PARK COUNTY 6

ELEMENTARY STUDENT-PARENT HANDBOOK

2026-2027

Nondiscrimination Statement

Park County School District 6 does not discriminate against any individual on the basis of any legally protected category including age, sex, race, color, religion, national origin, or disability in employment, treatment, admission, or access to educational programs and activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Park County School District 6 District Offices, 919 Cody Avenue, Cody, WY 82414 (307) 587-4253 or the Wyoming Department of Education, Office for Civil Rights Coordinator, 2300 Capitol Avenue, Cheyenne, WY. 82002-005 or 307-777-7673.

Policy AC - Nondiscrimination

Policy ACA - Sexual Harassment

ESSA Notice on Teacher Qualifications

Parents of students enrolled at Park County School District No. 6 may request certain information about the professional qualifications of their children's classroom teachers. Requests can be submitted to the Superintendent (or other designated representative) to obtain the following information:

Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas taught;

Whether the teacher is teaching under emergency or other provisional status;

The Bachelor's degree major of the teacher, and any other graduate certifications and;

Whether the child is receiving services by any paraprofessionals (aides) and, if so, their qualifications.

ESSA/NCLBA Reference: Title I, Part A, 1111
Statutory Reference: 20 U.S.C. 5311 (h)(6)

CODY ELEMENTARY SCHOOL - PARENT/TEACHER HANDBOOK
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WELCOME LETTER

Park County School District 6
Elementary Schools
Eastside, Livingston, Sunset, Valley, Wapiti

Dear Parents and Guardians,

We welcome all students, parents and legal guardians to a new school year. The beginning of a new year is an exciting time for students, parents/legal guardians and educators. We are honored to be able to be a part of your child's life. Thank you for allowing us to educate your child!

Education is one of the critical issues in the lives of young people today. It can only be successfully accomplished with everyone doing their part. Parents/guardians and children working in cooperation with the classroom teacher and other school personnel can succeed at the task. It is our goal to educate the entire child to their full potential mentally, physically, emotionally and socially. We strongly encourage you to become involved in your child's school and classroom. Please volunteer in the classroom, support your school's parent/guardian group and take advantage of any other opportunity, which might present itself in support of your child's education.

As challenges arise, we encourage you to discuss them with us right away. The earlier a difficulty is identified, the easier and quicker it can be resolved. Let's work together to solve problems and develop new opportunities.

The purpose of this handbook is to provide parents/guardians and students with the opportunity to read, view, review, and become familiar with district and school procedures. We encourage you to sit down with your child and become familiar with its contents.

Once again, thank you for the opportunity to educate your child and to get to know you. We look forward to a great year working together!

Sincerely,

Mrs. Beth Blatt	Mrs. Allison Lewis	Mr. Jay McCarten	Mr. Joseff Smith
Valley & Wapiti	Livingston	Sunset	Eastside
587-4271/587-3947	587-4271	587-4279	587-4275

PARK COUNTY SCHOOL DISTRICT 6

Board of Trustees

Brandi Nelson, Chair
Cathy Roes, Vice Chair
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Superintendent

Vernon Orndorff

Park County School District 6

Purpose Statement

Park 6 prepares graduates to chart their own course through learning experiences that equip them with the knowledge, skills, and resilience to discover their unique path to success.

Shared Values

Community - All members of the Park 6 family are valued and have important contributions to strengthen our community of learners.

High Expectations - We maintain high expectations for academic achievement and personal growth as staff and students foster a culture of excellence and continuous improvement.

Critical Thinking - Park 6 teachers provide learning opportunities that challenge and engage students using relevant curriculum and high-quality instructional practices.

Hard Work - Students and staff display resilience, work ethic, and determination to shape character and overcome challenges.

Collaboration - Park 6 actively seeks collaboration between students, parents, staff, and community members to propel our district and community forward towards shared goals.

Strategic Priorities

PCSD6 Strategic Plan

Inspired Students	Supportive Schools	Empowered Staff	Connected Community
Engaging Effective Instruction	Culture of Belonging	Internal Communications	Informed & Engaged Stakeholders
College & Career Readiness	Evidence-Based Systems & Supports	Staff Input & Collaboration	Communication with Families
	Support for Student Attendance	Professional Learning	Community Partnerships
		Staff Recognition & Retention	

SUNSET ELEMENTARY SCHOOL

"Excellence in Teaching - Learning for All"

Purpose Statement

Park 6 prepares graduates to chart their own course through learning experiences that equip them with the knowledge, skills, and resilience to discover their unique path to success.

Shared Values

We value community, high expectations, critical thinking, hard work, and collaboration.

School Improvement Goals

- All students will demonstrate growth towards proficiency in English Language Arts, supported by embedded technology.
- All students will demonstrate growth towards proficiency in math computation, supported by embedded technology.

Sunset School Creed

I pledge…
To be a Kid of Character,
I'll be worthy of **TRUST**
I'll be **RESPECTFUL** and
RESPONSIBLE,
Doing what I must.
I will always act with **FAIRNESS**.
I will show that I **CARE**.
I will be a good **CITIZEN**,
And always do my share.

The Six Pillars of Character

At Sunset Elementary School we believe that the six Pillars of Character drive how all of us act and interact with each other.

Trustworthiness – Blue (think true blue)
Be honest * Don't deceive, cheat, or steal * Be reliable—do what you say you'll do * Have the courage to do the right thing *Build a good reputation * Be loyal—stand by your family, friends and country.

Respect – Yellow/Gold (think the Golden Rule)

Treat others with respect; follow the Golden Rule * Be tolerant of differences * Use good manners, not bad language * Be considerate of the feelings of others * Don't threaten, hit or hurt anyone * Deal peacefully with anger, insults and disagreements.

Responsibility - Green (think of being responsible for a garden or finances)

Do what you are supposed to do * Persevere; keep on trying! * Always do your best * Use self-control * Be self-disciplined * Think before you act – consider the consequences * Be accountable for your choices.

Fairness – Orange (think of dividing an orange into equal sections to share fairly with friends)

Play by the rules * Take turns and share * Be open-minded; listen to others * Don't take advantage of others * Don't blame others carelessly.

Caring – Red (think of a heart)

Be kind * Be compassionate and show you care * Express gratitude * Forgive others * Help people in need

Citizenship – Purple (think regal purple as representing the state)

Do your share to make your school and community better * Cooperate * Get involved in community affairs * Stay informed; vote * Be a good neighbor * Obey laws and rules * Respect authority * Protect the environment.

Use the acronym (TRRFCC) to remember that people of good character are terrific!

School Schedule

Morning

Early Arrival:	7:45 - 8:10 (Cafeteria)
Recess:	7:45 - 8:10
Entry Bell:	8:10

Morning Recess

Grades K/1	9:45 - 10:00
Grade 2	10:15-10:30

Lunch/Recess

Grade K	11:10 - 11:30; 11:30 - 11:50
Grade 1	11:20 - 11:40; 11:40 - 11:55
Grade 2	11:45 - 12:05; 12:05 - 12:20
Grade 3	11:35 - 11:55; 11:55 -12:10
Grade 4	12:15 - 12:35; 12:00 -12:15
Grade 5	12:10 - 12:30; 11:55 -12:10

Afternoon Recess M - Th

Grades K/1	1:30 - 1:45
Grades 2/3	1:45 - 2:00
Grade 4	1:30 - 1:45
Grade 5	1:30 - 1:45

Afternoon Dismissal

Mondays – Thursdays	3:15
Fridays	1:35

ABSENCES (REPORTING) - PLEASE CALL: ATTENDANCE

When you know your student will be absent from school, we ask that you call the school between 7:45 and 8:45 a.m. If we have not heard from you, someone from the office will have to call you at home or at work. If we are unable to reach you, it will be necessary to call the emergency names listed on your student's information sheet.

ACCIDENT INSURANCE

The District does NOT carry accidental injury insurance, which covers students injured at school. The applications for accident and dental insurance are available to all students. Information regarding these insurance programs is available during school registration at the beginning of the year. Because the school acts "in lieu of parents/legal guardians", school employees will take action to assist the injured student if we are unable to contact the parents/legal guardians. This may include emergency transportation to medical facilities. The resulting cost of the injury will be the responsibility of the parent/legal guardian, not the school district. The school district encourages parents/legal guardians to consider purchasing the low-cost accidental injury plan that will cover their children while at school. Insurance may be purchased any time during the year.

ADVERTISING

Materials soliciting for-profit or religious activities will not be distributed to students, and the students may not distribute this type of information to other students. Information from registered 501c3 organizations (non-profit) that relates to the students and school such as Scouting, Brownies, Community Recreations, 4-H, etc. will be permitted only with pre-approval from the superintendent or designees.

ALCOHOL/TOBACCO/DRUG ABUSE BY STUDENTS

The possession, distribution or use of alcoholic beverages, tobacco, (defined to include electronic cigarettes), drugs for which the user does not have a lawful prescription, or substances which are used in such a manner as to be dangerous to the student in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. "Electronic Cigarette" means a product that employs any mechanical heating element, battery or electronic circuit regardless of shape or size, that can be used to deliver doses of nicotine vapor by means of heating a liquid nicotine solution, plant, wax, solution or other substance contained in a cartridge or other delivery system, including but not limited to, electronic cigarettes, vaping pens or vaping mods. Students are prohibited from being in any school building, on school grounds, or at any school function while under the influence of alcohol, drugs or other substances or following the immediate prior use of alcohol, or drugs or substances. This policy shall apply to all students regardless of whether or not they are of legal age.

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

The reference herein to "other substance" is intended to prohibit the use, possession or distribution, including smoking, huffing, inhaling, consuming, absorbing or otherwise ingesting a substance for the purpose of generating a high or rush, or otherwise altering the mental processing or impairing the consumer's judgment or motor skills, or for use contrary to the lawful and intended use of the substance. Such substances include, but are not limited to, glue, paint, Dust-off, petroleum products, "spice", "K-2", "Black Mamba", "Puff", "Sugar Sticks", herbal incense, Salvia Divinorum, Salvinorin A, or any other substance, whether organic or non-organic, which substances are utilized in such a manner as to create a high or rush or otherwise alter the mental processing or impair the consumer's judgment or motor skills or in such a way as to be contrary to their intended use or purpose.

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

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

The District will provide counseling as to where appropriate help can be received.

Alcohol/Tobacco/Drug Abuse by Students

ARRIVING EARLY-STAYING LATE (STUDENTS)

Time before and after school is used by teachers to plan and prepare lessons and materials. Because teachers are unavailable to supervise students, we cannot allow them to play outside prior to 7:45 a.m. or after 3:15 p.m. Normal arrival time is 8:00 a.m., when supervision is available. Students may go to their classrooms early and stay after school only with the prior approval of their teachers.

Breakfast is available at 7:45 a.m. in a designated area for those that must arrive early. Students must report to the breakfast area when they arrive before 8:00 a.m.

ATTENDANCE TO SCHOOL

Policy JH - STUDENT ATTENDANCE, ABSENCES, AND TRUANCY

The Board requires students to attend school regularly pursuant to this policy and the compulsory attendance statutes set forth in the Wyoming Education Code. Regular attendance is of prime importance at all levels in the educational process. All students are expected to attend school in order to maximize the effectiveness of and opportunities provided in the school's educational program. It is the parent/legal guardian responsibility to see that their children attend school regularly. It is also the parent/legal guardian responsibility to inform the school when their child will not be in school. Each school in the District requires attendance for purposes of successfully completing and satisfactorily earning a grade in any class, which requirements shall be set forth in the school handbook.

Attendance Officer
The Principal or their designee of each school serves as an attendance officer of the District. It shall be the responsibility of the attendance officer to counsel with students, parent/legal guardian, and other staff regarding student attendance and to investigate unexcused absences.

Unexcused Absence
An unexcused absence is an absence for any school day or part thereof that the school attendance officer considers non-compelling or avoidable. In making this determination, the attendance officer shall consider the academic performance and educational needs of the student. If a student is absent and no note or call is received on the day of the absence, the school shall attempt to notify (by telephone, or other means of communication) the parent or legal guardian of the student. If after two school days, the attendance officer is not provided with an acceptable reason for the absence, the absence(s) will be considered unexcused.

Excused Absences
An excused absence is an absence that the attendance officer with the knowledge of the parent/legal guardian considers compelling or unavoidable. An absence requires approval of the principal or their designee in order to be determined as an excused absence. In all absences, it is the responsibility of the student's parents/legal guardian to contact the school within 48 hours of the absence to provide an explanation regarding the absence. The attendance officer may require that this explanation be in writing. Failure to communicate with the school, either during the absence or within two school days after the student returns, may result in the absence being recorded as unexcused. Subject to approval by the attendance officer, absences resulting from the student's illness, a family emergency, other medical issues affecting the student, or bereavement will normally be excused. Any more than four excused absences in a single trimester at elementary or ten excused in a single semester in middle school and high school (excluding school-sponsored/related activities, medical or bereavement absences) is deemed excessive, and each such additional absence may be considered unexcused. Students participating in programming or competitions sponsored by nationally recognized organizations and clubs that promote youth agricultural education, the annual state fair held under W.S. 11-10-101 as an exhibitor or events associated with participation in the annual state fair shall be considered as participating in a district co curricular activity program and the student's absence shall be defined by the board as an excused absence. Nothing in this paragraph shall prohibit a school district from requesting verification of the reasons for an absence. Students submitting make-up work due to an excused absence will be permitted to do assigned work without penalty within a reasonable amount of time, as established by each school. A student who misses more than 20% of a given school year risks losing credit in their classes/grade level.

Unexcused Absences /Notices
After one unexcused absence by a student in any one school year, the attendance officer shall give written notice to the parent/legal guardian of the absence, shall advise the parent/legal guardian with respect to the ways to contact the school to advise of an absence and the reason(s) for it, and that attendance of the student is required by law pursuant to W.S 21-4-102, W.S. 21-4-104 (a)(ii). If after such notice is given, the student has continued unexcused absences and the attendance officer reasonably believes that the unexcused absences are due to neglect as defined by W.S. 14-3-202(a)(vii), willful absenteeism and habitual truancy as defined by W.S. 21-4-101(a)(vii), the attendance officer shall notify the Superintendent, the Board, and the District Attorney, (and/or appropriate tribal authority if applicable), who may initiate proceedings in the interest of the child under the Child Protection Act, W.S. 14-3-401, Children in Need of Supervision Act, W.S. 14-6-401, and any state or federal law as appropriate.

Willful absenteeism means a limit of five unexcused absences when the excess absences are the result of a parent/legal guardian's willful failure, neglect, or refusal to require a child's regular attendance at school in accordance with W.S. 21-4-102.

Habitual truancy means any child who, on five or more occasions, disobeys reasonable and lawful demands of the child's parent/legal guardian or other proper authority to attend school if required under W.S. 21-4-102 and the policies and rules of the District.

BOOK FINES

District Board Policy states that a student shall be held responsible for damage to, loss of or failure to return books.
The following applies to all students.

1. A repair or replacement cost shall be charged for lost textbooks, library books, and books that are damaged by water or are torn.
2. Authorized school personnel may assess a fine for a damaged book or lost book on a judgmental basis.
3. Fines must be paid by the student when assessment has been made.
4. We are always happy to have a "lost" book returned rather than receiving the money. Money will be refunded if a book is found and returned.

BUSSING - STUDENT ACTIVITIES & TRAVEL

During a student activity trip, proper supervision and operation shall be a cooperative venture between the bus driver and the faculty member sponsoring the activity. All arrangements for routes, meals, lodging, etc., shall be made before the trip starts. The sponsor (or staff coach or chaperon) shall enforce the general rules of student conduct (see above) and any specific trip rules, except that meals may be eaten on the bus. The sponsor will set meal policy after consulting with the bus driver about the place, etc., of meals and will take responsibility for any meals eaten on the bus. Under the sponsor's direction, the students will remove any refuse left on the bus at its destination.

BUSSING - ZPASS CARDS

The District uses the Zonar Student ID Program to more safely and effectively facilitate student transportation. Student ID is a student identification system designed for school bus transportation. This ID is also used for library cards, and event passes for Park 6 events. Each year, all students will be issued a Student ID card and retractable lanyard. The students will be required to use the latest pass received. Each card has the student's photo and is labeled with the student's name and Zonar ID. An electronic reader installed on the bus will identify each student upon entering or leaving the bus. Students must use the card when entering and departing all buses when applicable. This information is then used to determine bus-load counts and is readily available in an emergency or lost student situation.

If students do not have their Student IDs, the driver will give them a verbal reminder. If the student does not have their Student ID on the second day, the driver will call the parents. If the student does not have their Student ID on the third day, they will be transported to their prospective school, and the driver will notify the principal. The principal will contact the students and their parents. The parents must arrange to pick up the student or purchase a new Student ID.

If the card is lost or mutilated, the parent is responsible for paying $5.00 to replace it. Forms to purchase a new card are available at the school office.

BUSSING - (End of School day) DISMISSAL AND MISSED BUS PROCEDURE

Buses depart between 5 and 10 minutes after school is let out. Students are to go immediately to the bus loading zones after being dismissed. Students ride the bus to Cody Middle School, where they transfer to their regular route bus. When students miss the bus, they should report to the office and explain the situation. Parents/guardians will then be called for instructions. If the parents/guardians are not available, emergency contact numbers on file will be called.

BUSSING - TRANSPORTATION OF ISOLATED STUDENTS

In some instances, payment is available for mileage reimbursement to transport students to school. No person is eligible as an isolated student unless
the student's parent/guardian demonstrates to the school board that the family's residing in the isolated location is necessary for the family's financial well-being. Payment will exclude the first two miles each way.

Application for isolation pay must be made yearly. Please request an application from the school office or the district business office. All applications must be approved for payment by the school board.

BUS TRANSPORTATION EXPECTATIONS

The bus driver shall be responsible for the operation of the bus and will establish specific rules of conduct necessary to safely operate the bus. On regular daily trips to and from school, the following shall apply:

1. Students must observe the same conduct on a bus that is expected in the classroom.
2. Students must be courteous. Profane language will not be tolerated.
3. Students may have bottled water or food for medical reasons.
4. Students shall not drop paper on the floor of the bus.
5. Students shall not smoke or chew tobacco on the bus, nor shall they be in possession of alcohol, controlled drugs, or tobacco products.
6. Students shall not willfully cause damage to the bus.
7. Students must stay in their seats.

8. Students must keep their heads, hands, and feet inside the bus and to themselves.

The driver is authorized to and will assign seats to students. Bus drivers will:

1. Ensure that students board and exit the bus in an orderly manner.
2. Maintain discipline. Be courteous but firm. Never remove a student from the bus enroute unless the lives of the others on the bus are in danger. Report unruly student(s) to the transportation director and/or principal as appropriate.
3. Not allow students to operate the door of the bus. Keep windows closed in cold weather. Windows must be no lower than two notches from the top.
4. Not allow any part of a student's body to be outside the protective shell of the bus.

Parents/guardians and students must understand that riding the school bus is a privilege, which may be temporarily denied or suspended if their child's misconduct jeopardizes the safe operation of the school bus or the safety of the other passengers. The authority lies with the bus driver when the student enters the school bus.

The superintendent of schools, in consultation with the transportation director, will formulate regulations for acceptable student behavior on school buses and will outline a discipline procedure.

The District will use a three (3) step written warning system to help communicate with parents/guardians, students, and building principals. When a student is unable or unwilling to abide by established standards or when personal actions jeopardize the safety of their passengers or self, the student should be disciplined and may lose bus-riding privileges.

1st Warning
The driver will contact parents/guardians and the building principal. This step shall be completed when the student is issued a written complaint describing the incident and violating rules of conduct. Gross violations of student misconduct may result in moving automatically to 2nd or 3rd warning discipline proceedings. The original copy shall be presented to the student and will be the parent/guardian copy. The student shall not be allowed back on the bus until the parent/guardian copy has been signed and presented to the driver. Notification will be given to the respective building principal. This copy will become a part of the student's permanent file.

2nd Warning or 2nd Stage Offense - Suspension
This step shall be completed if a student receives a second complaint describing violation(s) of established bus rules. The student will not be allowed back on the bus at any subsequent time until a conference regarding violation(s) has been conducted by the building principal, director of transportation, parents/guardians, and driver. Documentation of the conference will be part of the student file. A plan of action may be written to monitor the offending student's behavior.

3rd Notice-Removal of Student's Riding Privileges
Should the student receive a third warning complaint or third-stage offense describing violation(s) of established bus rules, the parents/guardians shall be notified by school officials that transportation privileges have been revoked due to a significant or continued violation for the remainder of the year or as necessary.

Gross violations, i.e., fighting, possession of a weapon, assault of a driver, or chronic failure to follow established bus rules, will require a school principal, transportation director or, parent/guardian, and student conference. The suspension shall remain in force for the remainder of the school year.

BUS - STUDENT DISCIPLINE APPEAL PROCESS
Parents/guardians who wish to appeal the decision rendered by the transportation director and building principal regarding a child's bus behavior may do so by letter to the superintendent of schools. The second stage of the appeal process is for the parents/guardians to formally request a hearing before the board of trustees.

CELL PHONES/ PERSONAL ELECTRONIC DEVICES

Personal Electronic Devices (i.e. cell phones, smartwatches, tablets, etc.) cannot be used for communication during school hours. Cell phones must be kept on silent and in backpacks. Students may use the telephone at the main office only with adult permission.

CHILD ABUSE

Reporting Child Abuse/Child Protection
In accordance with reporting requirements of the Child Protection Act, any school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report this to the principal who shall report the case to the responsible Social Services agency or local law enforcement.

School employees and officials shall not contact the student's family or any other persons to determine the cause of the suspected abuse or neglect.

It is not the responsibility of the school official or employee to prove that the student has been abused or neglected.

The child protection act provides immunity to employees who make a report of suspected child abuse in good faith or while performing their official duties in response to such a report, or participating in a judicial proceeding resulting from their report.

Child Abuse

COMMUNICATION/NEWSLETTER

Schools will communicate with families on a regular basis through newsletters, Facebook, school websites, and our district website. In addition, schools will communicate via an automated communication system (e.g. social media, Apptegy). These communications will have information on upcoming events at the school, monthly calendars, acknowledgments of student achievement, Parent/Legal Guardian Group news and more. Please check the District website at www.park6.org and the schools' individual websites, and Facebook pages.

COMPULSORY ATTENDANCE AGE AND PROCEDURE FOR WITHDRAWAL OF A MINOR STUDENT

Ages for attendance in Wyoming are set by the laws of the state: Every child attaining the age of seven (7) years on or before August 1 and under the age of sixteen (16) years who has not completed the tenth (10) grade, shall be required to attend a public or a private school each year during the entire time that the public school shall be in session in the district in which the student resides, unless excluded by provisions of law which are: a. Compulsory school attendance, in the judgment of the Board, would be detrimental to the mental or physical health of the student, or of other students in the school. b. Compulsory school attendance, in the judgment of the Board, might work undue hardship on the child. The Board may conduct a hearing on this issue. c. The child has been legally excluded from school. d. The child has earned a high school diploma or completed the school year in which they reach age 21. e. The child has a medical condition based upon a physician's certificate, that the child could not reasonably benefit from programs available. f. The child is homeschooled and a copy of the home school curriculum which meets the requirements of W.S. 21-4-102(b) has been submitted to the Board. The parent/legal guardian, or other person having control or charge of a child under the age of eighteen (18), who has not otherwise notified the District of enrolling that child in a different school district or in a private school or home-based educational program, shall be required to meet in person with a district counselor or administrator to provide the School District with written consent to the withdrawal of that child from school attendance. The written consent to withdrawal shall include a separate provision authorizing the release of the student's identity and address to the Wyoming Cowboy Challenge Academy as established by W.S. 19-9-701 or as may be amended, for the sole purpose of recruitment into the Wyoming Cowboy Challenge Academy.

COMPUTER-ASSISTED INSTRUCTION - Internet Safety

Staff and students are encouraged to utilize the computer network provided by the District for the purpose of facilitating learning and providing the best educational experience possible for district students. The District has made available to students and staff, electronic mail and the Internet. To gain access to E-mail and the Internet, all students under the age of eighteen (18) must obtain a signed district parent/legal guardian permission slip and return it to the authorized staff member. Students eighteen (18) and over may sign and return their own permission slips.

Access to E-mail and the Internet will enable students to explore libraries, databases and bulletin boards and exchange messages with Internet users worldwide. Families should be warned that some material, accessible via the Internet, contains items that are illegal, defamatory, inaccurate, or offensive. While it is possible for students to access inappropriate material and otherwise misuse the system, it is the intent of the School District that Internet access should only be used to further the educational goals and established educational objectives. To utilize this technology appropriately and effectively, it will be the responsibility of parents/legal guardians of minors to set responsible standards for their children. To that end, the District will support and respect each family's right to decide whether or not to apply for access.

DISTRICT INTERNET AND E-MAIL RULES
Students are responsible for good behavior on school computers and district networks just as they are in the classroom or a school hallway. Communicating on the network is often public in nature. General school rules for behavior and communications apply.

Though not invulnerable to tampering, district Internet filters are used to block access to obscenity, child pornography, and other materials harmful to minors. Disciplinary action shall be taken against any student who tampers with the district filters. District Internet filters may only be disabled for bona fide research or other lawful purposes, and may only be disabled by the Chief Technology Officer of the district.

INTERNET SAFETY TRAINING

In compliance with the Children's Internet Protection Act (CIPA), all District students will annually receive Internet safety training, which will educate students about appropriate online behavior, interacting with other individuals on social networking sites and chat rooms, cyber bullying awareness, and response to such behaviors.

The District network is provided for students to conduct research and communication. Access to district network services is provided to students who agree to act in a responsible manner and in accordance with school rules and procedures. Permission from a legal guardian for access to the district network is required. Access to the District network is a privilege; it is not a right. District network users must comply with district expectations for use of the District network and must honor the agreements they have signed.

Network storage areas belong to the district. They are not private or personal property of students or staff. They are learning areas for information storage areas and they are subject to review and oversight by authorized district staff at any time.

While teachers of younger school age students will generally guide students toward appropriate educational material, older students utilizing district devices and district networks outside of regular school hours require effective supervision. Supervision of students in the appropriate use of district devices and the District network falls to the responsibility of parents/guardians.

SUPERVISION AND MONITORING
It shall be the responsibility of all district employees to supervise students and monitor online computer network use and Internet access in accordance with this policy and the Children's Internet Protection Act. Procedures for disabling, filtering or modifying of any technology protection measures shall be the responsibility of authorized district technology personnel.

ACCESS TO A BLOCKED SITE(S)
1. Staff or students seeking access to a blocked site must enter http://park6.org, select the Technology Page and complete the form labeled "Blocked Website Review Form." When completed the Chief Technology Officer will review the request and according to district protocol, will determine access will be granted.
2. Requests for access by students or staff shall be granted or denied within three (3) school days.
3. Appeal of the decision to deny access to a web site may be made in writing to the superintendent of schools stating the web site or web content that staff or students would like access to and providing a detailed explanation of why they should be allowed to access the site. The superintendent or their designee shall make a determination to allow or deny access to the site in not less than three calendar days. The decision of the superintendent/designee is final and may not be further appealed.
4. Material subject to the complaint will not be unblocked pending this review process.

In the event that a student or employee believes there is an accessible web content or a web site that is not appropriate in a school setting, i.e., obscene, pornographic, or "harmful to minors" as defined by CIPA or material that is otherwise in appropriate for district students to view, the staff member or student must report such concern. Go to http://park6.org, choose the Technology Page and fill out the form labeled "Open Website for Review Form." Fill out and send the form. The Chief Technology Officer or other district administrators shall determine whether the content is acceptable or unacceptable.

PENALTY
Violations will result in a loss of access as well as other disciplinary or legal action. The first offense will generally result in a warning and loss of computer privileges/internet access until a parent/legal guardian conference, and further loss of privilege for such time as is determined by the administration. A second offense or a first offense of a flagrant nature, such as using the system for illegal behavior or intentionally damaging school district hardware or software, may result in removal from a class, termination of computer/network privileges, or recommendations for suspension and/or expulsion.
Computer/Internet

DOCTOR-DENTIST APPOINTMENTS

Recognizing that appointments may not always be outside of regular school hours the following guidelines may be of assistance:

1. Send the student to school before or after the appointment when at all possible. Students who miss school for medical or dental appointments need to provide a medical note for the appointment in order for the absence to be counted as an excused absence.
2. Please notify the office and teacher in advance when possible. This eliminates classroom interruptions and allows the teacher time to plan ahead for that student.
3. Parents/guardians must come in to check out their children.

DRESS/APPEARANCE-STUDENT

Students are expected to dress appropriately and in good taste. Clothing that is immodest, extreme, unattractive, or calls undue attention to itself or the wearer, such that the educational process is unduly threatened, undermined, or disrupted, is not appropriate. Shoes with any types of wheels (such as "Heelys," "Spinners," etc.) are not allowed at school.

Clothing, decorations, or jewelry that advertise, promote, depict, or which purport to advertise, promote, or depict, any controlled

substance as defined by Wyoming law--alcoholic beverages, or tobacco products, or their use--are not appropriate. Clothing, decorations, or jewelry that contain or depict pornographic or obscene images or language as defined by community standards are not appropriate. Such clothing, decorations, or jewelry are deemed disruptive to the educational process, incompatible with the mission of the District, and are not acceptable.

EMERGENCY SCHOOL CLOSURE

Infrequently we are forced to close a school or to close all of the schools in the District. Sometimes a closure will occur before the students are to report to school for the day. On other occasions, the closure will occur after school has started. Closures may be for civil defense alerts, natural disaster, weather, problems related to the physical school facility, or other threats. Should there be a need for a school (or all schools) to close, parents/legal guardians will be notified in accordance with the following procedure:

1. In the event of an emergency, the public will be notified by school and/or district automated all call to homes (Apptegy), radio, KODI 1400 AM, Facebook, and/or television. If the emergency involves civil defense problems, civil defense procedures will be used.
2. Students who ordinarily walk to school will be dismissed and will be expected to proceed directly home. Parents/legal guardians may give their children specific instructions to go to another location as family situations may dictate.
3. Bus students will be transported to their regular route drop-off point. As usual, it will be the responsibility of the parents/legal guardians to meet their children at these bus stops.
4. Parents/legal guardians should:
    A. Review with their children the procedures they are to follow should school close early.
    B. Provide other additional specific instructions such as:
        Location of house key
        What to do when getting home if no one else is there
        What to do at home should there be a real or simulated emergency conducted by civil defense personnel
        Are they supposed to go to the Youth Clubs of Park County or ASAP
    C. Call the school office if there are questions or problems.

ENTRANCE AGE

A student must have reached the age of five (5) on or before August 1 to be admitted to kindergarten. To be admitted to the first grade a student must have reached the age of six (6) on or before August 1. Proof of birth in the form of a birth certificate or other legal evidence of birth date and proof of the required immunizations will be required for initial enrollment, (Policy JFA – Admission Procedures), except as provided for homeless students. (Policy JLG – Homeless Children.) Upon parent/legal guardian request, a child may be considered for kindergarten registration in the year in which their fifth birthday falls after August 1st and through September 15th (Policy JEB-E-1). The District shall utilize a comprehensive readiness assessment to determine whether the student is developmentally, academically, and socially ready to attend the applicable grade. The Board shall approve or deny requests for admission based on administrative recommendations.

Age of Registration in Kindergarten and First Grade

FIELD TRIPS

A teacher may use field trips during the school year to strengthen students' knowledge of a particular subject by viewing a place of business, museum, state or national park, etc. Parents/legal guardians are often asked by the teacher to assist in supervising the students. The best behavior is expected of all students when on a field trip. All regular classroom and school rules apply to the students on a field trip. Field trip permission forms are part of the online registration/returning student registration process that parents/legal guardians complete at the beginning of each school year. Because of the District's liability insurance restrictions, preschool children may not ride the bus with their parent/guardian sponsors.

GRADING PROCEDURES

Please see your student's teacher for information about the grading procedures of PCSD 6.

GUIDANCE PROGRAM OVERVIEW

A major focus of the elementary counseling program is to assist students in developing positive attitudes toward school and about themselves through individual counseling and classroom guidance.

The elementary counselors work closely with the school principal, teachers, and parents/legal guardians of students to provide the best possible resources and services. The counseling program is designed to make a positive intervention early in the school careers of

students. If it's determined that the counselor needs to work with a student within more of an on-going schedule, the counselor will contact parents/legal guardians to request permission.

Our district has a counselor available for students experiencing a tragedy or other crisis. To access the crisis counselor, please call the school office. The District counselor works with groups of students and individuals as needed. Students may require tiered interventions in the area of counseling. In this circumstance, parents/legal guardians will be contacted by the school counselor. The school must obtain a signed permission counseling form from parents/legal guardians for regular counseling sessions to commence.

HARASSMENT, INTIMIDATION AND BULLYING

Harassment, intimidation or bullying of 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 student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage;

2. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or

3. Is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or group of students.

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

"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 student.

Students shall conduct themselves according to the rules and policies of the school district, and shall conduct themselves in a respectful manner toward staff and other students.

Students who engage in bullying, harassment or intimidation shall be subject to disciplinary action up to and including suspension or expulsion.

Students who witness harassment, intimidation or bullying of another student shall report that conduct to a teacher, principal, or other school staff member as soon as possible. The staff member who receives the complaint shall request that the student 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 students involved, to the extent possible. If the complaining student chooses not to file a written report, the staff member shall ask the student to verbally describe the incident, including the information described above. The staff member shall then forward that information, including the written report, if any, to the building principal, who shall immediately investigate the complaint, or designate another staff member to investigate the complaint.

Students 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 a report of harassment, intimidation or bullying, the report shall be immediately given to the building principal, who shall initiate an investigation or designate another staff member to investigate the complaint.

During the investigation, the principal or their designee shall interview witnesses, including, but not limited to the alleged victim and the student(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. If the person who conducts the investigation determines that a student or students engaged in harassment, bullying or intimidation, the building principal shall take appropriate disciplinary action toward the student or students.

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

When a student reports that they have been harassed, bullied or intimidated in violation of this policy, the principal shall schedule a meeting with the student, student's parents/guardians, the student's 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.

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.

At the start of each school year, every teacher shall be required to review the district's harassment, intimidation and bullying policy with the students in their class and discuss that policy with them. 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 or their designee. The school shall provide copies of the anti-bullying policy to parents/legal guardians in a manner and method to be determined by each principal, which may include distribution of the student handbook to parents/legal guardians.

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.

Harassment, Intimidation and Bullying

HEALTH

Annually, the District shall notify parents/legal guardians of routine health care services offered or provided by the District. Parents/legal guardians shall be given the ability to withhold consent or decline any or all specific services. First aid and summoning of emergency responders in case of sudden need will still be given to any students whose parent/legal guardian has exercised their right to withhold consent for routine healthcare services under Policy KB.

Cumulative health records are kept on each student in the school office. These include immunizations dates, childhood diseases, and health history. Parent/legal guardian conferences with the school nurse are encouraged and welcomed so that we may be more of a service to the child, teacher and parents/legal guardians.

Prior to administering any well-being questionnaire or health screening tool to students, the school nurse or healthcare professional in the following areas: hearing, vision and dental. The school nurse or healthcare professional will notify you should any of these screening results indicate a concern.

The school nurse can assist families with obtaining financial assistance and specialist exams. ALL INFORMATION IS CONFIDENTIAL.

Student Illness and Injury at School

Students need to be healthy to attend school. Please do not send your child to school when they are ill. If your child becomes ill at school, they should notify their teacher, school nurse, or the office as soon as possible. Before a child is sent home from school, the school office will call the designated contact person. For your child's safety, you need to pick your child up as soon as possible.

There are three main reasons to keep your sick child home:

1. Your child doesn't feel well enough to take part in normal activities (such as being overly tired, fussy, or won't stop crying).
2. Your child needs more care than teachers and staff can give, and still care for other students.
3. The illness is one that is included in our Sick Day Guidelines list and staying home is recommended. (Go online at www.park6.org for this list of illnesses and symptoms).

24 Hour Rule:

1. FEVER: Keep your child home until their fever has been gone WITHOUT medicine for 24 hours. Colds can be contagious for at least 48 hours. Returning to school too soon may slow recovery and make others sick.
2. VOMITING OR DIARRHEA: Keep your child home for 24 hours after the LAST time they vomited or or had diarrhea.
3. ANTIBIOTICS: Keep your child home until 24 hours after the FIRST dose of antibiotic for anything like an ear infection or strep throat.

Medication Policy

When your child must take medication during school hours, you have the following choices:

- You may come to school and give your child their medication at the appropriate time.
- You may discuss an alternative schedule for the medication with your child's doctor so it can be given outside of school hours.

- School personnel can assist your student with the medication. For the safety of your student the following procedure must be followed for this to occur:

1. All prescription medication must be kept in the nurse's office. Over the counter medication for students in grades K-8 must be kept in the nurse's office.
2. Parent/legal guardian must complete an authorization for medication administration form before any is given at school. For prescription medicine, the prescribing physician must also sign. Forms are available from the school office and online at www.park6.org.
3. Medication must be received in the original container and have a current expiration date. The medicine must be age appropriate and labeled for use in children.
4. Prescription medicine must be received in the original container from the pharmacy labeled with the physician's name, the student's name, name of the medicine, dosage and the times to be given.
5. Students are responsible for coming to the nurse's office at designated times for medications. The school nurse will work with your student on reminders as needed.
6. Students are allowed to possess and self-administer medication for potentially life-threatening conditions such as asthma and severe allergies. A medication authorization form must be on file at school that contains:
   - Parent/legal guardian verification that the student is responsible for and capable of self-administration and is authorized by the parent/legal guardian to self-administer.
   - Healthcare provider identification of the prescribed or authorized medication and verification of the appropriateness of the student's possession and self-administration of the medication. Contact the school nurse for the required form.
7. Medications not regulated by the FDA will not be administered at school (i.e. herbals).
8. School nurses and designated staff will not split pills. If a student's prescription is one that requires splitting of pills, the parent/legal guardian must split the pills and bring them to school in the original container.
9. It is the responsibility of the parent/legal guardian to deliver and maintain an adequate supply of medication at school. A student may NOT deliver any medication to the school. Expired medications will not be accepted.
10. Parents/legal guardians are responsible for picking up unused medications at the end of the school year. Any medication not picked up by the parent/guardian will be destroyed.

Medication safety is extremely important. Please help us keep our students safe by following these procedures. Contact your school's nurse if you have any questions or concerns.

EMERGENCY RESPONSE TO LIFE THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

1. Pursuant to W.S. 21-4-310, a student may possess and self-administer medication required for potentially life-threatening conditions within a school of the district if a written statement is submitted to the district containing:
   1. Parent/legal guardian verification that the student is responsible for and capable of self-administering of medication required for a potentially life-threatening condition
   2. Health care provider identification of the prescribed or authorized medication required for the potentially life-threatening condition and verification of the appropriateness of the student's possession and self-administration of the medication
   3. Each school will stock an EpiPen and Albuterol inhaler for emergency use. The following procedure will be followed with students/staff with severe asthmatic or anaphylactic emergency:

Emergency Protocol (All Staff)

1. Call 911
2. Summon school nurse or designated trained non-medical staff
3. Contact parent/guardian immediately

Designated Trained Staff

1. For signs/symptoms of an anaphylactic allergic reaction: administer an IM EpiPen Jr for a student less than 50 pounds, or an adult EpiPen for any individual over 50 pounds.
2. For known asthmatic students/staff who are alert with signs of shortness of breath, administer Albuterol inhaler.
3. Administer CPR if indicated until EMS arrives

Any individual treated with Epinephrine at school will be transferred to a medical facility by ambulance.

Emergency Response To Severe Hypoglycemia

1. In the event that a known diabetic student or staff member is unconscious or having a seizure, glucagon will be administered only by a school nurse or trained school personnel. A physician's order to administer glucagon, a current 504 plan, and the glucagon, must be provided to a school nurse before any glucagon can be given.

Glucagon Emergency Protocol

1. Call 911
2. Contact the school nurse and/or trained school staff to give glucagon injection.
3. After glucagon is administered, turn the patient on their side and do not leave them unattended as vomiting is likely to occur.
4. Call the contact person for the patient, school nurse (if not present), and administration to notify them of the incident.

Any individual treated with glucagon at school will be transported to a medical facility by an ambulance.

IMMUNIZATIONS

Students through grade 12 must produce an official immunization record. Under the laws of the state of Wyoming (W.S. 21-4-309), your student is required to be properly immunized against vaccine preventable diseases as designated by the Wyoming State Health Officer. Your student may be conditionally enrolled in school for 30 calendar days to allow receipt of the records. If these records are not received the student shall be excluded from attending school according to Wyoming State law until such time they are received. Medical and religious exemptions must be filed by the County Health Officer. Parents/legal guardians are responsible for updating their children's immunization and health record. Please call the school nurse whenever there is a change in your child's immunizations, health status or medication.

The MINIMUM immunizations required for school attendance are listed below (Wyoming Public and Private School Immunization Requirements)

Kindergarten, 1st - 6th Grades

5 doses Diphtheria/Tetanus/Pertussis (DTAP/DTaP/DT). *If the 4th dose was administered on or after 4th birthday, a 5th dose is not required.*

4 doses of Polio (IPV). *If the 3rd dose was administered on or after the 4th birthday, the 4th dose is not required.*

2 doses Measles/Mumps/Rubella (MMR).

3 doses Hepatitis B (HBV).

2 doses Varicella (chickenpox). *If student has had chickenpox, the parent/guardian or physician must provide a written statement for the student's permanent school record.*

Religious or Medical Exemption

Exemptions from other states are not valid in Wyoming. You must reapply. Please contact the county health officer to apply for an exemption. Students are conditionally enrolled for 30 days during this process.

HOMEBOUND/HOSPITAL BOUND PROGRAM

The Wyoming State Education Code authorizes each school district to provide educational services to students who are unable to attend school for five or more days. If a student is not able to attend school for a week or longer, the District may provide assistance to the student in the hospital or at home. This assistance is an option that may be requested by the student's parents/guardians. A "Request for Homebound Assistance" form is available upon request through each school's office. The completed form should be returned to the school's office with a physician's note attached verifying the need and duration of homebound service.

HOMEWORK

Time is usually provided during the school day for students to complete their assignments. Work that is not completed at school becomes homework. Teachers may assign additional activities or projects for students to complete at home and return to the teacher.

When a student is absent from school, make-up work should be turned in within a reasonable length of time. Please give teachers advance warning when picking up make-up work. It is not possible to have work ready when you come without prior notice.

ILLNESS

We feel that a student who is too ill to go outside during recess is too ill to be in school. Please do not send notes to school requesting that your student be allowed to stay inside during recess. Exceptions will be made regarding students with asthma or who are recovering from an extended illness.

If a student has been ill, and upon returning to school is not fully recovered, we ask for a note from a parent/legal guardian advising us of the situation. For long-term permission to remain inside, we must have a medical provider's request, stating the reason, the length of time, and any other special requests.

LOST AND FOUND

Each year we accumulate a surprising amount of clothing, backpacks, lunch boxes, etc. Please label your student's items so if they are lost they are easily identified. The lost and found area should be checked periodically for any missing articles. Periodically, unclaimed items will be donated to a local charity.

LUNCH/BREAKFAST MEAL PROGRAM

While you are always welcome to feed your child breakfast and send a lunch from home, complete meals are available in the cafeteria. Meal prices and Free and Reduced-Price Meal Application guidelines change every July. We encourage all families to ***apply each year***!

NONDISCRIMINATION

"Park County School District No. 6 does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, transgender status, age, disability or religion in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Park County School District No. 6 District Offices, 919 Cody Avenue, Cody, WY 82414 (307) 587-4253 or the Wyoming Department of Education, Office for Civil Rights Coordinator, 2300 Capitol Avenue, Cheyenne, WY. 82002-005-or 307-777-7673."

Policy AC - Nondiscrimination

Policy ACA Sexual Harassment

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY & SECONDARY SCHOOLS

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

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
Parent/legal guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent/legal guardian or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's educational records that the parent/legal guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
Parents/legal guardians or eligible students who wish to ask the school to amend a record should write to the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent/legal guardian or eligible student, the school will notify the parent/legal guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/legal guardian 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/legal guardian 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

The District will make available to the public directory information pertaining to students at the District. Directory information includes the student's name, address, photograph, grade in school, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, and degrees and awards received. If you are unwilling to allow any or all of the above-described directory information to be released without your consent, you must notify the Office of the Superintendent within fifteen (15) days from the date of this notice.

Family Educational Rights & Privacy Act (FERPA)
Policy JRA - Student Records
Policy JRA-E - Request for Disclosure of Student Educational Records
JRA-E(2) - Notification of Rights under FERPA for Elementary and Secondary Schools
JRA-E(3) - Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
Policy JRA-R - Procedures and Practices of the School District Governing the Maintenance, Transfer, and Disclosure of Student Educational Records
Policy JRAC - Student Privacy Protection

PARENT/LEGAL GUARDIAN GROUPS

PTK/PTA/PTO believes in helping teachers help students. All parents/legal guardians are encouraged to participate. Meetings are scheduled throughout the school year and will be listed in the school newsletter. You are urged to attend the meetings and get involved. Information about the PTK/PTA/PTO is available at the school's open house.

PARENT/LEGAL GUARDIAN RESOURCES

Parenting resources are available to be used by parents/legal guardians. Various helping materials can be checked out through the principal, guidance counselors, media center, and individual staff members. Please feel free to utilize these materials at any time.

Each Media Center has a number of resources available to parents/legal guardians, and you are welcome to check these out on an individual basis, or call the media specialist to make an appointment for viewing our videos.

PARENT/LEGAL GUARDIAN/TEACHER CONFERENCE

Scheduled parent/legal guardian/teacher conferences are normally held in the Fall and in the Spring. The conferences are one of the most effective methods of discussing student progress with the parents/legal guardians. It is our hope that parents/legal guardians always feel welcome in our school. Additional visits may be scheduled with the teachers. Time before school is used for teachers to prepare for the school day.

PARTY INVITATIONS

We request that all invitations to out-of-school parties be handled through the mail or by telephone rather than handing them out at school. Distributing invitations during school time is disruptive and also can hurt the feelings of students who are not invited to the party. Students who wish to bring treats for their class should have their parents/guardian contact the classroom teacher to make arrangements.

PERSONAL PROPERTY

All personal belongings should be permanently labeled.

PETS (BRINGING THEM TO SCHOOL)

Due to student & staff allergies, all potential classroom pets and animals brought to the school must have prior approval of the building principal and nurse.

PICKING UP YOUR CHILD DURING SCHOOL

If it is necessary for a parent/legal guardian to pick up their child during the school day for any reason, you need to pick up the student at the main office and sign them out. If you pick up your student at noon or during recess, the teacher and office personnel must be notified. If student pick-ups are not cleared properly, it may lead to much confusion as the teacher, secretary and principal will not know what has happened to the student.

PICTURES-STUDENT

Individual packet pictures are taken of students each fall. This is a completely voluntary program. Every student may have their picture taken whether or not they intend on purchasing the pictures.

PERSONAL ITEMS OR TOYS

Students are discouraged from bringing any of their own toys to school. Cell phones, radios, Ipods/CD players, headsets, electronic toys/gadgets, and trading cards (except CAN cards) are discouraged. **Students bringing personal items or toys to school do so with the understanding that the school cannot replace or repair lost, damaged, or stolen belongings.**

RECESSES AND WARM CLOTHING

Students are expected to go outdoors for recess. Students need proper outer clothing, coats, gloves, caps or hoods, and foul weather footwear. When there are extreme temperatures (wind chill or temperature is 5 degrees or below) or adverse weather conditions (rain, extremely wet snow, high winds, etc.) all students are kept inside.

REGISTRATION AND ENROLLMENT

KINDERGARTEN: In accordance with school law of the State of Wyoming, all students entering kindergarten must be five (5) years of age on or before August 1.

FIRST GRADE: In accordance with school law of the State of Wyoming, to be eligible for first grade enrollment of a student must be six (6) years of age on or before August 1.

ENROLLMENT: Proof of age must be shown when a student is registered for kindergarten or first grade with an official birth certificate. A current immunization record is also required for all students.

SAFETY-SCHOOL

We welcome visitors to Park County Schools and we want our students and staff to be safe. To ensure that we know who is in the building at all times, all access to the school is through the main lobby. ALL visitors MUST report to the office first, sign-in and receive and wear a visitor badge for the duration of their visit. All other doors are kept locked during the school day. Please do not seek access at any other door. When staff members are unsure of the identity of a visitor, they will ask for identification. Our building security is not to inconvenience you; it is to protect the students. In the event of any safety alert, a school or schools may increase security.

The District has emergency plans for fire, natural disasters, and unwanted intruders. Drills are conducted regularly so that students will know what to do in an emergency. Quiet, orderly behavior is expected during all drills.

Students and staff will practice monthly routine fire drills or shelter in place drills.

GENERAL SAFETY

With school in session and many students crossing busy streets as they travel to and from school, we ask that you please discuss with your student the importance of obeying traffic laws and the safe routes to use when walking to and from school. Parents/legal guardians should advise their children on traffic safety, bicycle safety, and pedestrian safety. We will have the same conversations with students here at school on numerous occasions throughout the school year. We realize that it is necessary for many of you to also deliver and pick up children. It is extremely important that you arrange with your children a delivery and pick-up location that will not interfere with the bus loading zones or cause a traffic jam in front of the school.
NOTE: Students should ALWAYS go directly home after school, report in to the parents/legal guardians, baby-sitter, or whomever is responsible--and then plan their after school activity. If there are any changes in their usual daily routine, we need a note stating the change. If there are any changes to the child's normal plans, we need a note.

BICYCLES/SCOOTERS/SKATEBOARDS OR OTHER SIMILAR ITEMS If a student rides one of the aforementioned items to school, they must leave it in the racks provided or leave it in the classroom. These items are not to be ridden on the school property. It is the responsibility of the student to secure these items.

STUDENTS WALKING TO SCHOOL Students walking to school should use the sidewalks and obey all traffic rules and crossing guard. Please respect the private property of others at all times.

TRAFFIC SAFETY Be sure that your student is able to cross the street properly and safely, paying attention to the traffic lights and marked crosswalks.

DOGS AROUND THE SCHOOL OR ON THE PLAYGROUND Students and parents/legal guardians are asked to make certain their dogs are not allowed to follow students to school. Even friendly dogs can become dangerous on a playground because of activity and noise. Dogs will be removed by an animal control officer.

SECTION 504 OF THE REHABILITATION ACT AND AMERICANS WITH DISABILITIES ACT

Notice of Non-Discrimination

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with Park County School District Number 6 are hereby notified that this school does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing the Americans with Disabilities Act (ADA) or Section 504, is directed to contact the District's 504/ADA Coordinator, 919 Cody Avenue Cody, WY 307-5527-6332, who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination pertaining to the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

Section 504

SITUATIONS NOT COVERED

Due to the complexity of issues that may impact or affect any or all stakeholders all situations that occur cannot be predicted or covered in this booklet. These situations will be addressed as the need arises by administration. Thank you for your support and understanding!

SPECIAL SERVICES (Intervention referral process 'SST')

If you feel that your child is having difficulty in school, talk to your child's teacher about your concern. The teacher can refer your student to the Student Support Team, (SST). The SST is composed of the teacher, counselor, parent/legal guardians and other staff members who are important to meeting your student's academic, social and emotional needs. The SST will offer interventions to assist your student. These interventions may include, but are not limited to, counseling and Title I services. If the interventions help your student to be successful, a referral to Special Services will not be needed. If the interventions offered through SST do not help meet your student's needs, then the SST will refer your student to Special Services for an assessment. If your student qualifies for help through Special Services, Special Education staff members will provide specialized interventions that will assist your student in being successful academically, socially and emotionally. District Special Education Department is committed to meeting the needs of all students who qualify for services under the State and Federal statutes.

SPECIAL NEEDS REFERRAL PROCESS

Once a request has been made by a teacher, the parent/legal guardian is notified that the SST will meet to consider the referral and make one of the following recommendations:

a. Additional intervention by the classroom teacher and/or non-special educational services provided in the building, i.e. tutoring, reading, etc.
b. Referral for special education testing.
c. Counseling services, provided by the counselor, which may include individual or small group counseling.

STUDENT COUNCIL

The school student council enables students to become involved in their educational experience. The student council's goals are designed to bring students together to make school a positive place to be and unite the school. Students learn about the democratic method of voting through the balloting process. They experience voter registration, campaigning, and voting for their representatives and offices using ballots.

STUDENT MOVING/TRANSFER

Please give as much notice of permanent withdrawal as possible. Checkout procedure should be before or after school. Notify the office so that the papers can be given to teachers. Return all books, including library materials, equipment and supplies, and make sure your student's lunch account is paid. Permanent records will be sent directly to the new school after a parent/legal guardian release is signed at the new location.

TECHNOLOGY USE GRADES K-5 - STUDENT

We use the G Suite for Education. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more, used by tens of millions of students and teachers around the world. District students use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st -century digital citizenship skills.

Devices

- To access the District's computers and computer software, all students must have a District Google account.
- Use of this service is directed by the classroom instructor.
- Classroom guidelines for use will follow the District's Acceptable Use Policy (IJNDA).
- District technology personnel can access student Google accounts.
- Parents/legal guardians can access their child's account using the child's ID and password.
- Devices will be checked out to individual students.

How Google accounts may be used in the classroom

- Use of Google tools such as: Google Docs, Google Sheets, Google Forms, and Google Slides.
- Sharing and collaborating student documents.
- Providing student feedback.
- Communication between student, teacher, and parent/guardian.
- Provide support for students who are absent.

Other uses of technology in the classroom

- Web-based assessments as required by district and state (ie. WY-TOPP and MAP Testing).
- Web-based educational instructional software within boundaries of classroom curricular needs (A.R., Compass Learning, Socrative, Edmodo, etc.).
- Web-based media (GoWyld, Alexandria, World Book).
- iPod/iPad/Kindle Educational Applications (students can not install applications).

Security

- The District utilizes a firewall and content filter.
- Securly is the district's content filter and is continually updated.
- Security parameters are set by the district.
- Student's access is in accordance with Google for Education guidelines.
- PowerSchool is protected by SSL encryption.

Questions

- For any questions, parents/legal guardians may contact the classroom teacher or District technology personnel.

NOTE: Additional information specific to each school may be sent home by teachers.

Park County School District No. 6 District Technology Handbook

TESTING

We administer state mandated standardized tests, as well as district tests, every year to our students. The purpose of these norm-referenced tests are to (1) determine growth of groups of students; (2) provide information for teachers to use when planning for instruction, and (3) determine strengths and weaknesses of the District curriculum using norm-referenced groups as baseline data. Scores from state mandated tests are sent home with your student. Questions concerning test results may be directed to your student's teacher.

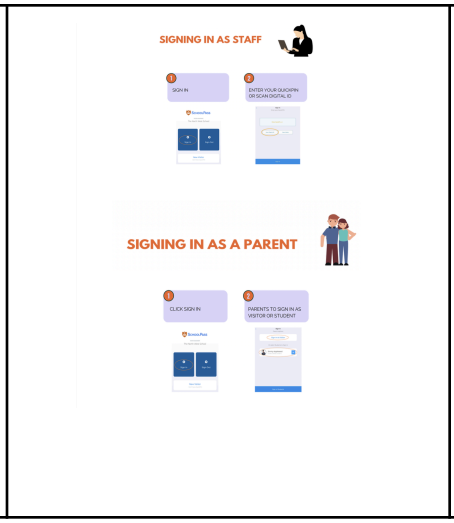
Additional tests based on objectives identified in the curriculum guides for each subject area are also used to assess your student's progress.

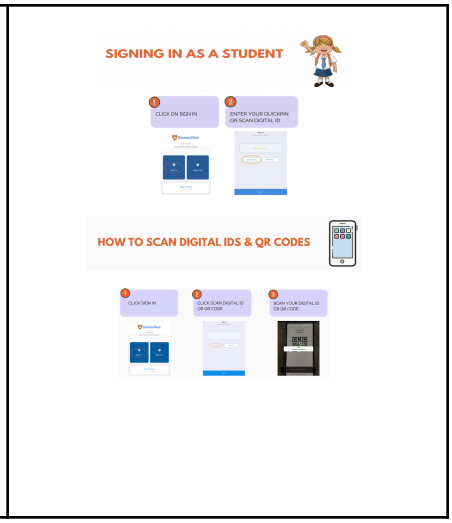
VISITS TO THE SCHOOL AND CLASSROOM

Parents/legal guardians are always welcome and encouraged to visit our school. Please check with the teacher ahead of time. It is recommended that visits be for no more than one hour or one class period and that you visit several times rather than in one large block of time. Many of the teachers appreciate and request parent/guardian assistance within the classrooms. Scheduled volunteer times are arranged by the teacher and volunteer.

VISITOR MANAGEMENT SYSTEM

Any individual that is not employed by the District shall need approval to be admitted into the building. Prior to admittance into each school building, visitors must present a valid driver's license and scan into the School Pass- Visitor Management System(VMS) located in the vestibule of each building. Visitors will be printed a photo ID sticker that shall be worn at all times when in the building.





VOLUNTEERS

Parents/legal guardians are highly encouraged to volunteer at all elementary schools and we have numerous opportunities for parents/legal guardians to help out at our school. If you are interested in volunteering please contact your student's teacher. The front office at your respective school has volunteer application forms to be completed by all prospective volunteers. Our volunteer policy can be accessed through the link:

IICB: Volunteers – Community Resource Persons
IICB: Volunteer Form
PCSD6 Volunteer Information
PCSD6 Rule CKA

WEAPONS IN SCHOOL

(Possession or Use of Weapons)

Section 1. Definitions.

a. Items in the following categories are defined as weapons:

i. Type 1: Deadly weapon (as such term is defined in W.S. 6-1-104 (a) (iv), i.e. firearms.
ii. Type 2: Articles other than deadly weapons used or threatened to be used to inflict bodily harm and/or to intimidate other persons regardless of whether or not the possessor actually used or intended to use the article to inflict bodily harm or intimidattardy
e other persons. Examples are knuckles, switchblade, butterfly knife, chains, clubs, stars, etc.
iii. Type 3: Articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, pocket knives, files, compasses, scissors, etc.

b. "Possession" means having a weapon actually in a student's personal possession, or in their desk, locker, or vehicle.
c. "Use" means threatening to or actually inflicting injury on another person with a weapon.
d. "Campus" means within the boundaries of real property used by the school district primarily for the education of students in grades Kindergarten through twelve.

Section 2. Possession or use of weapons.

a. "Possession" of a Type 1 or a Type 2 weapon on campus, or at a school activity, or within any school bus is prohibited.
b. "Use" of any type of weapon on campus, or at a school activity, or within any school bus is prohibited at all times.

Section 3. Penalty.

a. Any student who possesses, uses, transfers, carries or sells a deadly weapon while on the school campus or on any school bus or while in attendance at any school activity, shall be expelled from school for not less than one (1) year except that the superintendent of schools may modify the expulsion requirement on a case-by-case basis.
b. A student in possession of a Type 2 weapon shall be subject to administrative disciplinary action which may include suspension or expulsion of up to one (1) year.
c. A student using any type of weapon shall be suspended immediately from school and referred to the Superintendent and the Board of Education for further disciplinary action up to and including expulsion from school.

Section 4. Expulsion Procedures.

a. Any student recommended for expulsion shall be afforded an opportunity for a hearing as provided by W.S. 21-4-305(d).
b. If the Superintendent of Schools modifies the expulsion of a student pursuant to Section 3 above, such modification shall be in writing.

Section 5. Notification to District Attorney.

a. After the applicable notice and hearing requirements of this section are complied with, if it is determined that a student is to be expelled pursuant to Section 3(a) of this policy, the superintendent shall refer to the criminal justice or juvenile delinquency system any student who brings a firearm defined in 921 of Title XVIII of the U.S. Code to school.