

2021-2022



Student/Parent  
Handbook

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# **SOUTHSIDE SHINES**

**SIGNIFICANTLY HELPING INDIVIDUALS NURTURE EDUCATIONAL SUCCESS**

## **Southside's Mission Statement**

It is the primary mission of Southside Elementary School to prepare all students to be:

- Problem Solvers
- Effective Communicators
- Cooperative Participants
- Responsible Citizens
- Lifelong Learners
- Future Seekers
- Celebrate Success

### **A HIGHLY QUALIFIED STAFF**

Park County School District #1 takes great pride in its staff. The District's teachers have a wide range of education, experience, skills, abilities, and professional attributes to provide the students of Park County School District #1 a quality education. All Park County School District #1 teachers meet or exceed the requirements of certification established by the Professional Teaching Standards Board and the Wyoming Department of Education. Additionally, Park County School District #1 seeks to employ the most qualified and experienced paraprofessionals available. Paraprofessionals are hired on the basis of educational background, specific skills and abilities, as well as work and life experiences.

Parents of children who attend school in Park County School District #1 have the right to request information regarding the professional qualifications of their child's teachers and paraprofessionals. This information includes:

- What subject areas and grade levels a teacher is certified to teach.
- If a teacher is working under a transitional certification.
- What degrees a teacher has earned and major areas of emphasis.
- The qualifications of the paraprofessionals working with their children.

Any parents seeking this information on their child's teachers or paraprofessionals should submit a written request to Mr. Jay Curtis, Superintendent. Every effort will be made to provide a prompt and thorough response to such written requests.

Park County School District #1 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment of employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to Park County School District #1, Ginger Sleep, Civil Rights Coordinator, 160 North Evarts, Powell, Wyoming 82435, or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-03582, (303) 844-5695 or TDD 303-844-3417.

# School Schedule

Office Hours – 7:00 a.m. – 4:00 p.m.

Teachers Report – 7:45 a.m.

7:40 – 8:05 a.m.	Breakfast served in cafeteria
7:45 a.m.	Playground supervision begins
8:05 a.m.	Bell for line-up outside
8:07 a.m.	School begins daily

**Anyone arriving after this time will be considered tardy.**

15-minute recesses for K-5 determined by classroom teachers

<u>Monday – Thursday</u>	<u>Lunch</u>	<u>Friday</u>
11:00 a.m. – 11:30 a.m.	Kindergarten	10:45 – 11:15
11:30 a.m. – 12:00 p.m.	Second grade	11:15 – 11:45
11:45 p.m. – 12:15 p.m.	Third grade	11:00 – 11:30
12:00 p.m. – 12:30 p.m.	First grade	11:45 – 12:15
12:15 p.m. – 12:45 p.m.	Fourth grade	11:30 – 12:00
12:30 p.m. – 1:00 p.m.	Fifth grade	12:00 – 12:30

15-minute afternoon recess for K-3 determined by classroom teachers

3:10 p.m.	Students clean up classroom and prepare for dismissal
3:15 p.m.	Dismissal – all grades (Monday – Thursday)
12:35 p.m.	<b>Friday dismissal for students</b>

Library, Music and P. E.	Library – 30-60-minute period once a week Music – 30-minute period twice per week P.E. – 30-minute period twice per week
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End of Teachers' Day	4:00 p.m. (Monday – Thursday) 1:05 p.m. (Friday)
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Arrival and Dismissal Procedures **Non-bus students are not to arrive until 7:45 a.m.**\* There is no supervision prior to this time. At dismissal, teachers direct bus students to their buses and all other students are expected to go directly home.

*\*Students eating school breakfast may arrive at 7:40 a.m.*

# Southside Elementary School Staff

Southside is a Title I School (kindergarten through fifth grade)

Kindergarten	Mr. D'Alessandro	3 <sup>rd</sup> grade	Mrs. Aure-Takos
	Ms. Oliver		Mrs. Bonander
	Mrs. Sanders		Mrs. VanLake
1 <sup>st</sup> grade	Mrs. Cox	4 <sup>th</sup> grade	Mrs. Foley
	Mrs. Lundberg		Mrs. Kincheloe
	Mrs. Wichman		Mrs. Paul
2 <sup>nd</sup> grade	Mrs. Croft	5 <sup>th</sup> grade	Mr. Galindo
	Mrs. McCaslin		Mrs. Landwehr
	Mrs. Waterworth		Mrs. McCauley

Southside Staff:

Principal	Mr. Schiller
Regular Education Classroom Teachers	<i>Please see above</i>
Instructional Facilitator	Mrs. Giltner
Resource Teachers	Mrs. Bott, Mrs. Douglas, Mrs. Muecke
Title I Teacher	Mrs. Hinshaw
Reading Recovery	Mrs. McCray
Music Teacher	Mrs. Sears
Physical Education Teacher	Mr. Wisniewski
Librarian	Mrs. Otto
School Nurse	Mrs. Asher
School Social Worker	Mrs. Pindell
Speech/Language Pathologist	Mrs. Loris
Part-time Occupational Therapist	Mrs. McKee
Part-time Psych Tech	Mrs. Cuddy
Part-time Adaptive P.E. Teacher	Mr. Wolff
Administrative Assistants	Mrs. Ramsey, Mrs. Allen
IMC Clerk	Mrs. Hartman
Computer Lab Manager	Mrs. Dicks
Special Education Para- Educators	Mrs. Davis, Mrs. Larsen, Mrs. Evelo, Mrs. Dilworth, Mrs. Knop, Mrs. Plenert, and TBD
Title I & At-Risk Para-Educators	Mrs. White and, Mrs. Bieber, and TBD
Classroom Para's	Mrs. Carter, Mrs. Cousins, Mrs. Dugger Mrs. Fulton, 1 <sup>st</sup> (TBD), Mrs. Christofferson, Mrs. Pool, Ms. Reihm, Mrs. Sapp, Mr. Sessions, and Mrs. Staebler
Cooks	Mrs. Griffith, Mrs. Jensen
Lead Custodian	Mr. Larsen
Associate Custodians	Ms. Abarca, TBD

## Parents, Guardians & Family Members

Families are partners in the education of students at Southside Elementary. We welcome your active participation in your child's education. There are a variety of ways that parents/guardians can choose to be active in their child's education at Southside.

# 2021-2022 Calendar of Important Dates

Aug. 24	First Day of School
Sept. 6	Labor Day – No School
Sept. 10	Patriot Day –Wear Red, White & Blue!
Sept. 17	Constitution Day
Oct. 02	National Custodian Appreciation Day
Oct. 15	No School
Oct. 31	Halloween
Nov. 05	End of the 1 <sup>st</sup> Trimester
Nov. 07	Daylight Saving Time Ends
Nov. 24-26	Thanksgiving Vacation – No School
Nov. 29	Nellie Tayloe Ross B-Day
Dec. 07	Pearl Harbor Day
Dec. 09	Southside Christmas Program
Dec. 10	Wyoming Day
Dec. 22-Dec. 31	Winter Break – No School
Jan 3-4	Professional Development – No School for Students
Jan. 5	Classes Resume
Jan. 31	100 <sup>th</sup> Day of School
Feb 1-5	National School Counselor Week
Feb. 14	Valentine’s Day
Feb. 21	President’s Day – No School
Feb. 25	End of the 2 <sup>nd</sup> Trimester
Mar. 13	Daylight Saving Time Begins
Mar. 14-18	Spring Break – No School
Apr. 14	Grandparents Day
Apr. 15-18	Easter Break – No School
Apr. 27	Administrative Professionals Appreciation Day
May 01	Principal Appreciation Day
May 02-06	Teacher Appreciation Week
May 06	School Lunch Hero Day (Cafeteria Worker Appreciation)
May 11	National School Nurse Appreciation Day
May 13	Native American Day (WY)
May 25	Kindergarten Circus
May 26	Last Day of School

Schedule/Calendar is subject to change. Parent/Teacher Conferences are TBD

## BOARD OF TRUSTEES 2021-2022

<u>OFFICE</u>	<u>NAME &amp; ADDRESS</u>	<u>TERM OF OFFICE</u>	<u>TELEPHONE</u>
Chairman	Paul, Trace (Mr.) 859 Riverside Drive	12/1/10-11/30/22 <a href="mailto:TRPaul@pcsd1.org">TRPaul@pcsd1.org</a>	254-1840
Vice- Chairman	Dillivan, Kim (Mr.)  620 Ave F	12/1/16-11/30/24  <a href="mailto:KDDillivan@pcsd1.org">KDDillivan@pcsd1.org</a>	271-7568  970-570-9881
Clerk	Brazelton, Lillian (Mrs.) PO Box 537	6/17/16-11/30/22  <a href="mailto:LRBrazelton@pcsd1.org">LRBrazelton@pcsd1.org</a>	754-2758
Treasurer	Morris, Tracy (Mrs.) 10 Llama Drive	12/1/16-11/30/24  <a href="mailto:TDMorris@pcsd1.org">TDMorris@pcsd1.org</a>	307-250-9599
Trustees	Borcher, Greg (Mr.) 215 W. 10 <sup>th</sup> St.	12/1/06-11/30/22  <a href="mailto:GMBorcher@pcsd1.org">GMBorcher@pcsd1.org</a>	307-254-0660
	Riley, Laura (Ms.) 940 Rd 12	12/1/20-11/30/24	307-754-2103
	Hansen, Donald (Mr.) 1173 Lane 8	12/1/14-11/30/22  <a href="mailto:DHansen@pcsd1.org">DHansen@pcsd1.org</a>	307-899-2225

# 2021~2022 School Supplies

## Kindergarten

- 12 #2 pencils (sharpened, please) **NOT** Eagle Brand or fancy foil
- 1 dry erase markers 4-PK
- 2 plastic pocket folder with prongs
- 1 pink or green rubber eraser
- 2 boxes of facial tissues (regular size)
- 4 boxes of Crayola-brand crayons (16-24)
- 2 box of Crayola-brand markers (8 count)
- 1 pack of erasable colored pencils
- 1 watercolor paints
- 1 pencil box, size 5"x 8"
- 20 glue sticks (small size)
- 1 bottle of Elmer's Glue
- 1 pair of student scissors (Fiskars are the best)
- 1 container of Play-Doh
- 1 container of Clorox wipes
- 1 bottle of hand sanitizer
- 1 box gallon-size baggies (last names A-L)
- 1 box quart-size baggies (last names M-Z)
- 1 box sandwich size zip-up baggies (last names A-L)
- 1 box snack size ziplock baggies (last names M-Z)

\* Please only label pencil box and backpack with student's name

## First Grade

- 12 #2 pencils (Tan Ticonderoga only)
- 1 Composition Notebook
- 1 pink or green rubber eraser
- 2 large boxes of facial tissues
- 3 box of Crayola-brand crayons (24 count only)
- 1 4"x 8" plastic pencil box
- 12 Elmer's glue sticks (small size)
- 1 container Clorox wipes
- 1 bottle of Germ-x
- 1 box of gallon or quart-size Ziploc-type bag

## Second Grade

- 36 #2 pencils (sharpened, please) (NOT Eagle brand or fancy foil)
- 1 large box of facial tissues
- 1 pink eraser
- 1 box of Crayola-brand crayons (16-24)
- 1 small plastic pencil box 1 two-pocket folders (no prongs)
- 1 highlighter
- 1 pair of scissors
- 4 glue sticks (small size)
- 4 dry erase markers for whiteboards
- 1 pair of headphones



### **Third Grade**

- 24 #2 pencils (Ticonderoga only)
- 1 pair of scissors
- 1 pink eraser or pencil top erasers
- 4 glue sticks
- 2 Plastic pocket folders
- 1 Marble composition notebook
- 2 boxes of facial tissue (regular size)
- 1 box gallon size or quart size baggies
- 1 pack of 4 Expo DRY ERASE markers
- 1 pencil bag **(not a box)**
- 1 box of colored pencils or crayons
- 1 pkg **fine** point markers
- 1 package of 3 highlighters
- 1 bottle of hand sanitizer
- 1 [individual pencil sharpener \(Takos' only\)](#)
- 1 package wide rule loose leaf paper (VanLake's Class only)

### **Fourth Grade**

- 24 #2 pencils (sharpened, please) (**NOT** Eagle-brand or fancy foil)
- 1 pink eraser
- 1 pair of scissors (Please no round-tip safety scissors)
- 1 box of colored pencils
- 4 2-pocket folders
- 8 dry erase markers
- 1 box of facial tissue
- 4 composition notebooks
- 3 glue sticks
- 1 box Ziploc bags any size
- 1 box crayons
- 1 set of headphones

### **Fifth Grade**

- 2 highlighters
- 2 boxes pencils (**NOT** Eagle brand or fancy foil)
- 1 pair of scissors
- 1 box of colored pencils (at least 18)
- 1 1 ½ inch binder
- 1 black sharpie
- 4 glue sticks
- 2 box of Kleenex
- 1 eraser
- 1 Marble composition notebook
- 1 4-pkg dry erase markers
- 3 2-pocket folders
- 1 supply box
- 3 single subject notebook
- 1 container of bleach wipes

# School and District Policies

## Accreditation

State and District standards play out in almost everything that happens at Southside Elementary. From the moment students enter Southside, their efforts are directed toward academic standards and performance. Curriculum and instruction focus on the skills and knowledge students need to meet District standards. A variety of assessments will measure student progress toward meeting standards. In an effort to show progress for promotion to the next grade level, Park County School District #1 will continue to communicate the standards and relate requirements to students and parents in several different ways – through meetings, written communications, and postings in the classrooms for students.

## School Staff

In compliance with the "No Child Left Behind Act," parents are assured they may review credentials of the staff by making a written request to Mr. Jay Curtis, 160 N. Evarts.

## Attendance

***Please report absences between 7:30 a.m. – 8:30 a.m. to the school office by calling 764-6183.***

**Parent notification allows us to determine if an absence is excused as a prearranged or emergency absence.** If a child is absent and the school has not been notified, office personnel will contact you. We care about our students and we are concerned when we don't know where they are. Academic success is directly related to the amount of time spent in the classroom. There are valuable lessons lost when a student is not in attendance. Class discussions, teacher demonstrations, social interactions, and other activities are examples of the valuable learning missed when a student is absent.

Regular school attendance is required by law and district policy. The District recognizes that emergencies, illness or other prearranged absences occur. As a result, **ten (10) days per semester** can be used for these purposes. If a student exceeds this ten-day limit in a given semester, he/she may be considered unexcused/truant, lose credit and/or be retained. Parents will be notified in writing should a pattern of absences approach the 10 day limit. Attendance meetings will be scheduled to identify and address barriers to attendance. Note: Habitual tardiness is dealt with at the building level.

If you know in advance that your child must be out of school for any reason, please notify the Southside office. The principal, the designated school attendance officer, will monitor students' attendance and determine whether absences are excused as pre-arranged or emergency absences. **Unexcused absences are considered trancies and two or more will be reported to the School Resource Officer and/or the county attorney.**

**TARDIES:** Instruction begins at 8:07 a.m. A pattern of tardiness (10 minutes late) also impacts access to quality instruction. A pattern of tardiness will be accrued and equate to an unexcused absence. **Five tardies to school equal one unexcused absence.**

## Building Intervention Team (BIT)

Each school has a Building Intervention Team (BIT) composed of specialized and professional staff trained to evaluate a child's performance and to make educational recommendations that would improve the child's educational performance. Any concerned adult may refer a student to the BIT, including a parent. This is done by submitting a written request to your child's building principal. The team reviews a child's progress and proposes ways to help improve his/her performance in school. Parents will be informed if their child has been referred to the Building Intervention Team. The BIT is a support service for parents and students.

## Community/Parent Involvement

Parents of students attending school in Park County School District # 1 are encouraged to stay positively involved in their child's education. This can be done in a variety of ways. A few are:

- Volunteer - Ideas include: chaperoning for field trips; sharing your expertise in an area with a grade level; and/or assisting with screenings.
- S.C.O. – This is Southside's parent group (Southside Community Organization). The S.C.O. conducts a variety of activities to support Southside. Membership is open to the Southside community. The purpose of the S.C.O. is to work together with faculty and staff to further enhance the educational goals of our children.

Even if you do not have a child currently in school, your involvement is encouraged. Besides volunteering at the school of your choice, the District encourages its citizens to express their ideas, concerns, and/or judgments about the schools through such means as:

- written suggestion(s) or proposal(s)
- presentations at hearings
- responses to surveys made through interviews, written instruments, or other means
- comments at regular Board meetings
- service on citizen advisory committees

The advice of the public will be given careful consideration. In the evaluation of such advice, the first concern will be for the educational program as it affects the students. (Reference: [www.pcsd1.org](http://www.pcsd1.org))

## Conferences and Concerns

The school year is divided into three trimesters. At the end of each trimester, each student will receive a report card. In addition, each student's parents/guardians will be scheduled for a conference with the student's teacher twice during the school year.

We strongly feel that parental involvement in their child's education is one of the most important aspects of student success in school. This is the reason the District schedules parent-teacher conferences during both the first and second trimester. Based on feedback from parents, the conferences are held in the evening so parents do not have to take time from their employment to attend. These conferences are designed for parents and teachers to analyze and discuss each child's progress and development during the current year.

Of course, after-school conferences can be arranged at any time through your child's school office. (Reference: [www.pcsd1.org](http://www.pcsd1.org)) All conferences are important to develop and keep lines of communication open between home and school. All concerns arising in the classroom should first be discussed with your child's teacher. All questions concerning administrative policy or issues centered at Southside should be referred to the building principal. If he/she is unable to answer your question satisfactorily, he/she will refer it to the proper office.

## Discipline

**It is the goal of Southside to create an environment that is centered on student learning.** This type of environment is based on specific desirable behaviors being exhibited by students. District policy charges the teachers and principal with insuring that each student has the opportunity "to a free and appropriate education without the fear or act of having their education materially or substantially interfered with or disrupted by other students or persons."

All District elementary schools have adopted the same basic approach to discipline, "Time To Teach". This program is based upon specific desirable behaviors being identified and taught to students before they are held accountable for them. In this manner, knowledge of school rules is not left to chance. Since parents of students at the individual schools are involved in identifying these desirable behaviors, the desired behavior may be slightly different from school to school. However, this is consistent with the "Time To Teach" theme of parent involvement.

Behavior that is inappropriate may be dealt with as a "Refocus" or require a "Student Behavior Referral". Either action may result in disciplinary action such as a loss of recess, loss of privilege of eating in the cafeteria, removal from a class, or In-School Suspension (ISS) to remedy the situation.

An important component of our "Time to Teach" program is the development of "Absolutes"—behaviors which are illegal, unsafe, or both, and which constitute a threat to the overall well-being of individuals in our school. They will *absolutely* not be tolerated.

Following is a list of "Absolutes" as developed by staff, students, and parents. Violation of these absolutes will result in suspension.

- Possession of weapons in the building, on the school grounds, or on buses
- Possession of alcohol or drugs in the school, on school grounds, or on buses
- Physically assaulting another individual
- Stealing or willfully destroying the property of other students, adults, or the school in general
- Serious disrespect of others such as threatening anyone, spitting at or on anyone, derogatory comments, cursing or swearing at anyone, sexually harassing anyone
- Behaving in a sexually inappropriate way
- Openly defying school authority

Students who violate one of the "Absolutes" will be dealt with in the following manner:

- The student will be removed immediately from the area where the behavior occurred.
- The student will identify what the inappropriate behavior was, what was desired, and what would have been a more appropriate way to deal with the situation.
- Parents will be called to pick up their child for one day of Out-of-School Suspension. Suspension time will begin with removal from the immediate area.
- Students will be welcomed back to the school at the same time the next school day following a meeting with the principal.
- Students whose families are either unable or unwilling to pick them up, will be addressed on an individual basis.
- Weapon, drug, or alcohol violations will be reported to the Superintendent for possible extended suspension or expulsion by the Board of Trustees.
- Board Policy allows that credit will be denied for suspended students.
- Students whose behavior consistently places them in an Out-of-School Suspension situation will be subject to more stringent measures.

**BE SAFE. BE RESPECTFUL. BE RESPONSIBLE.**

## Dress Code

Students shall not dress or groom themselves in a manner which causes a disruption to the orderly operations of the school. Furthermore, it is expected that Southside students will do the following:

1. Wear appropriate undergarments at all times. Undergarments are to remain unexposed.
2. Wear shoes at all times.
3. Meet appropriate standards of cleanliness.
4. Wear shorts and skirts that are adequate in length and coverage to be considered appropriate for school. Shorts or skirts should be long enough to extend beyond a student's fingertips when a student's arms are held down to the side of the legs.
5. Wear pants and shorts fastened and worn at the waist.

It is also expected that Southside students will ***not*** wear the following:

1. Anything sexually suggestive, such as see-through clothing.
2. Halters, backless dresses or tops, spaghetti straps, tube tops, tank tops, muscle shirts, or any clothing which may be distracting, unless covered by an appropriate outer garment. Straps should be at least 2 inches wide on shirts or blouses.
3. Shirts or blouses tied at the midriff, clothing improperly fastened, or anything with a bare midriff.
4. Caps, hats, hose hats and sunglasses in school building.
5. Chains or wallet chains.
6. Hair curlers or other grooming aids - students are to use combs and brushes only in the restrooms.
7. Unsafe footwear.
8. Apparel, emblems, insignias, badges, or symbols that promote the use of alcohol, tobacco, drugs or other illegal activity.
9. Clothing with profane or suggestive slogans or pictures.
10. Apparel or symbols which are identified with gang involvement, participation or membership.
11. Clothing or garments that are associated with violence or promote violence.
12. Unsafe jewelry including, but not limited to, spiked wrist bands, spiked collars, spiked rings, and razor necklaces.

**Note:** The principal or lead teacher has the final authority for interpreting whether a student's apparel conforms to the dress code. When it is determined that a student's clothing does not comply with the dress code, a parent/guardian may be asked to bring an appropriate change of clothes to school, or a student may be sent home to change clothes.

## Electronic Communication Devices

Students may possess and use **cellular telephones, pagers or other electronic communications devices**, subject to the limitations of this and other policies of the District. “Electronic communications device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Such devices shall not be used during instructional time/school day *unless during an emergency*. Building principals may promulgate rules to enforce this policy at the building level. Students violating the policy may be subject to disciplinary action. We ask that parents not contact their student on personal cell phones during the school day and please contact their students through the school office number at 307-764-6183.

## Communication Between Parent(s) and School Staff

If parents would like to visit with any school staff please contact the Southside Office (307-764-6183) to set up an appointment to do so. Instructional time is very important and our office staff will do their best to relay any messages to staff and set up appointments during non-instructional time including after school.

## Emergency School Closure

Should severe weather or emergency situations require the closing of school or make it impossible for school buses to operate safely, announcements will be made on local radio stations beginning at 7:00 a.m. These stations include:

KPOW	1260 AM
KODI	1400 AM
KCGL	104.1 FM
KTAG	97.9 FM

Announcements will also be made at the District web site: [www.pcsd1.org](http://www.pcsd1.org).

## Field Trips

Parents will be asked to sign field trip permission slips for field trips taken during the school year. These trips are closely tied to the instruction taking place in the classroom and are considered a regular part of the curriculum. The required release form grants school personnel permission to seek medical treatment for students, if necessary. Classroom teachers will provide information about each excursion along with a list of things that each student needs to take with her/him.

## Grading System

Each trimester, your child will receive a Standards-Based Progress Report. This report allows you to gauge your student's academic progress using a meaningful measure, the state standard, and your child's overall development and level of proficiency. Over the course of the year, our staff will "do whatever it takes" to help your child master the essential skills at each grade level.

### What does the progress report tell you as a parent?

- ✓ It provides you with a report of your child's progress toward grade-level essential skill attainment.
- ✓ It provides you with information on your student's specific areas of progress toward the state standard each trimester.
- ✓ It provides you with an "end of year" determination of the achievement level of your student in relation to the standard.

### The following markings will be used on the report card to indicate the student's performance:

- ✓ Students receive a BEGINNING (BEG) score if they are at an introductory level of understanding of the skill or concept; teacher assistance is usually necessary.
- ✓ Students receive a DEVELOPING (DEV) score if they have shown understanding of the skill or concept; some independence is evident.
- ✓ Students receive a PROFICIENT (P) score if they can apply the skill or concept correctly and independently.

### If your child is struggling to meet the grade-level essential skills, you may want to consider the following:

Look closely at the progress report.

- ✓ Where does your child score in the section "Characteristics of a Successful Learner"? If this is an area where there is room for improvement, this is the first thing that you as a parent can assist with, whether it is homework, attendance, or behavior.

### Characteristics of a Successful Learner ~ What does this mean?

- ✓ Characteristics are critical to academic success.
- ✓ The teacher is given an opportunity to separate the characteristics of a successful learner from academic achievement.
- ✓ As a parent you can be assured that you know your child is progressing academically toward his/her grade-level standards.

## Performance Standards

State and District Performance Standards are areas of knowledge each student is expected to acquire at his/her particular grade level. Within each area of knowledge (Language Arts, Social Studies, Math, Science, Fine/Performing Arts, P.E., Health, Career/Vocational, and Foreign Language), assessments have been developed and will be used to measure the student's attainment of the standards. Your child's progress on the standards will be communicated to you by the teacher through parent conferences and progress reports. Please keep in mind that the standards are set up as the *minimum* requirements for that subject/grade level.

## Harassment

State law prohibits harassment. The intent of the law is to provide an atmosphere that is free of any sort of harassment, be it physical, sexual, verbal, or any other form. District policies outline in detail the procedures to be followed if harassment occurs. The District will continue to make students aware of how specific behaviors affect others and the legal ramifications of such behaviors. Students who believe they are being harassed should bring their concerns to the attention of a teacher, counselor or principal. Appropriate reports will be filled out and investigated by school personnel.

Harassment consists of unwanted, repeated physical gestures or advances, or spoken or written derogatory comments or suggestions. Any action that is or implies a threat will be considered harassment. **Harassment of any kind will not be tolerated at Southside Elementary School.**

If a student thinks he or she has been harassed in any way, he or she should talk with a teacher, counselor, or the principal. **Because some forms of harassment can be considered a form of abuse, school employees are required by Wyoming law to report allegations of this nature to the authorities.** Harassment can take place in varying degrees; hence, consequences will be determined according to the offense.

It is the District's policy that sexual harassment is unacceptable and shall not be tolerated and that no employee or student of the District may sexually harass another. Any employee or student will be subject to disciplinary action for violation of the policy. Under this policy, any unwelcome sexual advances, solicitation of sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults, constitute sexual harassment. This conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive employment or educational environment. (Reference: [www.pcsd1.org](http://www.pcsd1.org))

## Health Services

Park County School District #1 holds a variety of screenings throughout the school year. These include vision, hearing and scoliosis checks. Additionally, the District nurses arrange a variety of health-related activities throughout the year.

Every school in the District attempts to provide an environment in which the children will be safe from accidents. However, if an accident or sudden illness occurs, first aid and/or CPR will be administered and the child's parent/guardian notified. (Please note that all District employees are required to be certified in both first aid and CPR.) No care beyond first aid, defined as the immediate, temporary care given in case of an accident or sudden illness, will be given by school personnel. (Reference: [www.pcsd1.org](http://www.pcsd1.org)) In the event that we are not able to contact you, we will then call the emergency contacts you have provided. Because these types of situations do arise, we ask that you update your child's information whenever changes occur.

In order to prevent the spread of communicable diseases and to ensure a rapid recovery with a minimum of after effects, parents are asked to keep their children at home when they show evidence of the following symptoms: skin eruption, ear ache, pink eye, ringworm or impetigo, vomiting, fever, head lice, or diarrhea. (Reference: [www.pcsd1.org](http://www.pcsd1.org))

This Student/Parent handbook does not contain **COVID regulations and protocols**. Should PCSD#1 again be required by local, state, or federal health authorities to adhere to safety regulations such as 6' of distance, use of face coverings, and contact tracing, PCSD#1 will notify all PCSD#1 Stakeholders immediately.



## Exclusion from School Due to Illness

For the welfare of all students, we ask that if your child does contract a communicable disease, you notify the office and keep your child home until the threat of spreading such is past. The following list might be of help to you:

- Chicken Pox: until recovery—at least 7 days from onset and/or until skin lesions have healed and the crusts have fallen off.
- Strep Throat and Scarlet Fever: until mucus membranes of the nose and throat appear normal and all complications have ceased OR permission from the family physician is obtained.
- Ringworm and Impetigo: isolated from school until permission from the family physician is obtained or treatment by a physician has begun.
- Head Lice (Pediculosis): Please see the next section on Pediculosis. (Reference: [www.pcsd1.org](http://www.pcsd1.org))

## Pediculosis (Head Lice) Policy Guidelines:

Pediculosis (infestation by head lice) should not disrupt the educational process. Head lice is not a disease. The school nurse's primary role is one of education and support for the family. The student's privacy as well as the family's right to confidentiality must be maintained. If a child is suspected to have an active head lice infestation, the following shall occur:

1. The student will be examined to determine if there is an active infestation of live lice or nits less than ¼ inch from the scalp. Siblings will also be checked if live lice or nits are found.
2. If there are live lice present or nits within ¼ inch of the scalp, the school nurse will contact the parent/guardian to report the condition and discuss treatment. The nurse will send home the CDC Treating Head Lice Packet with the student. Parents are encouraged to notify close contacts.
3. The student may stay in school for the remainder of the school day if there are only nits found. If live lice are found, the student must go home.
4. The student must receive treatment prior to returning to school.
5. The school nurse will check the student the first day of returning to school after having treatment, and again after the 10 day follow-up treatment.
6. For secondary schools, check student and close contacts as needed.

For chronic or recurrent pediculosis:

If live lice are present after 2 treatment cycles with over the counter products, the nurse will recommend physician consultation for possible resistance. Public health can be utilized as a resource.

General notifications of parents:

1. In elementary schools, the nurse will consult with the principal on notification to parents when the infestation reaches 20% of a classroom.
2. Information about head lice will be available to parents on the District website.
3. Sources referenced in the development of this district policy are as follows: American Academy of Pediatrics, National Association of School Nurses, and the CDC.

## Medication

The staff at Park County School District #1 realizes that it is sometimes necessary for a student to receive medication at school. It is preferred that medication be administered at home whenever possible; however, we do realize the need for such at school in certain situations.

If a situation arises and it becomes necessary for your child to receive medication during school hours, *written permission signed by the attending physician is required* (Request for Administration of Prescription Medication). This permission includes the following: reason for medication, name of medication, dosages to be given and the time it is to be administered, as well as possible side effects.

The medication must be brought to the principal's office *in the original pharmacy container* and properly labeled with the child's name, name of the medication and dosages of medication to be given along with the physician's written permission.

A "Request for Administration of Over-the-Counter Medications" form is sent home the first day of school requesting permission to administer medications such as non-aspirin, ibuprofen, antacids and throat lozenges. Students will not be given these medications without parental permission.

All prescription or over-the-counter medications must be kept in the office where they will be secured in a locked cabinet. Medication will be administered to your child by either the school nurse or the school's designee at the designated time. The School Nurse/Administration reserves the right to review or reject all requests for over-the-counter medication.

**Note:** If your child needs to use an inhaler or nebulizer at school, you will need to obtain the "Request for Administration of Prescription Medication" form and have your physician sign it. (Reference: [www.pcsd1.org](http://www.pcsd1.org))

## Wyoming Immunization Law

Wyoming State law, W.S. 21-4-309, requires the parent to submit a completed official record of immunization to your child's school within 30 calendar days after the first day of attendance. Failure to do so means your child will not be allowed to attend school.

The immunization requirements are as follows:

### *Kindergarten Students*

- 5\* DTP/DtaP/DT (at least one dose must be administered on or after the fourth birthday)
- 4\*\* Polio (at least one dose must be administered on or after the fourth birthday)
- 3 Hepatitis B
- 2\*\*\* MMR

### *Students in Grades 1-6*

- DTP/DtaP/DT/Td (age appropriate series complete)
- Polio (age appropriate series complete)
- 2\*\*\* MMR
- \* If a fourth DTP dose was administered on or after the fourth birthday, a fifth dose is not required.
- \*\* Administration of 4 doses is considered optimal. Sequential OPV or IPV may be used, but the final dose must be given on or after the age of four, even if this means a fifth dose. If a third dose is received on or after age 4, no additional doses are required.
- \*\*\* For students 7 years of age and older who were not immunized prior to the seventh birthday, a total of 3 doses of Td vaccine, 3 doses of Polio vaccine and 2 doses of MMR are required.

**Exemption:** A medical or religious exemption can be granted upon special circumstances. Please talk to the school nurse for more information.

## Homework

In Park County School District # 1, homework is considered an integral part of each student's total program. The Board expects homework assignments to aid in the development of skills taught in the classrooms; homework should be an application or adaptation of a classroom experience and tailored to fit the students' needs. (Reference: [www.pcsd1.org](http://www.pcsd1.org)) Parents are encouraged to support their children in developing good work habits and responsibility for completing their homework and returning it to school. Please do not over-assist to the point that you are doing more of the homework than your child.

## Internet Access and Usage

The District's goal in providing internet access is to promote educational opportunities and communication. The use of the internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges and/or other disciplinary actions. In accordance with District policy, the system administrator and teachers will deem what is inappropriate use, and their decision(s) will be final. The District may, at any time, deny, revoke, or suspend specific user access.

Students will not be permitted to use the internet until a "Digital Communication/Internet Usage Agreement" has been signed by the parent, student and teacher. Immediate discontinuation of use will be the consequence for violation of the agreement.

## Internet Website/Student Photographs

Southside School will provide general information to the public such as class schedules, activity schedules, and calendars (just to name a few). We encourage you to access our site at <http://www.pcsd1.org> to keep up-to-date on school events. You may also access activity schedules for PCSD #1 schools at [www.highschoolsports.net](http://www.highschoolsports.net) or <http://oneschoolstreet.com>. We may wish to place pictures of our students on our website, newsletters, and other electronic or printed publications. Student names may or may not be published with any photograph.

***IF YOU DO NOT WANT YOUR STUDENT'S PICTURE OR WORK PUBLISHED IN ANY DISTRICT PUBLICATION, PLEASE NOTIFY THE SCHOOL IN WRITING.***

## Lost and Found

We encourage you to label your child's belongings clearly with his/her name so, if it is lost, we'll know to whom it belongs. There is a brown lost and found box near the cafeteria. If your child should lose an item, this is the first place he/she should check. Smaller items (watches, bracelets, and money) will be kept in the office. Money that is not claimed after a month will be given to the student(s) who turned it in.

## Meals and Milk

During the 2021-22 School Year, all school breakfasts and lunches will continue to be free of charge, however, **it is very important for parents to complete the Free & Reduced application because our school funding and programs depend upon this information.** This vital funding helps our school maintain important teacher-led intervention programs across our school for all students which includes supplies, curriculum, math and reading supports and lower student to teacher/instructional paraprofessional ratios.

The meals are carefully planned to ensure proper nutrition and palatability and take into account current studies calling for reduced fat and salt. Students have their choice of white or chocolate milk during breakfast and lunch. If students prefer to bring their own meals, milk can be purchased individually as well. The cost of a second milk or a single milk to go with a meal from home is \$.40. Students should not give away/trade/barter/sell food items at lunch or any time during the school day.

Each District cafeteria has a computerized system that maintains an “account” for each student. The account is the student’s Wiser ID number (issued by the Wyoming Department of Education) which is used when purchasing a meal or milk. Each student is issued a card with which to access his/her account. Meal/milk monies are entered into the student’s account upon deposit; then, when a student purchases a meal, that amount is subtracted from his/her account. The same procedure is used when a student purchases just milk.

USDA prohibits discrimination in the administration of its programs. To file a complaint, write to the Secretary of Agriculture, Washington, D.C. 20250.

## **PROCEDURE FOR COLLECTION OF NON-SUFFICIENT FUNDS CHECKS** **EFFECTIVE APRIL 2008**

### **SUMMARY**

The Business Office will collect on all checks which do not clear the bank either due to non-sufficient funds, account closed, stop payment, or any other reason. This procedure will apply whether the check was written for an activity account fundraiser or a student's lunch account. To ensure accurate record-keeping procedures, the schools must not accept payment on these items and are to refer them to the Business Office.

### **PROCEDURE**

- When the charge-back is received from the bank, the Business Office will mail a letter to the maker of the NSF check with instructions to remit payment to the Business Office by cash or money order within 10 days of the date of the letter. A call from the Business Office will also be placed to the number that we have on file for that individual and, if the person can't be reached, a message will be left if that option is available.
- If payment is not received in 10 days, the item will be referred to Check Solutions-Collection Professionals in Cody for collection. When Check Solutions collects, they remit the full amount of the original check plus \$5 of the fees they collect to the School District.
- The balance on the student's lunch account will be reduced the following day after the letter has been mailed and the call made. When payment is received, the student lunch account will then be credited. It is suggested in both the letter and the phone call that the parent make arrangements to provide the student with meals from home until the parent can take care of the NSF check. The school secretaries will be advised of each step as it occurs.
- If the check was received as payment for merchandise from a club fundraiser, the Business Office will request that the school secretaries hold delivery of the merchandise until the check has been made good. The school's club account will be debited when the charge-back is received from the bank and credited when payment is received. It is important that club sponsors deposit fundraising checks regularly to help avoid these charge-backs due to closed accounts and/or non-sufficient funds. Molly Cummings and the school secretaries will be advised of each returned item and remitted payment. The school secretaries must inform the club advisors of these transactions.
- A spreadsheet of all checks processed under this procedure will be maintained in the Business Office.

### **Parties**

Student parties may be held in conjunction with the Halloween, Christmas and Valentine's Day holidays. Parties usually begin at 2:15 p.m., following the afternoon recess, and subsequently last for 50 minutes. Parent volunteers are asked to help with the parties and to furnish treats.

Please do not have your child distribute invitations during school time to parties being held outside the school. This can be damaging to the self-concept of students who are not invited.

### **Personal Property**

**Students are discouraged from bringing personal property to school. Stereo equipment, electronic games, toys, skateboards, and large amounts of money are to be left at home unless the teacher gives permission to bring such items to school.** Personal property can often become damaged, misplaced or lost. The school will not be responsible for personal items brought to school. *Park County SD #1 (Southside Elementary School) is not responsible for personal property that is lost, stolen, or damaged while in the possession of students, staff, or administration.*

## Physical Education

Students in all elementary grades have physical education twice a week for 30 minutes. To ensure their safety and full participation, students are expected to wear tennis shoes or rubber-soled shoes. Girls need to wear long pants or shorts. If a student is unable to participate because of illness or injury, a note from home is required. After two consecutive excused classes, a doctor's note is required if a child is still unable to participate.

## Promotion/Retention of Students

Students will be promoted or advanced upon recommendation of the grade-level teacher and the principal when the student has achieved the educational goals of his/her present grade level along with demonstrating proficiency in both State and District standards.

The teacher and principal may recommend a student for retention at grade level. Criteria to be considered includes:

1. Academic achievement (failure in basic areas – language arts, math, social studies and science);
2. Maturity of student (physical and emotional maturity, as well as chronological age);
3. Academic achievement in relationship to effort, attitude, attendance, and basic abilities.

Parents will be notified in writing, at the end of the 2<sup>nd</sup> trimester, if their child is in jeopardy of failing or concerns exist. A conference with the parents, student, principal, and teacher will be scheduled at that time. A student improvement plan will be developed for those students.

## Recess

The expectations of the students are high at Southside. This results in students being asked to stay on task and to be attentive. Understandably, children need the opportunity to exercise and to get fresh air. Recess periods are established every morning, before lunch, and afternoon. Generally, students are sent outside and should come prepared for the current weather. If the temperature dips below zero degrees Fahrenheit, students are allowed to remain inside and to participate in activities in their rooms. Students who are suffering from colds or returning from an illness are allowed to remain inside during recess for a period of *two days* with a note from their parent. ***Requests to keep children in for longer periods of time require a doctor's release.*** Items of value, such as Gameboys and other personal belongings, should be left at home.

## Release During School Hours

Students will not be permitted to leave during the school day unless the office has received a written authorization from the parent/guardian. Parents picking up their child during school hours must sign them out at the office. This helps us ensure students' safety.

## Safety Drills

Due to changing issues facing today's schools, a variety of safety drills are held throughout each year at Southside. These include:

- **Fire & Evacuation Drills:** Fire drills are held regularly as required by law. Each room has a sign informing students what to do in case of a fire.
- **Lockdowns:** Recently it has become necessary to practice drills to keep students safe from those who might harm them. A lockdown is a drill that is practiced by staff, students and administrators in conjunction with local community agencies to prepare for the unlikely time when someone may threaten our students.
- **Bus Evacuation:** Bus evacuation drills are practiced each year with all students. Even though a student may not ride the bus to school, he/she may ride on a bus for a field trip or for other school activities. Therefore, it is imperative that all students understand these drills.
- **ALICE TRAINING** – during the course of the school year all staff and students will learn and practice A.L.I.C.E. Training (**A**LERT, **L**OCKDOWN, **I**NFORM, **C**OUNTER, **E**VACUATE). A.L.I.C.E. is specific training to help our *school more proactively handle the threat of an aggressive intruder or active shooter event*. (Please see [www.alicetraining.com](http://www.alicetraining.com) for more information on this important training).

(Reference: [www.pcsd1.org](http://www.pcsd1.org))

## Student Leadership Team (SLT)

Students at Southside in grades 3-5 are invited and encouraged to be a part of the Southside Student Leadership team. Twelve students are selected (after an application and interview process) from grades 3, 4 & 5. School staff and student leadership team members are encouraged to involve all students in providing input to the team as they work cooperatively with staff and administration to make decisions about school operations, activities, and service projects. All aspects of team membership help teach and allow students to learn leadership skills and build community. Over the course of the year, students serve in different leadership capacities and support student goals and accomplishments.

Student Leadership Team meetings are held once per month at 2:30 pm in the cafeteria. Throughout the school year Southside Student Leadership Team members sponsor a number of various activities and programs that promote teamwork, joyous celebrations, and a sense of belonging.

## ***Student Safety & Security Kiosk***

A high priority among the staff of Southside is the safety of all our students. All outside entrances, with the exception of the front doors located on the east side of the building, will be locked throughout the school day.

ALL visitors and volunteers are required to have their driver's license with them in order to access our school through our security kiosk. Visitors will receive a visitor's badge and must wear the visitor badge while in the building. This assures staff members that the individual has permission to be in the building. All strangers on school property who have not checked in at the office will be approached by a staff member and will be asked to return to the office to obtain a visitor badge. Visitors and volunteers are also asked to check out at the security kiosk when they exit the building.

Parents are asked to check out their student, at such time as they may need to leave, by using their driver's license and the security kiosk. Students are not to be taken from the playground nor should they be taken during any type of drill (fire, intruder, etc.). Should there be changes to the normal daily procedures for children returning home, or a need to leave school for dental or doctor appointments, it is essential that the school be notified. We would ask that this be done with a note the morning of such interruptions. Although we understand that emergencies can occur, and we are willing to work with parents in such situations, it can be difficult to notify students with last-minute phone calls.

Whenever a student wishes to ride on a bus other than the one assigned, he/she must bring a note to the office signed by his/her parent or guardian. One of the secretaries will fill out a bus pass for the student, keeping the original in the office and giving the student a copy to give to the bus driver. This procedure is for the child's safety and well-being, assuring us that the parent/guardian is aware of the change in procedure.

The Board of Park County School District #1 defines the canal, railroad tracks and Highway 14 as "Danger Zone" areas. For their safety, students are to ride the shuttle bus across that area when going to and from school.

## **Telephone Use**

Students may only use the phone in the office in case of emergency or by having a phone pass given to them by their classroom teacher. Parents are to instruct their child when to wait or with whom they are to ride/walk home before the school day begins. If this is a problem, please write a short note to your child's teacher.

## **Transfer of Students**

Parents of children who will be transferring to another district during the school year are asked to please notify the principal's office *at least one week prior* to the student's last day in school. This will allow time for a check-out report to be completed. This report should be picked up during the child's last day in our schools. It will help the next district in arranging classes and/or teachers for your child.



## Visitation

Parents are invited and encouraged to visit the school; however, ALL visitors, parents included, **must check in at the office before going to the classrooms, lunchroom, or playground.** You will be asked to check-in through our security kiosk ( *please refer to Student Safety and Security Kiosk*) and wear a visitor's badge. If you visit a classroom, it is helpful to make arrangements with that teacher or the principal **before** visiting so that your visitation can be coordinated with the class schedule. This is to ensure uninterrupted learning time and student safety.

We ask that if you bring lunches, coats, etc., to school late, leave them in the office. The office staff will deliver these items to the classroom to avoid class disruption. We appreciate your cooperation.

To ensure the safety and welfare of all our children, we ask that the following procedures be followed when making a visit to Southside:

- If at all possible, please call ahead of time and let the secretary know when you would like to come and for what purpose.
- Upon arrival at school, please go directly to the office and introduce yourself.
- Please do not expect to have a conference with your child's teacher during school hours as this will take time away from the teaching day.
- Conferences with teachers should be held after dismissal time except for regularly scheduled conferences.
- At no time should any visitor go to any part of the building without permission **and** a visitor tag from office personnel.

Experience indicates that **student visitors** wishing to remain for a major portion of the school day can be counterproductive. Liability issues and the fact that classroom teachers do not know the proper placement of visiting children, can cause unnecessary disruptions to the business of learning. Visitors are welcome to join us for breakfast and lunch following the above guidelines of contacting the office as well as payment for the meal.

## Weapons Policy

The Board of Trustees for Park County School District # 1 is committed to providing a safe and orderly environment within the District in which all students can learn and all teachers can teach. To help ensure this safe environment, the Board will not tolerate the possession or use of any deadly weapons on any school grounds, in any school facilities, or in any school vehicles. The Board also will not tolerate any article that may be used as a deadly weapon on School District properties to be used or threatened to be used to inflict bodily harm and/or intimidate other persons regardless of whether or not the possessor actually uses or intends to use the article to inflict bodily harm or to intimidate other persons. Behavior or actions which threaten to jeopardize the safe and orderly environment for teaching and/or learning will be dealt with swiftly and in accordance with District rules/regulations and State and Federal statutes.

For further details, please reference [www.pcsd1.org](http://www.pcsd1.org).

**PARK COUNTY SCHOOL DISTRICT # 1**  
*Notification of Rights under FERPA*  
*For Elementary and Secondary Schools*

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (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 forty-five (45) days of the day the school receives a request for access.

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

(2) The right to request the amendment of the 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 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 parents 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 parents 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 Board of Trustees; 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*

Park County School District #1 will make available to the public directory information pertaining to District students. Directory information includes the following: the student’s name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, the most recent previous education agency or institution attended, and degrees and awards received. If the parents or eligible student are unwilling to allow any or all of the above-described directory information to be released without their consent, they must notify the Office of the Superintendent within thirty (30) days from the date of the FERPA.

**PARK COUNTY SCHOOL DISTRICT # 1**  
**Notification of Rights Under the**  
**Protection of Pupil Rights Amendment (PPRA)**

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of -*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use,
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is eighteen (18) years old or an emancipated minor under State law. The School District has developed and adopted administrative regulations/operational procedures in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

*Family Policy Compliance Office*  
*U.S. Department of Education*  
*400 Maryland Avenue, SW*  
*Washington, DC 20202-592*

**PARK COUNTY SCHOOL DISTRICT NO. 1**  
**PPRA Notice and Consent/Opt-Out for Specific Activities**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. ' 1232h, requires Park County School District #1 to notify you and obtain consent or allow you to opt your child out of 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. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

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

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, Park County School District #1 will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is eighteen (18) years old or an emancipated minor under State law.)

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Date: On or about \_\_\_\_\_, 20\_\_

Grade: \_\_\_\_\_

Activity: \_\_\_\_\_

Summary: This activity \_\_ is \_\_ not United States Education Department funded.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Consent: If the activity is United States Education Department funded, as a parent you must sign and return the consent form no later than \_\_\_\_\_ so that your child may participate in this survey.

Opt-out: If the activity is not United States Education Department funded, you must contact \_\_\_\_\_, school official, at telephone number \_\_\_\_\_, or e-mail address \_\_\_\_\_, no later than \_\_\_\_\_ (date) if you do not want your child to participate in this activity.

## **Student Privacy Protection and Parental Right of Inspection to Certain Material**

The parents of a student enrolled in Park County School District #1 shall have the right to inspect, upon written request, a survey created by a third party before the survey is administered or distributed by the school to the student. Upon receiving such written request, the school shall provide the parent requesting such survey information a copy of the survey within two (2) business days of receiving the request. The school shall ensure that it will give a copy of the survey to the parent prior to administering or distributing the survey to that parent's child.

The District recognizes that students are not required to respond to surveys requesting certain types of information. Specifically, the student is not required to provide information regarding the following issues:

- political affiliations or beliefs of the student or the student's parent;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, antisocial, self-incriminating, or demeaning behaviors;
- critical appraisals of other individuals with whom respondent has close family relationships;
- legally recognized privilege or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's parents; and
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Upon the school's receipt of a survey requesting information described by any of the subjects above, the District shall, within a reasonable time before distributing that survey, give notice to parents of the students to whom the survey is directed. This notice shall inform the parents of their right to inspect the survey. The notice shall further notify the parents that their child is not required to respond to those particular subjects listed above. If a parent desires that his/her child shall not take the survey, that parent must notify the school in writing of his/her request.

Any parent of a student of Park County School District #1 may, upon written request of the parent, inspect any instructional material used as part of the educational curriculum for the student. Such written request shall be delivered to the principal's office. Upon receiving such written request, the principal or his/her designee shall respond to the written request by notifying the parent when he/she may inspect the requested material. The principal or his/her designee shall respond within a reasonable time following the receipt of such written request and shall make the requested materials available for inspection within a reasonable time following receipt of such written request. The materials shall be open to inspection by the parent who requested such inspection during the normal business hours of the school.

From time to time, the District may deem it necessary to perform physical examinations or screenings on students. Such screenings may include, but not be limited to, hearing screening, vision screening, physical examinations, and other examinations or screenings for the general health and welfare of the students. Each year at the beginning of the school year, the District shall directly notify the parents of the specific or approximate dates during the school year when the physical examinations or screenings are scheduled or expected to be scheduled. The District may require students to obtain physical examinations prior to participating in any athletic or extra-curricular activities. The school shall notify the parents of any non-emergency, invasive physical examination or screening that is a) required as a condition of attendance; b) administered by the school and scheduled by the school in advance; and c) not necessary to protect the immediate health and safety of the student or of other students. Parents who do not want their child to participate in such screening or examination must deliver written notice prior to the date of such scheduled screening or examination, and such written notice shall specifically state that the parent does not want his/her child to be subject to the particular screening or examination. The District may also perform physical examinations or screenings without notice to the parents in an emergency situation where a student has been injured in a manner which requires immediate attention.

Occasionally, the school may administer surveys involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing, for selling that information, or for otherwise providing that information to others for that purpose. The District shall notify parents at the beginning of the school year when such surveys may be administered or when they are expected to be scheduled. In the event of the administration of such a survey, the District will take measures to protect student privacy, such as using student codes rather than names on online surveys.

Each parent of a student at Park County School District #1 shall have the right, upon written request, to inspect any instrument used in the collection of personal information in the above paragraph before the instrument is administered or distributed to the students.

NCLBA Reference: Title X, Part F, '1061

Statutory Reference: 20 U.S.C. '1232(h)(c)