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PARKSIDE ELEMENTARY SCHOOL

MISSION STATEMENT

The Parkside Elementary Staff and parents will help each student acquire knowledge, skills, and attitudes to become a

Productive
Responsible
Inquisitive
Divergent
Evaluative learner

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

Parkside Elementary Staff Members 2009-2010

Principal

Kenny Jones
Kjones@park1.k12.wy.us

Secretary

Wendy MaGill
WJMaGill@park1.k12.wy.us

Data Clerk

Leslie Kobbe
lgkobbe@park1.k12.wy.us

Instructional Facilitator

Tim Foley
TEFoley@park1.k12.wy.us

Kindergarten

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Gayle Dustin
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First Grade

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Rita Bjornestad
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Second Grade

Judy DeBock
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Vickie Blevins
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Third Grade

Julie Sheets
JASheets@park1.k12.wy.us
Patrice Morse
PB Morse@park1.k12.wy.us

Fourth Grade

Cathy McKenzie
CDMcKenzie@park1.k12.wy.us
Jocelyn Frame
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Fifth Grade

Tim Brus
TCBrus@park1.k12.wy.us
Tara Bjornestad
TLBjornestad@park1.k12.wy.us

Resource Teachers

Laurie Smith
LJSmith@park1.k12.wy.us
Kelsey Payne
KLPayne@park1.k12.wy.us

Resource Room Aides

Julia Albert
JAlbert@park1.k12.wy.us
Robin Erlenbaugh
raerlenbaugh@park1.k12.wy.us
Emelyn Pimental
EW Pimental@park1.k12.wy.us

Title I Teacher

Laurie Vredenburg
LA Vredenburg@park1.k12.wy.us

Title I Aide

JoEllen Cline
JECline@park1.k12.wy.us
Vickie White
VDWhite@park1.k12.wy.us

PE Teachers

Luke Robertson
LTRobertson@park1.k12.wy.us

Adaptive PE

Chris Wolff
CBWolff@park1.k12.wy.us

Library/ Media Specialist

Fran Wolfe
MFWolfe@park1.k12.wy.us

Library/Media Aide

Anna Cabbage
AECabbage@park1.k12.wy.us

Music Teachers

Jo Mitchell
JLMitchell@park1.k12.wy.us

Computer Lab Manager

Patty Startin
PAStartin@park1.k12.wy.us

Para Professionals

Cheryl Shuler
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Patty Startin
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Lisa Price
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Lynn Jackson
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Kelli Schiller
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Tammie Spomer
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Jill Schmidt
JLSchmidt@park1.k12.wy.us

School Psychologist

Liz Rock
erock@park1.k12.wy.us

School Counselor

Jeanne Darrow
jldarrow@park1.k12.wy.us

School Nurses

Kathy Kendrick
KKendrick@park1.k12.wy.us
Susan Hamrick
SMHamrick@park1.k12.wy.us

**PARK COUNTY SCHOOL DISTRICT # 1
BOARD OF TRUSTEES**

<u>NAME AND ADDRESS</u>	<u>E-MAIL ADDRESS</u>	<u>TELEPHONE</u>
Rob McCray 738 Road 9	mmrob@tctwest.net	351-3605
Borcher, Greg 652 Cedarwood Drive	mmgreg@wir.net	754-9395
Craig, Lee 698 Rd. 5	Leecraig68@yahoo.com	754-9411
Heny, Dee 574 S. Evarts	mwheny@tctwest.net	754 - 4404
Kindred, LeAnne 969 Road 9	lkindred@wir.net	754 -9626
Northrup, David 799 Lane 13	danorthrup@tritel.net	754 -2190
Wurzel, Patty 877 Davis Road	mwurzel@tritel.net	272-7517 754-8870 work

PARKSIDE PARENT/TEACHER COUNCIL

President: Vickie Prante
Vice-President:
Secretary: Jennifer Triplett
Treasurer: Kelly Rowton

MISSION STATEMENT

- To support and speak on behalf of children in the school, in the community and before governmental bodies and other organizations that make decisions affecting children.
- To develop an avenue of communication between parents and the Powell School District.
- To learn more about goals, standards, and ideals of the Powell School District enabling parents to discuss topical matters in an informal and accurate manner.
- To involve parents and the general public in Parkside Elementary School.
- To build parenting skills and develop skills needed to raise and protect their children.
- To provide financial assistance to Parkside Elementary School.
- To build a closer relationship between the parents and the teachers with the common goal of strengthening the curriculum for the children.

We achieve our goals through:

- ✓ Pie/Cake Auction Fundraiser.
- ✓ Purchasing materials that support our standards requirements.
- ✓ Supporting teacher requests for additional educational materials.
- ✓ Supporting our Student Council.
- ✓ Providing Tee Shirts at an economical price to promote school spirit and pride.

Park County School District Number One Administration

Administration Office

Superintendent – Kevin Mitchell
Curriculum Director – RJ Kost
Coordinator of Business Services – Mary Lewis
Coordinator of Support Services – Scott Campbell
160 North Evarts
754-2215

Parkside Elementary

Principal - Kenny Jones
125 South Douglas
754-5187

Southside Elementary

Principal – Ginger Sleep
532 South Madison
754-5189

Westside Elementary

Principal - Brent Walker
956 Avenue K
754-5181

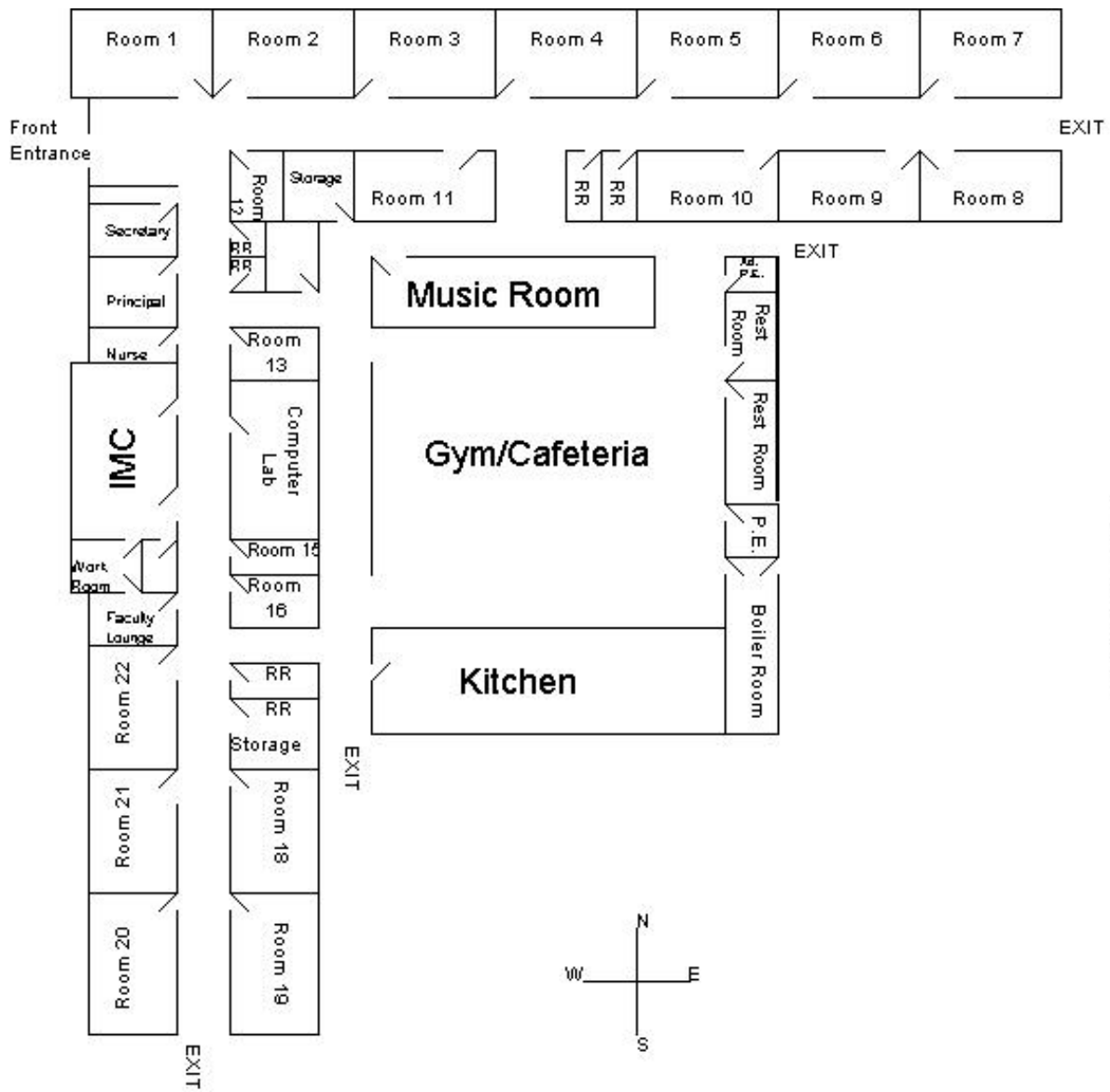
Powell Middle School

Principal – Jason Sleep
Assistant Principal – Scott Schiller
368 East Third Street
754-5716

Powell Senior High School

Principal – Bill Schwan
Assistant Principal – Tim Wormald
1151 East 7th Street
754-2287

PARKSIDE ELEMENTARY SCHOOL



PARKSIDE SCHOOL CALENDAR, 2009- 2010

August	18	Building Staff Orientation
	19&21	Professional Development
	24	Student's First Day
	31 – 9/4	MAPS testing window
September	3	Parkside Open House 6:30 – 7:30
	7	Labor Day, No School
	16	Early Release
	18	Native American Day
	25	Professional Development Day / No School for Students
October	7	Early Release
	12	No School
	21	Early Release
November	4	Early Release
	6	End of First Trimester
	11	Veterans' Day
	16 & 17	Parent / Teacher Conferences
	18	Early Release
	25	No School / Parent Teacher Conferences Trade Day
	26 - 27	Thanksgiving Vacation (no school)
29	Nellie Tayloe Ross' birthday	
December	7	Pearl Harbor Remembrance Day
	9	Early Release
	10	Wyoming Day
	17	Parkside Winter Program
	23	Winter Break Begins
January	4	Classes Resume
	11	No School/Professional Development Day
	15	Martin Luther King's birthday / Wyoming Equality Day
	20	Early Release
February	3	Early Release
	12-15	No School
	15	President's Day
	26	End of 2 nd Trimester
March	3	Early Release
	8 & 9	Parent / Teacher Conferences
	12	No School/ Parent Teacher Conferences Trade Day
	15	No school
	18	Parent Group Dinner & Pie Auction
	24	Early Release
April	1	Grandparents' Day
	2-6	Easter/Spring Break
	26-30	Spring Maps testing
	21	Early Release
	27	Arbor Day
May	5	Early Release
	11	Grade 4 Wyoming Day
	21	Kindergarten Circus
	26	Last Day for Students
	27, 28	Teachers Last Day
	31	Memorial Day

These dates could change – monthly calendars will be sent home.

PARKSIDE ELEMENTARY DAILY SCHEDULE

BREAKFAST

7:50 – 8:15

STUDENT DAY

8:15 - 3:05

RECESS - MORNING

Kindergarten - 2nd Grade
3rd Grade - 5th Grade

9:45 - 10:00
10:00 - 10:15

LUNCH AND RECESS

K - 2nd Grade Recess
Lunch Time
3rd - 5th Grade Recess
Lunch Time

11:05 – 11:25
11:25 – 11:50
11:30 – 11:50
11:50 – 12:15

RECESS - AFTERNOON

Kindergarten - 3rd Grade

1:45 - 2:00

ATTENDANCE POLICY

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.

The school district permits a student seven days each trimester that may be used for any emergency or prearranged absence. A student who exceeds the seven-day limit will be considered "at risk" and may be required to make up time in a manner determined by each educational level.

A Parkside parent is requested to call the school in the morning if the child will not be in school that day. A high level of care and concern prevails for each child. Your phone call assures school personnel that the child is safe. If you are unable to call please send a note with your child upon returning to school.

Grading System

The Parkside staff works toward the goal that all of the students will master all of the essential skills at each grade level. The report card grade is one indication of how well the student is mastering his/her essentials. The following markings will be used on the report card to indicate the student's performance.

B is for **Beginning**: The student shows little understanding of the concept. Teacher assistance is usually necessary. The student demonstrates limited independent work skills.

D is for **Developing**: The student shows some understanding, however, errors or misunderstandings still occur. Prompts are needed to promote student's understanding. Some independence is evident.

P is for **Proficient**: The student can apply the skill or concept correctly and independently.

Infinite Campus Parent Portal

In the fall of 2007 Park County School District #1 began using a new student management system called Infinite Campus. This software allows us to manage student data in a variety of ways. One of the best features is the "Parent/Student Portal." This portal provides access for parents to their children's Campus information as it is being entered by teachers, counselors and staff. The Campus Portal encourages active participation by parents in their student's progress while simplifying the means of obtaining student attendance and grade information. Many of our Parkside parents have been using this for the past couple of years. For those of you that haven't had the opportunity to see how it works, just call the office to set up an appointment. Mr. Jones or Mr. Foley will set you up and show you how easy it is to monitor your child's progress and attendance.

Parkside Elementary School Compact for Optimal Learning

Parent/Caring Adult Agreement

I want my child to achieve. Therefore, I shall strive to:

- * See that my child is punctual and strives for 100% attendance, and contact the school if my child is absent.
- * Communicate positive values and character traits, such as respect, hard work, and responsibility.
- * Express high expectations and offer praise and encouragement for achievement.
- * Monitor my child's homework and make sure study time is in a quiet place.
- * Attend conferences with the teacher about my child's progress and any concerns.
- * Check with my child daily for information sent home from school that will be useful.
- * Support school efforts to maintain discipline and a safe and orderly environment.
- * Read together.
- * Use TV wisely (limit viewing on school nights).

Signature _____ Date _____

Student Agreement

It is important that I work to the best of my ability. Therefore, I shall strive to:

- * Maintain 100% attendance
- * Come to school ready to do my best and to be the best.
- * Listen and follow directions
- * Know that I can learn, and that I will learn.
- * Share papers with my parents and return signed papers to my teacher.
- * Allow the teachers and staff to help me work through my problems.
- * Be respectful of all staff members and of myself.
- * Ask for help when I don't understand.
- * Be honest and respect the rights of others.
- * Read and study at home.

Signature _____ Date _____

Teacher Agreement

It is important that students achieve in a positive environment. Therefore, I shall strive to:

- * Hold high expectations for myself, students, and other staff members.
- * Provide motivating, high quality authentic learning experiences for students.
- * Explain my expectations, instructional goals, and grading system to students and parents.
- * Maintain communication between school and home.
- * Encourage student efforts and be available to provide assistance.
- * Work collaboratively with the staff members, parents, and students to create an environment which is in the best interests of the students and learning.
- * Provide frequent assessment and continuous feedback on how students progress academically.

Signature _____ Date _____

Principal Agreement

It is important that all students have a quality educational experience. Therefore I shall strive to:

- * Create a welcoming environment for students and parents
- * Communicate to students and parents the school's mission and goals.
- * Ensure a safe and orderly learning environment.
- * Reinforce the partnership between parent, student, and staff.
- * Act as an instructional leader by supporting teachers in their classrooms.
- * Provide appropriate staff development and training for teachers and parents.

Signature _____ Date _____

Most importantly, we pledge to help each other carry out this agreement.

PARKSIDE DISCIPLINE STATEMENT

In an effort to create an environment which is more centered on student learning and attainment of performance standards, a new discipline program was implemented during the 2000 – 2001 school year. “Time to Teach” is based upon specific desirable behaviors being identified and taught to students. In this manner, knowledge of school rules is not left to chance. Students who then choose not to comply with desirable behaviors and expectations are asked to complete a refocus on their behavior and identify what the problem was and what they really wanted. Additionally, students must determine what would be a better way to deal with the situation in the future and if they are ready to return to the learning environment and implement their plan. Should students miss large segments of class time due to their need to refocus, they will be asked to make up the missed time (i.e., during their recess, before or after school, etc.).

An important component of this program is the development of Absolutes, which have been completed through the cooperative efforts of the staff. These are behaviors which are illegal, unsafe, or both, constitute a threat to the overall well being of individuals in the school, and will **ABSOLUTELY** not be tolerated. Following is a list of the Absolutes as developed by staff:

- Possession of weapons in the building, on the school grounds or on buses*
- Possession of alcohol and/or other drugs in the school, on school grounds or on buses**
- Physically assaulting another individual
- Stealing from or willfully destroying the property of other students, adults, or the school in general
- Serious disrespect of other individuals, e.g.
 - a. Threatening others
 - b. Spitting at or on someone
 - c. Derogatory comments
 - d. Sexual harassment
 - e. Noncompliance / defiance

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

- Immediate removal from the area where the behavior occurred (classroom, lunchroom, playground, etc.)
- 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 and asked 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 on the next school day.***
- Families of students who are either unable or unwilling to pick them up will be addressed on an individual basis.

* Incidents which involve weapons will be dealt with in accordance with Board Policy JFCJ and Federal law.

** Incidents which involve alcohol and other drugs will be dealt with in accordance with Board Policies JFCG, JFCH, and JFCI (copies of the policies can be obtained at the office).

*** Board Policy and Federal law may prevent students from returning on the next school day. Board Policy provides that students will receive no credit for work completed while serving Out-of-School Suspension. Students placed in In-School Suspension as a violation of Absolutes will be subject to the same loss of credit.

PARKSIDE EXPECTATIONS

An effective school displays a climate of expectations in which staff believes and demonstrates that all students can attain mastery of the standards, and that the staff has the capability to help students achieve such mastery.

Parkside has an atmosphere that is focused on creating conditions conducive to teaching and learning. The atmosphere is orderly without being rigid, quiet without being oppressive. The school has a pleasant, clean, and safe environment.

The Parkside Golden Rule:

Treat others, as you would have them treat you.

The Parkside Platinum Rule:

Treat others BETTER than they treat you.

Parkside Students Will:

- Respect one another's person and property
- Listen to and follow directions given by any staff member
- Be responsible for yourself and your actions
- Take the responsibility for learning

STUDENT CELL PHONE EXPECTATIONS

Last year we began having some problems with students and their cell phones interrupting class and/or causing disturbances on the playground. So I want to remind parents and students of the cell phone expectations we have at Parkside. I have told students that, if they bring their phone to school, they are to **turn it off** and put it in their book bag as soon as they step foot on the playground. The phone is to stay in their book bag all day until 3:00 or 4:00 if they are staying at an after school activity. If they have their phone out during the day I will confiscate it for the remainder of that day—1st offense. If they have it out a second time I will confiscate it for 5 days and then request the parent to come pick it up at the end of those 5 days and, if there is a third offense, I will place the student in ISS for insubordination. I am asking parents to visit with your children to reinforce these expectations.

STUDENT COUNCIL

The Student Council is the voice of the Parkside students. Students can and should become involved in their school. Each fall a room representative is elected in grades 2-5 to serve as a member of Student Council. The Grade 2-5 student body elects a President, Vice President, Secretary, Parliamentarian, Historian and Treasurer from fifth grade students. Through the Student Council, students are provided an opportunity to serve in a leadership capacity at grade levels 2-5. The Student Council, working with the teachers and principal, identify possible ways of improving their school and helping the community.

FREE AND REDUCED PRICE LUNCH APPLICATION

An application for free and/or reduced price lunch is distributed to students in grades K-5 the first day of school and is always available from the school secretary. Information from the application is confidential.

At Parkside, the Title 1 reading and math programs receive funding based on the number of students eligible to receive a free and/or reduced price lunch. Due to the manner in which Parkside's Title 1 program is connected to the number of students eligible to receive a free and/or reduced price lunch, parents are encouraged to apply since it is helpful to the school to offer a broader base of academic programs to the students.

LUNCH, BREAKFAST, AND MILK TICKETS

1. **Lunch tickets are \$2.50 per day** and we encourage you to send \$25.00 for a minimum of 10 days. Breakfast tickets are \$1.25 per day.
2. Children bringing lunches from home may purchase milk for \$.35 a day or \$ 1.75 a week.

Each child is assigned an account number. Lunch and milk money are combined in one account. When a student receives milk or lunches his/her account number is entered and the correct amount is subtracted from the account. When the account shows a balance of \$5.00 or less, a receipt is printed that is sent home with the student informing parents of the balance. Charges are discouraged (A student will not be allowed to eat hot lunch if his/her account is 2 days in the red).

If you would like to join your child for lunch **the cost for an adult is \$3.50** (\$1.75 for breakfast). Please call the office before 10:00 AM to ensure that an accurate lunch count is available to cafeteria personnel.

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 they 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 student lunch accounts 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. Gloria Randall 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.

STAYING IN DURING RECESS

Students are encouraged to be in school but sometimes due to illness need to miss school. To assist a student in returning to school, the student may be excused from recess for a maximum of two days with a note from the parent. If a student needs to miss recess more than two days, a physician's request is required.

STUDENT VISITORS

Occasionally requests are made for a child to spend the day with a student at Parkside. Friends or relatives are welcome for lunch but special permission from the teacher/principal is necessary for visitors to spend the day at school.

SAFETY ON EQUIPMENT

The following actions are not permitted on the Jungle Gym

- twirling on the bars
- tag (running on platform)
- going down slide backwards or head first
- running up the slide
- sitting/standing on top bars
- hanging from knees or feet

ILLNESS/INJURY WHILE AT SCHOOL

Students who become ill or are injured at school will be administered first aid by the school nurse and/or other qualified personnel as soon as possible. If the student's illness or injury is determined to be serious, the parent/guardian will be notified. Under no circumstances will the child be sent home unattended.

LOST AND FOUND

Lost and found items are placed in a blue wooden box located in the hallway leading to the gymnasium. Parents and students are encouraged to check this box at anytime. Labeling personal belongings is very helpful in locating lost items.

Parkside School Parent Involvement Policy

Updated ~ fall 2009

The purpose of this policy is to continue building an atmosphere of mutual respect and shared power as parents and staff collaborate through on-going communication about the ever-evolving learning environment as we jointly strive for success of all students.

The staff of Parkside School believes in the importance of home involvement and that a flexible partnership between parents /caring adults and the school is essential in improving the quality of school and assisting students to have greater opportunities to succeed. We seek and encourage parent involvement, volunteers, and visits.

Communication is critical. Through PTG meetings, Title One meetings, Open House, parent teacher conferences, and an open door policy, parents have a variety of opportunities to be involved in their child's education. In addition, parents will be invited throughout the year to a variety of student programs, scheduled at various times throughout the year to allow all to participate. (e.g., Winter Performance, Wyoming Days, achievement recognition assemblies, school-wide barbeque.) Further, parent involvement will be enhanced through a signed commitment to our parent/school compact.

In addition to the monthly Parent Group meetings that provide an ongoing dialogue about school improvement plans, our school wide Title one program, curriculum, assessments and proficiency levels, each year *at least* one parent meeting will also be offered. It will more specifically address the components, needs, decisions, and planning for the School-wide Title One Program and will be held prior to December 1st each year. These meetings may include review/revision of our direction, suggestions, parent training, modeling of activities to improve student achievement, family literacy evenings, demonstrations, and information dissemination.

Regular forms of communication with parents include:

- Classroom syllabus
- Copy of district standards and when mastered
- Open house / School assemblies
- Annual school calendar
- Trimester report cards
- Parent/school compacts
- Weekly school newsletters
- Special event/reminder notices
- Classroom newsletters
- Reading tips newsletters
- Letters to parents of first graders who receive additional small group instruction
- Conferences with parents of 1st/2nd graders who are on an IRP
- Twice yearly parent/teacher conferences
- Interim progress reports grades 4/5

VOLUNTEER PROGRAM

The Parkside volunteers are a vital force in the day to day operations of the school. Volunteers serve in a variety of roles to help ensure a strong educational program is provided to each of the students attending Parkside. Please contact your child's teacher or the office if you wish to help. You are encouraged to volunteer.

ROOM PARTIES

Each room has three holiday parties. The holidays are Halloween, Christmas and Valentine's Day. The parties are scheduled at the convenience of the teachers, usually in the afternoons. Parents are generally asked to assist with them.

PARKSIDE DRESS CODE

Students may not wear tank tops, tube tops, or halter tops to school. Shorts must have a bottom hem that meets or exceeds the student's extended fingertips when the arm is extended at the side. Since Parkside is a Drug Free Zone, students may not wear hats or clothing that promote drugs, alcohol, violence or gang affiliation.

PHYSICAL EDUCATION

Students have Physical Education twice a week for 30 minutes. To ensure their safety and full participation, they are expected to wear tennis shoes or rubber-soled shoes; sandals, boots and slip-ons are not appropriate. Girls are expected to wear long pants or shorts. If a student is unable to participate because of illness or injury, a note from home is required. Following two consecutive classes (one week) a doctor's note is required if a child is still unable to participate.

FIELD TRIP AND EXCURSION PERMISSION SLIP

A field trip permission form is required to be signed by the parent. This gives permission for students to participate in field trips that are part of the curriculum. It also allows us to seek medical treatment from a doctor and/or hospital if a student is injured on the trip. Every effort is made to contact the parent before treatment is administered. Occasionally, field trip experiences require a cost. Parents should feel comfortable to contact the principal or teacher to assist with the expense if it is a burden to family resources.

TEACHER REQUEST POLICY

In the event that a parent requests a specific teacher, the following procedure will be followed. Parents must complete, in writing, the pupil placement request form available in the office.

A committee made up of the principal, the student's current teachers, and the teachers of the next grade level develops student lists. In developing the class lists, the committee not only considers what is best for all the students, it also makes every effort to place a student in a class group that will promote individual student growth - socially, academically, and emotionally.

As the committee develops the class list, they look at creating a class that has an equitable distribution of boys and girls, academic characteristics and behavioral characteristics.

The committee develops the student class lists in early May. Parent placement requests will be available to the committee for discussion and consideration during these deliberations. To be considered, a written request must be submitted to the building principal prior to the first Friday in May (May 7, 2010).

Medication

The staff at PCSD#1 realizes that it is sometimes necessary for a student to receive medication at school. These could either be prescription or over-the-counter medications and/or supplements. It is preferred that medication be administered at home whenever possible; however, we do realize the need for administration of such during school hours in certain situations. In order to protect the students, parents, and school, the PCSD#1 school board has adopted a policy covering the administration of medication/supplements at school.

A "Request for Administration of Medication" form is sent home the first day of school with your student, requesting permission to administer over-the-counter medication (e.g. Advil, Tylenol, Tums and Cepacol throat lozenges) to your student during school hours, if the need arises. Students will not be given these medications without parental permission.

If your student will be in need of having any prescription medication/and or supplement on a daily basis at school, the parent will need to obtain the form "Request for Administration of Prescription Medication" and have the prescribing physician fill out the requested information and sign the form. The parent will also need to sign this form. If this form is not filled out, the medication will not be administered.

All prescription medication/supplement/or over-the-counter medication that the parent is requesting the school to administer MUST be in the original container/package before it will be given. All medication will be secured in a locked cabinet. All medication will be

administered to your child by either the School Nurse or the school's designee at the designated time.

Both forms noted above are available from the school secretary. If your child needs to use an inhaler or nebulizer at school, you will need to obtain the "Request for Administration of Prescription" form and have your physician sign it.

SUMMER SCHOOL

It is the intent of the administrative and teaching staffs of the Powell Elementary Schools to provide additional time and individualized instruction for students who are behind or lack basic skills sufficient to be successful in attaining the high academic standards established by PCSD #1 in the areas of language arts and mathematics (K-5) and science and social studies (3-5). The summer school program has been established to provide extra time for mastery of basic skills in math, language arts, science, and social studies. Students that have not satisfactorily met their grade level essentials will be required to attend the program. Failure to attend or satisfactorily complete grade level essentials could result in student retention.

INTERNET ACCESS AND EXPECTATIONS

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.

BUS GUIDELINES FOR STUDENTS

All students will abide by the rules and regulations put forth in the "Transportation Parent/Student Handbook" for the year 2009 - 2010, which is approved by the School Board on an annual basis.

PUBLIC NOTICE TO PARENTS, LEGAL GUARDIANS, AND ELIGIBLE STUDENTS

Park County School District #1, Powell, Wyoming, hereby announces the rights of parents, legal guardians, and eligible students under the provisions of the Family Educational Rights and Privacy Act.

1. Under the provisions of the Family Educational Rights and Privacy Act, you are granted the right to examine the educational records of local educational agencies. Upon receipt of the request, the educational agency has a maximum of forty-five (45) days in which to comply with that request.
2. Unless the school agency has received official or legal evidence to the contrary (divorce decree, contested custody, etc.), it may presume that either parent has legal right of access to the records of students and may honor the written request from either parent.
3. No portion of an educational record may be destroyed during the period of time when there is an outstanding request for the disclosure of those records.
4. It is permissible to require that the educational records be examined in the presence of a school district official. If you request a copy of the records, the request must be honored. (Costs of reproduction will be borne by the parent, legal guardian, or eligible student.)
5. If you feel that the contents of educational records are inaccurate, misleading, inappropriate, or in violation of privacy or other rights of students, you may request that the records be amended.
6. If the school agrees with the request, the records will be amended and you will be advised in writing of the amendment.
7. If the school does not agree with the request for amendment, you are advised that you have a right to a hearing on your request for amendment. The request should be made to the Superintendent of Schools.
8. If, after a hearing, the Board of Trustees determines that an amendment will be made, the records will be amended and you will be informed in writing of the changes.
9. If the hearing does not result in a record amendment, you are advised as a parent, legal guardian, or eligible student that you have the right to place a statement of disagreement in the education records of the student. The disagreement statement must remain as part of the student record as long as the record is maintained by the school district. Any disclosure of the education record must include the disclosure of the statement of disagreement.
10. Park County School District #1 will make available to the public directory information pertaining to students at Park County School District #1. 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 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 thirty (30) days from the date of this notice.

Any persons having questions concerning the provisions of the Family Educational Rights and Privacy Act should contact the building principal of each respective school. Records are kept at each school that the student attends.

Dee Heny
Clerk, Board of Trustees

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding the 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 -*
 - Any other protected information survey, regardless of funding;
 - 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
- ◆ 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 -
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District has developed and adopted this administrative regulation/operational procedure 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 School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. School District will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are 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

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 or 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)(

Notification of Rights under FERPA For Elementary and Secondary Schools

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

(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.

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 parent 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 or eligible student when notified of the right to a hearing.

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

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

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

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

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

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

Park County School District # 1 will make available to the public directory information pertaining to students at Park County School District # 1. 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 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 thirty (30) days from the date of this notice.

Parkside Elementary School
School Supply List 2009



Kindergarten

- 2 Boxes of 8 count Crayola brand crayons
- Full size plastic pencil boxes
- 2 full size box of facial tissues
- 2-2 pocket folders
- large eraser
- 2 pencils
- 25 count zip lock bags
- 1 glue stick
- 1 dry erase marker
- Full size back pack



3rd Grade

- 2- wide ruled notebooks (1 subject size)
- 1 large package **wide ruled** loose leaf note book paper
- Several # 2 pencils
- 1 box of crayons
- 5- two pocket folders
- 1 large eraser
- 2 highlighter
- 2 dry erase markers
- 4oz. bottle or glue stick
- 1 large box of Kleenex
- 1 pair scissors (optional)
- 1 box 12 assorted colored pencils, 7 inch



1st Grade

- 1 pack of # 2 pencils
- 1 pink or green rubber eraser
- 1 large box of tissues
- 1 24 count box of crayons
- 1 regular size, rectangular pencil box (plastic)
- 1 bottle of school glue (4 oz.)
- 1 large glue stick
- 1 pair of scissors
- 1 pkg. quart size Ziploc bags
- 1 two-pocket folder
- 2 dry erase markers



4th Grade

- 3 two-pocket folders
- 1 box of crayons (any size)
- 2 boxes of Kleenex
- 2 dry erase markers (any size)
- 1 notebook
- 2 large glue sticks
- 4 pencils
- 1 checking pen (any color)
- 1 large eraser
- 1 pencil box
- 1 pair of scissors
- 1 set of colored pencils



2nd Grade

- 2 packs # 2 pencils (good quality)
- 1 pink or green rubber eraser
- 1 box of crayons (24 or 48 count)
- 1 bottle of school glue (4 oz)
- 2 large boxes of tissues
- 1 two pocket folder
- 1 large glue stick
- 1 pair of scissors
- 2 dry erase markers
- 1 Pencil Box



5th Grade

- 1 - Either a 512 Mb OR larger USB flash drive
This is to store Electronic copies of student work.
- 1 - 3 inch, D ring binder
- 1 - pack of Binder Dividers
- 2 red pens
- 1 6-pack of # 2 pencils
- 1 pink or green rubber eraser
- 1 large box of tissues
- 6 single subject spiral notebooks-no black covers
- 1 yellow wide-tip highlighter
- 1 ruler with standard (inches) scale and metric (cm) scale-no foldable or bendable rulers
- 1 8- pack colored pencils
- 1 pair scissors
- 1 glue stick
- 1 8-pack wide-tip Crayola markers
- 1 black fine-tip Sharpie
- 1 plastic pencil box that fits in a 3 ring binder
- 1 Full size backpack
- No Trapper Keepers**



PE (for all grades)

ALL students will need running shoes (tennis shoes) with laces or Velcro

Parkside School Student Supply Notes:

- We ask that all students have a full sized book bag or backpack
- No Trapper Keepers please
- Label all supplies with student's name
- Supplies may need to be replenished as the year progresses

**Parkside Elementary
2009– 2010
Parent/Student Handbook**

Received by _____ or _____
Student Name Parent/Guardian Name

Distributed by _____
Teacher Name

We, _____ and _____
Student Name Parent/Guardian Name
understand that we are responsible for having read all information contained in this handbook, and we are aware of its contents.

Student Signature Date Parent/Guardian Signature Date

Students, please return this form to your teacher as soon as possible.