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**SCHOOL BOARD MEMBERS**

<u>OFFICE</u>	<u>NAME/ADDRESS</u>	<u>TERM OF OFFICE</u>	<u>TELEPHONE</u>
<b>Chairman</b>	Kindred, LeAnne 969 Road 9 <a href="mailto:LeAnneKindred@msn.net">LeAnneKindred@msn.net</a>	12/01/02-11/30/10	754-9626 Home 754-4132 Work
<b>Vice Chairman</b>	Northrup, David 799 Lane 13 <a href="mailto:danorthrup@tritnet.net">danorthrup@tritnet.net</a>	12/01/08-11/30/12	754-2190 Home 272-0617 Cell
<b>Clerk</b>	Heny, Dee 574 S. Evarts Street <a href="mailto:mwheny@tctwest.net">mwheny@tctwest.net</a>	12/01/06-11/30/10	754-4404 Home
<b>Trustee</b>	Wurzel, Patti 877 Davis Road <a href="mailto:mwurzel@tritnet.net">mwurzel@tritnet.net</a>	2/21/06-11/30/10	272-7517 Cell 754-8870 Work
<b>Trustee</b>	Borcher, Greg 652 Cedarwood Dr. <a href="mailto:gregb@powellbank.com">gregb@powellbank.com</a>	12/01/06-11/30/10	754-9395 Home 754-2296 Work
<b>Trustee</b>	Craig, Lee 698 Road 5 <a href="mailto:lcraig@wyoming.com">lcraig@wyoming.com</a>	12/01/08-11/30/12	754-9722 Home
<b>Trustee</b>	McCray, Rob 738 Road 9 <a href="mailto:mmrob@tctwest.net">mmrob@tctwest.net</a>	12/01/08-11/30/12	351-3605 Cell
<b><u>Westside Phone Number</u></b>			754-5181
Superintendent – Mr. Mitchell			754-2215
Principal - Mr. Walker			754-9042
Secretary - Mrs. Riley			754-2103
Data Clerk - Mrs. Thomalla			754-2335

**WESTSIDE ELEMENTARY**  
**DAILY SCHEDULE**

Before School Tutoring            7:30 – 8:15

Students' Day                    8:15 - 3:05

Morning Walk                    8:15 – 8:30

**RECESS - MORNING**

Kindergarten – 2<sup>nd</sup> Grade        9:45-10:00

3rd Grade - 5th Grade            10:15-10:30

**NOON LUNCH AND RECESS**

<b><u>Grade</u></b>	<b><u>Recess</u></b>	<b><u>Lunch</u></b>
Kgt	11:25-11:45	11:50-12:15
1 <sup>st</sup>	11:30-11:50	12:00-12:25
2 <sup>nd</sup>	11:35-11:55	12:05-12:30
3 <sup>rd</sup>	12:00-12:20	12:25-12:45
4 <sup>th</sup>	12:05-12:25	12:30-12:50
5 <sup>th</sup>	12:10-12:30	12:35-12:55

**RECESS - AFTERNOON**

Kindergarten - 3rd Grade        1:45 - 2:00

**AFTER SCHOOL**

**TUTORING**                            3:05 - 4:00

Fourth and fifth grades do not have afternoon recess. This gives the teachers a two-hour block of time to be used for instruction, projects, research and computer instruction as well as time to use the computers for word processing.

**WEBSITE**

The Powell School District and each school in the district has a website for parent's use. To access our website, please go to:

<http://www.park1.k12.wy.us> then click on schools and choose Westside.

**STUDENT SECURITY**

To help insure the safety of our students while they are at school, all doors, except the front doors, will remain locked during the day. All parents and visitors **must use the front door** and **sign in at the front office** when visiting Westside.

**Also to help insure student safety, students must sign in if arriving late to school. We also require them to sign out when leaving the school for any reason and sign in again upon return.**

**WESTSIDE PHILOSOPHY**

Updated May 2003

In a safe, orderly and positive environment, where learning is valued and differences are accepted, each child will achieve mastery of district standards and will develop and progress intellectually, socially, emotionally and physically as an individual.

**Mission Statement:** Westside is the BEST in the West.

**B** - Better

**E** - Equipped

**S** - Students for

**T** - Tomorrow

The Westside staff believes that changes must be made in our school so we can better meet the changing needs of our students in a global community. The rationale will explain what we mean by better equipped. The goals will help us acquire the skills to fulfill the rationale.

## **RATIONALE**

Teaching and learning must embody more challenging goals. Students must be able to understand what they read, not just recite rules and definitions; they must be able to locate, retrieve, and interpret information, not merely memorize a set of facts; they must be able to identify and solve problems, not simply fill out worksheets; and they must be able to work collaboratively as well as alone.

Curriculum and instruction must change from an emphasis on isolated facts, skills, and coverage to a focus on integrated content, on the application of skills, and on the development of conceptual understanding. Teaching must change from dispensing information and rewarding right answers to creating activities that engage students' minds and present complex problems with multiple solutions.

For students to be successful at school, they must have interpersonal skills, positive self-esteem and be both mentally and physically healthy. The Westside staff will make changes in teaching, learning and curriculum to insure student success.

## **WESTSIDE SCHOOL IMPROVEMENT GOALS**

**May 2009**

The Wyoming Department of Education, acting under state statute revised the school accreditation codes in 1996. One of the new areas reviewed during an accreditation visit is school improvement.

Every school in the state must have an on-going school improvement plan for their building. The plan must be systematically planned, have identified interventions, be measurable and involve staff, parents and community.

Schools also have the option of joining the North Central Association. This association will help the school with their school improvement plan. Working with both the state and North Central, a school can receive dual accreditation.

The current Westside school improvement goals are:

**Goal 1: Students will improve writing across the curriculum.**

**Goal 2: All students will be at grade level in math by the end of 4<sup>th</sup> grade.**

**Goal 3: All students will read at grade level by the end of 4th grade.**

Dear Parents,

We'd like to introduce you to the **Parent Teacher Council (PTC)** which consists of parents and 2 teacher representatives. Our mission is to support our children, their teachers and the staff at Westside through parent involvement. We feel strongly that our participation in an advocate role can help strengthen areas of morale, planning and learning at Westside. We meet once a month after school and sponsor evening programs and fund-raising activities. The fund-raising activities provide needed supplies and facilitate special programs which enhance the education of our children. All parents are welcome to join the meetings and encouraged to participate in PTC sponsored events. We look forward to working together and meeting new parents. Please feel free to call with questions or new ideas at any time.

Sincerely,

Jill Morrow, President	754-7988
Sharon Bright, Vice-President	754-4079
Jami Jacobson, Treasurer	754-2727
Carol Boos, 3 <sup>rd</sup> Grade Teacher	

## WELCOME

Dear Parent,

Welcome to Westside and your new extended school family. As a parent, you are an integral part of our team of parents, teachers, staff and students. Westside has earned the distinct honor of being recognized in 2004 by the United States Department of Education as a Blue Ribbon School. Only 256 schools nationwide received this distinction in 2004. The high academic standards met by all students at Westside were the basis for this award.

Because we all work as a team at Westside, all of our students are able to achieve high standards. Your support at home and at school makes a huge difference in your child's attitude toward learning. We encourage you to occasionally eat lunch with your child and to attend open house, conferences and special activities whenever possible. Your presence at school and your vote of confidence for the staff and the standards being taught at Westside truly make a difference in motivating your child to do their best.

Please do not hesitate to inquire about concerns which may arise by calling or visiting with me or your child's teachers. Most problems develop due to a simple lack of communication. We are committed to keeping you as informed as possible about what is happening at school. The more information you have about Westside events, the more effectively we can work together to make this a great school year.

The contents of this handbook are intended to be a helpful guide. Please read and refer back to this handbook often so that we can work together toward our common goal: ensuring that your child has all the necessary skills to become a successful adult.

Remember that you are now a family member of the Westside community---**VISIT OFTEN!**

Brent Walker, Principal

## GRADING SYSTEM

### The Primary Grades

Kindergarten, first, and second grades use a grading system based on how well the student is mastering the standards at that grade level. The Westside staff works toward the goal that all the students will master all the standards. It is at this level that students learn to apply and discover high level mathematical principles. They are developing the ability to spell, write and to understand science and social studies concepts. The report card grade is one indication of how well the student is mastering these areas.

- E** is for **Excellent** – the student has mastered the concepts in a short time or in an outstanding manner.
- S+** is for **Above Average** - the student has mastered the concepts in a timely manner.
- S** is for **Proficient** – the student has mastered the concepts but it may have taken more time or it may not be at the depth of the excellent work.
- S-** is for **Partially Proficient** – the student is showing some ability to learn the concepts and is making some progress toward mastery.
- U** is for **Unsatisfactory** – the student is not making progress toward mastery.

### THIRD GRADE

Third grade is often characterized as a transitional grade. Students are learning to use reading skills as a tool for learning. Other areas are becoming more specific in content with more emphasis on relationships between the academic areas and the concepts. Third grade teachers use the same scale for grading as the 4th and 5th grades.

## FOURTH AND FIFTH GRADES

Fourth and fifth grades use a percentage scale for grading. This scale represents the percent correct of required work in that subject area during the nine weeks. Reading has become an important tool for learning. Language, writing and spelling are now tools to express how well a student has mastered a concept. There are also skills that continue to be developed. Science and social studies continue to develop as tools to understand the world around the student.

A	90 to 100
B	80 to 89
C	70 to 79
D	60 to 69
F	0 to 59

An F is only given after all efforts to help the student master the standards have failed. Students who earn an F are provided a variety of options which include: more time at school to receive extra assistance, individual assistance during the day, assistance at recess and assistance from support instructors. Parents are notified early if a student is falling into the F range. Parents are asked for their suggestions and assistance to improve the student's grades to mastery level.

## PERFORMANCE STANDARDS

Westside School is continuing with full implementation of the District Performance Standards. These standards are areas of knowledge each student is expected to acquire at their particular grade level. Within each area of knowledge (Language Arts, Social Studies, Math, Science, Fine & Performing Arts, P.E., Health & Safety, Humanities, Foreign Language and Applied Technology) 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.

## 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 who have not satisfactorily met their grade level performance standards will be required to attend the program. Failure to attend or satisfactorily complete grade level performance standards could result in student retention.

## ATTENDANCE POLICY

Academic success is directly related to the amount of time spent in the classroom. There are certain valuable lessons that are lost when a student is not in attendance.

The district policy allows each student ten (10) days each semester to be used for any emergency or prearranged absence. A student who exceeds the ten (10) day limit will be considered "at risk" and will be required to make up the time in a manner determined by each educational level.

If your child will not be in school, please call the school secretary in the morning to let us know your child is at home. We care about our students and we are concerned when we don't know where they are. Your phone call lets us know they are safe.

### TARDIES

School begins at 8:15. At Westside, the first 10 minutes of the day are used for our morning walk. Students who miss the morning walk will be marked tardy. On the third tardy in a nine week period the student will be required to attend the after-school program from 3:00 to 4:00 p.m. to make up the missed academic time.

### WESTSIDE DRESS CODE

Students are not to wear tank tops, tube tops, halters, etc. to school. Shorts and skirts are fine as long as the bottom hem meets or exceeds the students extended fingertips when the arm is at his/her side. Since this is a drug free zone, students are not permitted to wear hats or clothing that promotes drugs, alcohol or violence when they are at school.

### WESTSIDE DISCIPLINE PROGRAM

Time to Teach is a model that is based on the premise that expected behaviors need to be systematically taught. An instructional approach to discipline introduces and fortifies essential skills that every student must have in order to be a successful learner and sets the stage for successful classroom management.

During the first days of school, all students are taught the expected behaviors for school. Behaviors taught range from the way to behave when the teacher is teaching, to lunchroom and playground behavior. Students are even taught how to walk down halls, get drinks and how to line-up.

There are three critical elements for dealing with student noncompliance.

1. The first element centers on reducing or eliminating warnings and/or repeated requests with early intervention.
2. The second element focuses on an extinction process or contingent withdrawal of attention when a problem behavior occurs; a timeout.

3. The final element centers on a combination of procedures to achieve self-directed behavior and behavioral momentum called REFOCUS.

Refocus is when the student is directed to go to time out in another classroom or at the back of the classroom. During refocus the student must answer four questions, either in writing or orally, depending on the grade level.

1. What did you do? (What was I doing that interrupted the teacher's ability to teach?)
2. What will you do next time?
3. What will you do when you rejoin your class?
4. Can you do it?

There are some behaviors which require immediate intervention. These behaviors are referred to as "absolutes", and we **never** use REFOCUS when an absolute has been violated. More severe consequences are used to deal with absolutes. The district has identified several absolutes: problems dealing with drugs/alcohol, weapons and sexual harassment. The consequences for these absolutes, by district policy, are either suspension or expulsion.

In working with the parents and staff trained in Time to Teach and by using the survey results from the students, Westside has identified five additional absolutes.

1. Sexual Harassment-(district) Consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. Any sexual harassment as defined, when perpetrated on any student or employee by a student or employee, will be treated as sexual harassment under policy ACB, SEXUAL HARASSMENT

2. Weapons-Type 1- Deadly weapon [as such term is defined in Wyoming Statute 6-1-104][a][iv]. Type 1 examples are firearms, explosive or incendiary material, knives etc. Type 2 weapon examples are chains, clubs, stars, etc. Type 3 weapon examples are belts, combs, pencils, pocket knives, files, compasses, scissors, pepper spray, mace, etc.

Any student who possesses, uses, transfers, carries or sells a deadly weapon, (Type 1), while on the school campus or on any school bus or while in attendance at any school activity shall be suspended immediately from school and referred to the Superintendent. Said student shall be expelled from school for not less than one (1) year except that after reconsideration, the Board of Trustees may modify the expulsion requirement on a case-by-case basis.

The student in possession of a Type 2 or Type 3 weapon shall be subject to administrative disciplinary action which may include suspension or expulsion of up to one (1) year. (See district policy #JFCJ for complete details)

3. Drug/Alcohol (See district policy #JFCH-R)
4. Non-Compliance/Disrespect (Openly defies adult authority, running away, ignoring, verbally refusing)
5. Physical Abuse (purposely hurting another student)
6. Stealing
7. Verbal/Non-Verbal Abuse (threatening, obscene gestures, inappropriate language)
8. Bullying

Consequences to Westside's absolutes will be an administrative intervention. The interventions may vary from a partial day of in-school suspension to up to 3 days out of school suspension depending on the circumstances. Parents will be notified in either instance.

### **FIELD TRIP AND EXCURSION PERMISSION SLIP**

We require a field trip permission form to be signed by the parent for every student. This gives us permission to take students on field trips

that are part of our 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 will be made to contact the parent before treatment is given.

### **COSTS OF SPECIAL ACTIVITIES**

There are some field trip opportunities provided to students which require participation fees. Parents should **always** feel comfortable in contacting the principal or the classroom teacher if there is a need for financial assistance to participate in any extracurricular activity.

### **WESTSIDE ELEMENTARY STUDENT AT-RISK PLAN**

**Revised May 2009**

“There is nothing so unequal as the equal treatment of unequals”.  
Joseph Renzulli

#### **Philosophy**

In a safe, orderly and positive environment, where learning is valued and differences are accepted, each child will achieve mastery of the district standards and will develop and progress intellectually, socially, emotionally, behaviorally and physically as an individual.

#### **At-Risk identification**

Students “at risk” in Wyoming are defined, according to State Board of Education Rules and Regulations, as individuals of school age who appear likely to fail economically, socially, and academically. At Westside, the staff has also identified students who easily achieve district standards as being “at risk”.

### Identification

Identification of students will take place through the District adopted Building Intervention Team referral process. Referrals of At-Risk students to the BIT team may be by teacher, administrator, parent or student. All cases referred will be considered and evaluated on the following criteria:

1. Students who have been provided documented teaching and reteaching activities and still have not demonstrated mastery of adopted performance standards.
2. Students whose performance on norm-referenced, standardized tests is below the national average.
3. Students who consistently meet or exceed expected levels on adopted performance standards on pre or initial assessment.
4. Students who demonstrate through daily use and assessment that they have Limited English Proficiency.
5. Students whose environment places them in a position to experience domestic violence.
6. Students whose behavioral record in the classroom and /or on the playground indicates they are experiencing social dysfunction.
7. Students who are of Native American heritage.
8. Migrant Students.

### At-Risk Interventions Currently in Place

#### Social and Behavioral needs

- a. Drugs and Alcohol Resistance Education
- b. Counseling (group and individual)
- c. Mentoring (peer and cross-age)
- d. Discipline plan (building, classroom, and individual procedures which are standardized, emphasize positive interaction with students, and strive to educate regarding acceptable behaviors)

#### Emotional needs

- a. Counseling
- b. Therapy groups

- c. Individualized discipline plan

#### Academic needs

- a. After-school tutoring
- b. Noon catch-up/tutoring
- c. Academic Tutor
- d. Special Education
- e. Mentoring
- f. Academic Tutor
- g. Accelerated Reading Program
- h. Volunteers
- i. Computer Programs
- j. Summer School

#### Enrichment interventions

- a. Computer Programs
- b. Accelerated Reader
- c. Reading Renaissance
- d. State, Regional, and National Competitions
- e. Enrichment teacher

### **CLASSROOM INTERVENTIONS**

It is in the classroom where the first interventions take place. When the teacher feels he/she can no longer meet the additional needs of an at-risk student due to time constraints, number of students in the classroom or the severity of the needs, he/she will complete an At-Risk referral on the student.

Regular classroom planning and instruction will be aimed at ensuring all students will achieve the district adopted performance standards. Students who fail to meet the performance standards or who easily achieve the performance will be identified as being at-risk.

### **CLASSROOM USE OF TEACHER ASSISTANTS**

There are teacher assistants working in the building. They are assigned to help with specific students and tasks. Some of the duties include help with behaviorally challenged students in the classroom.

- One-to-one conferences with students
- Computer lab supervisor while small groups are doing word processing, keyboarding and drill activities.
- Helping Kindergarten through second grade students with Accelerated Reader tests.
- Helping with data collection/management pertaining to standards.
- Helping supervise the students.
- Small group instruction under teacher supervision

### **ACADEMIC TUTOR**

We are fortunate to be able to employ a certified teacher to work with At-Risk students. This person is responsible for directing the after-school tutor program, helping all students identified as at-risk. These students present unique needs in that they are the students who don't qualify for special education and have already had extensive remedial work, but will not meet standards without one-to-one or small group instruction.

### **CCC LAB MANAGER**

The CCC lab manager is in the computer lab to supervise students at all times. The manager provides teachers with on-going data from the lab for them to use in planning for instruction. The CCC Lab Manager is in the lab at 7:30 a.m. for the before school tutoring program.

### **BEFORE SCHOOL AND AFTER SCHOOL TUTOR PROGRAM**

Westside sets aside over \$4,000 each year to help fund the tutoring programs. This money allows us to use up to four teacher assistants if they are needed. The programs focus on students completing identified standards. The before school program is from 7:30 to 8:15 and the after school program is from 3:00 to 4:00.

### **NOON CATCH-UP PROGRAM**

The noon catch-up program is a 30-minute program which takes place during the noon hour every day. It is staffed by teacher assistants and is in two sections, primary and intermediate. Students are sent (no choice) and allowed (by choice) to go to the noon program. The intent is to give students time to complete work that was supposed to be done at school.

### **LOST OR DAMAGED BOOKS**

Curriculum books and library books that sustain damage beyond the wear expected through normal use will require replacement by the student. The principal will determine if a book meets this criterion. Students will be charged for damaged curriculum books on a five-year prorated scale based on the replacement cost. The book will remain in the school's possession. Lost books will be replaced using the same guidelines.

If a library book is 10 years old or older, a replacement fee of \$10.00 will be assessed for the book. For a book nine years old or less, the assessment will be the replacement cost. Paperback books will have a \$3.00 replacement fee, regardless of age. This fee must be paid before the student receives his/her end-of-the-year report card. Students who have lost a library book will be permitted to continue checking out library books.

### CAFETERIA PROCEDURES

Due to Federal Regulations, food and milk are not to be given away or exchanged between students.

### MEAL PROGRAM

Westside offers a hot lunch program to all students in grades K-5 and breakfast to students who wish to participate. All students are issued an ID number to use for meals and milk. When students go through the serving line, they enter their number so only their account is accessed.

Breakfast is available for \$1.25 per day, while lunch is \$2.50 per day. The school keeps accounts for all students. Each time money is brought to the school, the student's account is credited. When a milk or meal is purchased, that amount is deducted from the account. This is all handled through a computer system and parents are encouraged to supply their child's account for **at least 10 meals at a time**. When your student's account reaches a balance which is less than enough for 2 meals, a pink reminder notice will be sent home. We ask that you replenish their account at that time. If money is not deposited in a timely manner and your child's account becomes a negative balance, the office data clerk will call to remind you of the negative balance. Please note that our computer system will only allow 2 charged meals. After that time students must bring a cold lunch as they will not be permitted to charge another meal. **Charges are discouraged.**

Students who wish to bring a cold lunch may purchase milk using their ID number. Please keep in mind that students who qualify for free or reduced meals are provided with a milk that accompanies their meal. They must pay 35 cents for each additional milk.

As a participant in the National School Lunch Program, free and reduced price meals are available to Westside families who qualify. Applications may be obtained from the school secretaries any time during the school year.

We encourage parents to have lunch with your child at school. When you do decide to join us, please call the office **before 10:30 a.m.** so the cooks will have ample servings on hand. The cost for adults is \$3.50 and a ticket must be purchased in the office prior to entering the serving line.

Westside Elementary has a closed campus during school hours. Students who want to leave campus for lunch must bring a note from their parent/guardian. Students are not allowed to leave campus unless accompanied by their parent/guardian.

### LOST AND FOUND

Lost and found items are located in the boxes by each classroom. Parents and students are encouraged to check these boxes at anytime. Labeling personal belongings is **very** helpful in locating lost items.

### 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.**

### 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, 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 “Request for Administration of Prescription Medication” form, 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 medications/supplements or over-the-counter medications 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(s) 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 Medication” form and have your physician sign it.

### STAYING IN DURING RECESS

We want students to attend school, but sometimes due to illness this isn’t possible. To help a student return to school, we will excuse him/her from recess for up to two days with a note from the parent.

If a student needs to miss recess for more than two days, a doctor's release will be required. Students are expected to participate in all activities at school, and recess is a required activity.

### PARKING AND DROPPING OFF STUDENTS

Over 60% of our students are dropped off and/or picked up by school buses. The circle drive on the west side of our school is designated solely for bus transports. Please do not use this area with your car. It creates a real safety problem. All other students should be dropped off at the front of the school near the flag pole.

### PHYSICAL EDUCATION

Students have physical education twice a week for 30 minutes. To insure their safety and full participation, they are expected to wear tennis shoes or rubber soled shoes. Sandals, boots and slip-on shoes are not appropriate. 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 2 consecutive excused classes, a doctor's note is required if a child is still unable to participate.

### ROLLER BLADES AND SCOOTERS

Students must wear protective knee, elbow and head gear to roller blade or ride scooters while at school. Due to the time allowed, roller blading, roller-skating and using scooters is only allowed during the noon recess.

### ROOM PARTIES

The school has three holiday parties. The holidays are Halloween, Christmas and Valentine’s Day. These parties start at 2:00 PM and last

one hour; parents are generally asked to help with these parties. We ask that invitations for parties held at home not be delivered at school. You may request a class roster with addresses from the building secretary.

We ask that students do not receive gifts such as flowers, balloons, etc. while at school.

### **PLAYGROUND SAFETY RULES**

1. No one is to go behind the hills or behind the school, (North/West of the 4th grade doors).
2. The sidewalk and grass areas next to school building are off limits to any ball activities, except Wall Ball.
3. No skateboards at any time.
4. Scooters and roller blades are only allowed during NOON recess.
5. Only people with sleds are to be on the hill when it is covered with snow.
6. No sledding on your feet, back or chest.
7. No more than two to a sled at a time.
8. If more than two are sledding, others wait at bottom of the hill to get the sled. This is to eliminate fights at the top of the hill and getting people jams at the top of the hill.
9. No sledding toward the road.
10. No playing chicken with the sleds.

### **SAFETY ON EQUIPMENT**

#### **Rules for the Mother Lode**

**NO** twirling on the bars

**NO** tag (running on platform)

**NO** going down slides backward or head first

**NO** running up the slide

**NO** jumping off the platform

Kindergarten students will NOT be allowed on the Mother Lode at NOON

Jump ropes are for jumping, PLEASE no tug-of-war or playing Horse

#### **Dome**

Hold on with one hand at all times.

**NO** hanging by legs.

**NO** jumping off of the Dome! Climb off!

**NO** tag or pushing people.

**NO** playing under the dome.

#### **Swings**

**NO** jumping out of the swing

**NO** pushing a swing

**NO** one in the sand in front or behind the swing

**NO** twirling in a swing

**NO** running under a swing

**NO** climbing on the swing bars

**NO** standing in a swing

### **SCHOOL CLOSURE DUE TO INCLEMENT WEATHER**

When weather or other conditions necessitate early release or school closure, local radio stations will be notified. Parents and students should listen to KPOW, KLZY or KODI for school closure information. If the weather becomes severe during the school day and school is to be dismissed early, an announcement will be made over these same radio stations.

### **STUDENT COUNCIL**

The Student Council is the voice of Westside students. Students can and should become involved in **their** school. Each Fall every class elects a room representative to serve on Student Council. Last Spring the entire student body elected a president and secretary from fifth grade. A vice-president and treasurer were elected from fourth grade. Two historians were elected, one from fourth and one from fifth grade. Through the Student Council, students are provided an opportunity to serve in a leadership capacity at all grade levels. The Student Council, working with the teachers and principal, identify possible ways of improving their school and helping the community

## 2009-2010 Student Council Officers

President	Katie Brown
Vice President	A. J. Lewis
Secretary	Riley O'Brien
Treasurer	Anthony Schatz
Historian	Matt Rathbun
	Lauren Asher

### STUDENT VISITORS

We often have requests for a child to spend the day with one of our students while at school. We are glad to have these friends or relatives come for lunch, but we feel it is best if they do not spend the day.

### TEACHER REQUESTS

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. Written requests must be submitted to the building principal prior to the first Friday in May.

### VOLUNTEER PROGRAM

The Westside volunteers are a very 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 Westside. Please contact your child's teacher or the office if you wish to help.

### 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.

## RIGHT TO ATTEND SCHOOL

The public schools shall at all times be equally free and accessible to all child residents therein over six (5) years of age on or before September 15 of any year, and under the age of twenty-one (21).

### TITLE IX

Park County School District Number One shall be in compliance with Title IX Guidelines, which prohibit sex discrimination in the educational programs and activities in the District, as well as in the employment practices of the District. The District is an equal opportunity employer. Discrimination is prohibited on the basis of race, creed, or age or disability in admission or access to, or treatment or 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 82435-2730, or Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, or (303) 844-5695 or TDD (303) 844-3417.

**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 doesn't agree with the request for amendment, you are advised that you have a right to a hearing on your request for amendment. Requests should be made to the Superintendent.
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 educational 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 educational 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, dates of attendance, the most recent previous educational 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.
11. Any person 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

## **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)(2)

## **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.

## 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 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 20202-5920

**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 makes arrangements to provide their student with meals from home until they 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.