parents, along with community members, including parents of students often needing supplemental assistance in order to attain proficient levels of achievement.

The District shall annually, by the end of September (or following the release of achievement data, if later), through a variety of communication avenues inform parents regarding the following:
the status of District schools as it relates to the Elementary and Secondary Education Act (ESEA), “Every Student Succeeds Act” (ESSA), student achievement results and concerns, program and rights of parents to have meaningful involvement in the planning, review and improvement of the Title I program.

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

1. their right to examine staff members’ qualifications related to the ESSA requirement that parents of Title I students be allowed to request the qualifications of teachers and paraprofessionals providing services to their child (see policy GBJ);
2. their rights regarding their child’s attendance site or participation in programs focused on school improvement;

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

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

District Title I Parent Advisory Council/School-Parent Compact

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

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

Building Level Parent Involvement/School-Parent Compact

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

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

Each Title I school shall provide written progress reports to parents concerning their child's academic performance, on a regular basis, and shall schedule parent conferences a minimum of twice annually for individual sessions. In some instances, meetings may be held more frequently to address significant concerns or problems.

Of the Title I funds received by the District, not less than one percent (1%) shall be mandated to fund family engagement with the District sending at least ninety percent (90%) of those funds directly to the Title I school.

PARENTS RIGHT TO KNOW (SEC. 1112. [20 U.S.C. 6312], section (e))

INFORMATION FOR PARENTS.— At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), the following information:

- 1) Information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
 - i) Whether the student's teacher—
 - (1) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (2) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (3) is teaching in the field of discipline of the certification of the teacher.
 - ii) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
 - b) **ADDITIONAL INFORMATION.**—In addition to the information that parents may request, a school that receives funds under this part shall provide to each individual parent of a child who is a student in such school, with respect to such student—
 - i) information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and
 - ii) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.
- 2) Information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
 - a) For each grade served by the local educational agency, information will be provided on each assessment required by the State to comply with section 1111, other assessments required by the State, and where such information is available and feasible to report, assessments required district-wide by the local educational agency, including—
 - i) the subject matter assessed;
 - ii) the purpose for which the assessment is designed and used;
 - iii) the source of the requirement for the assessment; and
 - iv) where such information is available—
 - (1) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
 - (2) the time and format for disseminating results.
 - b) **LOCAL EDUCATIONAL AGENCY THAT DOES NOT OPERATE A WEBSITE.**—In the case of a local educational agency that does not operate a website, such local educational agency shall determine how to make the information described in subparagraph (A) widely available, such as through distribution of that information to the media, through public agencies, or directly to parents.
 - 3) Information to parents of an English learner identified for participation or participating in such a program, of—
 - a) the reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program;
 - b) the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
 - c) the methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
 - d) how the program in which their child is, or will be, participating will meet the educational strengths and needs of their child;
 - e) how such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
 - f) the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program) if funds under this part are used for children in high schools;
 - g) in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child, as described in section 614(d) of the Individuals with Disabilities Education Act (20 U.S.C. 1414(d)); and
 - h) information pertaining to parental rights that includes written guidance—
 - i) detailing the right that parents have to have their child immediately removed from such program upon their request;
 - ii) detailing the options that parents have to decline to enroll their child in such program or to
 - (a) choose another program or method of instruction, if available; and

- iii) assisting parents in selecting among various programs and methods of instruction, if more than 1 program or method is offered by the eligible entity.
- i) **SPECIAL RULE APPLICABLE DURING THE SCHOOL YEAR.**—For those children who have not been identified as English learners prior to the beginning of the school year but are identified as English learners during such school year, the local educational agency shall notify the children's parents during the first 2 weeks of the child being placed in a language instruction educational program consistent with subparagraph (A).
- j) **PARENTAL PARTICIPATION.**—
 - i) **IN GENERAL.**—Each local educational agency receiving funds under this part shall implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
 - (1) be involved in the education of their children; and
 - (2) be active participants in assisting their children to—
 - (a) attain English proficiency;
 - (b) achieve at high levels within a well-rounded education; and
 - (c) meet the challenging State academic standards expected of all students.
 - ii) **REGULAR MEETINGS.**—Implementing an effective means of outreach to parents shall include holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of students assisted under this part or title III.
- k) **BASIS FOR ADMISSION OR EXCLUSION.**— A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

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

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

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

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

SECLUSION AND RESTRAINT POLICY (JLJ)

FCSD#1 has a policy on seclusion and restraint of students. This policy can be found on the school district website under the About Us tab under Governing Board. For questions about the policy, please contact your child’s principal or the District’s Special Services Director (332-4711).

SEX OFFENDERS ON SCHOOL PROPERTY (KIB)

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

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

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

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

SEXUAL HARASSMENT (GCOD)

(This is a condensed version of the policy. A complete copy is available in the school office or on the District's website.)

Basic Policy:

Fremont County School District #1 is committed to a positive and productive working and learning environment free of discrimination and sexual harassment. Discrimination and sexual harassment adversely affect morale and interfere with employee and student ability to work and learn. The District prohibits sexual harassment, discrimination or intimidation of its employees and students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, or student; and finds such behavior just cause for disciplinary action. Whereas, sexual harassment substantially compromises the attainment of educational excellence and the District will not tolerate such behavior between members of the same or opposite gender.

Furthermore, the District prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment or discrimination or against any employee or student who testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination or sexual harassment and will lead to disciplinary action against the offender as hereinafter set forth.

This policy also applies to individuals attending any school-sponsored events, regardless of location.

Reporting:

Students or employees who believe they may have been harassed or intimidated should contact a counselor, the Title IX Coordinator, a school nurse or the building principal unless such person is involved in the alleged harassment.

Once a report has been filed, a confidential and expeditious investigation shall be initiated.

Confidentiality:

A report of sexual harassment or intimidation, and the investigation, is to be kept in strictest confidentiality to the greatest extent possible for the protection of all parties involved.

All parties' right to privacy will be protected to the extent possible. The District has a compelling interest to provide educational programs in an environment free from sexual harassment and discrimination. Therefore, the District's obligation to investigate and take corrective action may supersede an individual's right to privacy.

Investigation and Action Procedure:

The District has a procedure in place to investigate and act on all complaints. Each incident will be investigated in a timely fashion.

STUDENT TRANSPORTATION FOR ACTIVITY TRIPS (JFCD)

In all extra-curricular activity programs, students will be required to ride to and from the activity in school-provided vehicles unless parents/guardians have obtained approval per the requirements in this policy to transport their children to or from a school-sanctioned activity.

Students may travel with parents/guardians or their designee, including the student him or herself, for either leg of a trip if the request has been approved by the Activities Director or his/her designee. For transportation to an activity, the student release request must be made 24 hours in advance of trip departure. If there is any doubt as to who the student's legal guardian is, the request shall not be approved. Accommodation for alternate pickup/dropoff locations will be made if it is safe and reasonable to do so and the arrangement has been approved by the Activities Director or his/her designee.

TRANSFER OF SCHOOL DISCIPLINARY RECORDS (20 USC 7917)

Title VIII of the Every Student Succeeds Act (ESSA) seeks to provide our nation's schools with a safe and drug-free environment so that teaching and learning are not disrupted and each student has the opportunity to succeed in school. Section 8537 of the Act requires each state to submit an assurance that it has procedures to transfer a student's disciplinary records, with respect to a suspension or expulsion, when the student enrolls in another public or private school.

VOLUNTEERS – BACKGROUND CHECKS (ICD)

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

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

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

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

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

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

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

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

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

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

WEAPONS POSSESSION (GCU)

It is the intent of the Board of Trustees to prevent weapons from being brought onto school property and into school buildings. Weapons include objects, when used inappropriately by someone, could cause harm to any person on school property.

Possession/use of any dangerous or deadly weapon in any school building (including buildings/property where students are assigned off-campus), on school grounds, in any school vehicle, any other vehicle assigned by the administration to transport students and staff, or at any school-sanctioned activity, is prohibited.

Those who access and/or utilize the public schools shall not possess, handle, transmit, or conceal any object that could be used as a weapon or cause harm to another person.

Weapons shall be defined as any item/object that can be construed as a weapon, such as, but is not limited to guns of any type, facsimile weapons (toy weapons that resemble real weapons) Ninja stars, slingshots, bludgeons, knives, or any pocketknife.

If a pocketknife is inadvertently brought to school and voluntarily handed in at the school office, no disciplinary action will be taken.

An exception to this policy may be approved by the Superintendent, or designee, in consultation with the Board attorney. The Board will be notified of any exceptions.

CONSEQUENCES:

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

- A. Notify parents. (Student infraction only.)
- B. Notify Superintendent (or designee). The Superintendent shall notify legal counsel.
- C. Notify police. (Police will be notified and an investigation will occur at police option, any aggrieved person may request an Investigation by police/county attorney.)Immediately initiate proceedings for discipline suspension, expulsion, dismissal, or termination of person(s) involved via applicable State statutes and district policies.

SEE ALSO POLICY JFCJ-STUDENT, GDU-CLASSIFIED, KN-PUBLIC

NOTICE: Pursuant to W.S. 21-3-132, the Board of Trustees of Fremont County School District No. 1 may authorize employees to carry firearms on or in property or facilities owned or leased by Fremont County School District No. 1, subject to the terms, conditions and limitations prescribed by state law and federal law, policy CKA and such other policies, rules and regulations adopted by the Board of Trustees.



FREMONT COUNTY School District 1

School Year 22-23

Dear Parent or Guardian,

As identified in the notification letter in the student handbook issued by *(school name)*, you have the right to request the qualifications of your child's teacher, which includes state license status with approved subject areas, emergency/provisional status, and field of discipline.

You also have the right to request information about paraprofessionals if any are providing services to your child, and what their qualifications are.

If you have questions or would like to request qualification information, feel free to contact me at 307-332-4711

Sincerely,

_____, Principal
Fremont County School District #1

Please sign this form below indicating you have received notification and understand your rights to request this information.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date Signed