

# RALPH WITTERS ELEMENTARY



## *Parent/Student Handbook*

**2018-2019**

215 Springview  
Thermopolis, Wyoming 82443  
Phone 864-6561 FAX 864-6605  
[www.hotsprings1.org](http://www.hotsprings1.org)

## **NON-DISCRIMINATION IN EDUCATIONAL ACTIVITIES**

### **HOT SPRINGS COUNTY SCHOOL DISTRICT NO. 1**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity act of 1972; Title IX Regulations Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Hot Springs County School District No. 1 shall not discriminate on the basis of sex, age, race, color, national origin, religion, or handicap (disability) in the educational programs or activities which it operates.

It is the intent of Hot Springs County School District No. 1 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents, and employees who feel discrimination has been shown by the School/District/Agency.

Specific complaints of alleged discrimination under Title IX (sex), Section 504 (disability), and other related civil rights laws should be referred to:

Dustin Hunt, Superintendent of Schools, Hot Springs County School District No. 1  
415 Springview Street, Thermopolis, WY 82443  
Telephone: (307) 864-6515

Complaints may also be filed with the Office for Civil Rights:

Office for Civil Rights, Region VIII  
U.S. Department of Education, Federal Building, Suite 310  
1244 Speer Boulevard  
Denver, CO 80204-3582  
Telephone: (303) 844-5695, TDD (303) 844-3417

All students attending Hot Springs County School District No. 1 may participate in education programs and activities, including but not limited to, health, physical education, music, and vocational technical education (consumer and homemaking education, trades and industrial education, business and office education, marketing education, agriculture education, etc.), regardless of race, color, national origin religion, age, disability, or sex.

(OCR.VOC ED) Adoption Date: 01/15/04

Parents will be informed about their individual student's progress through quarterly grade reports and through information on their student's testing scores, profile and academic strengths and weaknesses. The school will act as a resource for parents to support student learning within the home. The above goals and program requirements can be met through the following:

Open House, dissemination of the Parental Involvement Policy & Parent Compact, parent/student handbook, weekly newsletter, Parent Advisory Meetings, fall and spring parent-teacher conferences, parent invites to visit school classrooms and school activities, parent volunteerism in the classroom, parent information programs and family nights, student support services, public school board meetings, and school climate surveys.

McKinney-Vento Homeless Education (Title X of NCLB) Dispute Resolution Procedure found on <http://www.hotsprings1.org> website.

**Revised 10/12/04**

## **Ralph Witters Mission and Vision 2018-19**

*Ralph Witters Elementary School will be recognized as a superior elementary school in the state of Wyoming.*

*We believe in:*

- *Learning as the fundamental purpose for our work*
- *A collaborative culture in which we learn together*
- *A focus on results*
- *Partnerships with parents & community*
- *Ensuring that all students are prepared for any path they choose.*



### ***Bobcat Pride***

**Be Safe:** Keep your hands, feet, and objects to yourself.

**Be Responsible:** Follow directions quickly and make smart choices.

**Be Respectful:** Respect yourself, others, and your environment.

**Be Kind.**

## Ralph Witters Elementary

**Catelyn Deromedi** – Principal  
**Susan Little** – Administrative Assistant  
**Connie Dickinson** – Attendance Secretary  
**Brenna Huckfeldt** – School Nurse  
**Liz Ryan** – School Counselor  
**David Duncan** – School Psychologist  
**Amy Ready** – Pre-K Resource  
**Nichole Ciz** – Kinder Boost  
**Ashley Cleare**– Kindergarten  
**Kinley Taylor** – Kindergarten  
**Rayann Casciato** – 1<sup>st</sup> Grade  
**Andrea Shahan** – 1<sup>st</sup> Grade  
**Brockton Merrill** – 1<sup>st</sup> Grade  
**Kris Mull**– 2<sup>nd</sup> Grade  
**Lacey Shaffer** – 2<sup>nd</sup> Grade  
**Stephanie Boren** – 2<sup>nd</sup> Grade  
**Bethany Webber**– 3<sup>rd</sup> Grade  
**Amanda Bridges**– 3<sup>rd</sup> Grade  
**Toby Emery** – 4<sup>th</sup> Grade  
**Vivian Sannes** – 4<sup>th</sup> Grade  
**Heidi Hunt**– 4<sup>th</sup> Grade  
**Carrie Ryan** – Special Education

**Jessica Carswell**– Special Education  
**Tina Rich**– Special Education  
**Dana Bjorhus** – P.E.  
**Jennifer Weber** – Science  
**Mary McGillivray** – Music  
**Lonnie Music** – OT  
**Sierra Barber** – Speech/-Language Pathologist  
**Ryan O’Connor** – Speech/-Language Pathologist  
**Krista Klaproth**-Title I Reading and Math Interventionist  
**Sandy Richins** – Librarian  
**Joleen Crosby** – Paraprofessional  
**Kim Ennis** – Paraprofessional  
**Kenly Klaproth** – Paraprofessional  
**Stephanie Mohr Richert** - Paraprofessional  
**Lauri Olsen** – Paraprofessional  
**Sash Moline** – Paraprofessional  
**Michelle Robbins** – Paraprofessional  
**Ashley Griffin** – Paraprofessional  
**Blair Allmaras** – Paraprofessional  
**Jean Anderson** – Head Cook  
**Ashley Muller** – Cook  
**Rachel Hubele** – Cook  
**Douglas Nelson** – Custodian  
**Bri Weaver** - Custodian

## **Important Phone Numbers**

<b>RALPH WITTERS</b>	<b>864-6561</b>
<b>RALPH WITTERS ATTENDANCE</b>	<b>864-6670</b>
<b>RWE CAFETERIA OFFICE</b>	<b>864-6595</b>
<b>RWE NURSE</b>	<b>864-6562</b>
<b>SUPERINTENDENT</b>	<b>864-6515</b>
<b>HIGH SCHOOL</b>	<b>864-6511</b>
<b>MIDDLE SCHOOL</b>	<b>864-6551</b>
<b>BUS GARAGE</b>	<b>864-6600</b>

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## **HANDBOOKS AND DIRECTIVES**

This parent/student handbook is provided as a source of information to both parents and students. Please read through it with your child. If you have questions or concerns not answered in this handbook, please telephone our office at 864-6561 or stop by to discuss any topic.

# Welcome!

We want to welcome all new and returning students and staff to Ralph Witters Elementary School. We hope you have a fantastic year!

## **RWE SCHOOL HOURS**

- Doors open with staff supervision and breakfast program begins at 7:50 a.m.
- Students must arrive by 8:15 a.m. to participate in breakfast program.
- Grades Kinder Boost – 1<sup>st</sup> can enter classrooms beginning at 8:15a.m.
- Grades 2-4 can enter classrooms beginning at 8:20 a.m.
- Classes officially begin at 8:30 a.m.
- Front doors will be locked starting at 8:40 a.m. Please use the buzz in system at that time.
- The school day will end at 3:55 (to accommodate bus arrivals from the MS) p.m. on Monday-Thursday and 12:35 p.m. on Fridays. Students will be expected to leave school at this time, unless they have arranged to be under the supervision of a staff member for special work or help.
  - To minimize classroom disruption please limit sending messages to students during the school day. Due to end of the day activities we cannot guarantee that messages received after 2:30 pm Monday - Thursday and 11:00 am on Friday will be delivered.





### **SCHOOL STANDARDS**

Beginning with the Graduating Class of 2006, all students must meet all content standards and class credits to receive a diploma.

### **SCHOOL VISITATION**

To ensure student safety and to allow for the education for all students to continue without interruption, we require all visitors report to office before visiting classrooms.



### **ATTENDANCE**

The school board recognizes that regular attendance at school is vitally important to each student and that it can directly affect his/her academic progress. To be successful in school, student attendance must be regular and punctual. Frequent absences from the regular classroom learning experience disrupt the learning process. When regular classroom instruction is lost via absenteeism, the benefits cannot be entirely regained through make-up work.

The primary responsibility for ensuring regular attendance at school rests with the parent and the student. Through the cooperative efforts of parents and the school, it is hoped that each student will develop attendance habits and attitudes, which will be helpful in his/her present and future endeavors. State school law requires all children to be in school each day during the school year if they are between the ages of seven and sixteen, inclusive, unless they have completed the tenth grade.

Our school has implemented the following guidelines for student absences:

- A telephone call from the parent/guardian explaining the reason for the absence will be made to the school anytime after 7:30 a.m. on the day of the absence. If a phone is not available, please send a note or a message with another child or a neighbor's child. The number to call at Ralph Witters School is 864-6561 or 864-6670.
- If the school is not notified that a missing student is going to be absent, then a phone call will be made to the phone number(s) on record.



- Parents of students planning to be absent from school are advised to notify the teacher and the office in advance. If this is not possible, a note should accompany the child upon returning to school.
- Absences without a parent contact will be considered unexcused.

Attendance procedures are as follows:

- After the fifth absence, a parent contact (phone call or letter) will be made to notify parents of the number of absences per semester.
- After the tenth absence per semester, a letter will be sent to inform parents of the student's absences. Student progress will be addressed as well as home and school communication. A parent conference will be held if the student is not making satisfactory progress. The principal, classroom teacher, parents, (nurse and counselor when appropriate) will participate in the conference to plan for additional student support (extra assistance, tutoring, summer school, consideration for retention, etc.)

Parents are urged to work with their child's teacher to discuss makeup work and see that assignments missed are turned in. Parents and students need to be aware that makeup work does not replace classroom instruction.

### **WITHDRAWAL FROM SCHOOL**

Parents should notify the school as soon as they know a student will be withdrawing. Prior to checking out we ask that parent/guardian report to the elementary office to update records to forward on to the next school district, reconcile lunch accounts, and return any district owned items such as library books.

### **LEAVING SCHOOL EARLY**

Please try to avoid taking your child out of school before the end of their school day to give them the best opportunity for success. If it becomes necessary for a student to leave early, they must be checked out through the office. Please make all change of plans by 2:30 pm Monday – Thursday and 11:00 am on Fridays. Due to the amount of activity in the office after these times we cannot guarantee delivery to your student.

### **ENROLLMENT and KINDERGARTEN REGISTRATION**

Students must be five years of age on or before September 15th for entry into kindergarten. Students must be six years of age on or before September 15th of the year of entry into the first grade. Kindergarten screening will be held each spring for pre-kindergarten children.

A kindergarten registration is held in the spring. At registration an official copy of the child's

birth certificate and an official record of immunization is required. The completion of the school district's physical examination record by a physician is encouraged but not required.

No student may enter RWE without being registered. A general registration is held prior to the beginning of the school term.

Students from private schools or home schools must be assessed prior to entering school. Grade-level placement will be determined by the results of the assessments. Arrangements for the assessment should be made with the building principal.

The Kinder Boost Program offered at RWE, is a developmental program designed to prepare students with academic and social readiness in order to be successful in regular Kindergarten. Students are screened with two developmental screeners for the Kinder Boost program in the spring preceding enrollment.



#### **LUNCH PROGRAM**

A hot lunch is available for students at RWE. A regular lunch costs \$2.25 and a reduced lunch costs \$.40. Students who bring their own lunch may purchase milk for \$.50.

Free or reduced prices are available to families who file an application and qualify. Applications must be

filled out each school year.

Any number of lunches may be purchased at one time to be credited to the student's account. When sending checks, please include your child's full name in the memo space on the check. If the check is to be divided among two or more students' accounts, please note each child's full name. Please make all checks payable to HSCSD#1. Students must bring their lunch money to the school by 8:30 a.m. in order to have credit in their account for lunch that day. Online payments are accepted by going to <http://www.hotsprings1.org> and clicking on the Student Lunch Payment link. To make an online payment you will need a credit card and your student's PowerSchool Web Login Password.

Students may not use one another's lunch cards, even if it is their siblings'. Each student has his/her own separate account.

No refunds will be given at the end of the year unless a request is made prior to moving out of district. The account balances will be held over from one school year to the next.

Reminder slips will be sent home with the students when they have six (6) or fewer purchases remaining in their account. When a student's meal account reaches a zero balance, a school representative will verbally contact the parent/guardian to inform him/her of the child's meal account balance and that their child could be denied being served a meal if money is not deposited into the meal account.

When a student's meal account reaches a zero balance, the student will be allowed to charge no more than three meals. If the student has charged three meals and has not deposited any money into his/her account, the student will either call home and have a parent bring money for his/her lunch/breakfast or he/she will be denied being served that meal.

A student history indicating when the child paid, how much the child paid, when the child ate, and what was on the menu is available to all parents. Inquire at the lunchroom, after 1:30, by calling 864-6595.

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

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights [1400 Independence Avenue, SW Washington, D.C. 20250](http://www.usda.gov)-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider

### **BREAKFAST PROGRAM**

Ralph Witters Elementary also offers a breakfast program for students in grades K-4. Students may arrive at RWE as early as 7:55 a.m. entering at the doors near the cafeteria for breakfast. Students may arrive no later than 8:15 to receive a breakfast. Breakfast prices are \$1.75 for regular price, \$.30 for reduced. Online payments are accepted by going to <http://www.hotspings1.org> and clicking on the Student Lunch Payment link. To make an online payment you will need a credit card and your student's PowerSchool Web Login Password.

The money for breakfast comes out of a student's lunch account. If a student already qualifies for

free or reduced lunch, he or she qualifies for free or reduced breakfast. No further paperwork is necessary. Applications for free or reduced meals are available in the office.



## STUDENT EXPECTATIONS/CODE of CONDUCT/DISCIPLINE

Every student at RWE is an important part of our community and expected to respect each other and our facility. Disciplinary procedures are designed to promote positive behavior with emphasis on clear expectations. The classroom teacher will generally handle interventions at step 1 and 2. The building principal will be involved at level 3 and assigns ISS at all levels. However, both teachers and principal may become involved at any level as appropriate. Student behavior will determine which step student enters based on student need.

Student Behavior	Intervention
<b>Step 1 (5 points)</b>	
<p>Student Misconduct:</p> <p>Student refuses to follow school and/or classroom rules (initial use of profanity, disruptive behavior, etc).</p>	<p>Interview student to gather their side of the issue.</p> <p>Explain to Student:</p> <ul style="list-style-type: none"> <li>● What a better choice would be</li> <li>● Support them in making a three-part apology, if appropriate</li> <li>● Consequences of repeated behavior</li> <li>● Possible meeting with counselor</li> </ul>
<b>Step 2 (10 points)</b>	
<p>Student Misconduct:</p> <p>Student repeatedly refuses to follow school and/or classroom rules. Repeatedly is defined as more than once. There may be an exception and is up to the principal's discretion.</p>	<p>Parents will be notified</p> <p>Other possibilities:</p> <ul style="list-style-type: none"> <li>● Loss of privileges</li> <li>● Written/verbal three-part apology, and/or, letter/essay explaining school rules etc.</li> <li>● Meeting with Counselor, Principal, Detention, ISS</li> </ul>
<b>Step 3 (15 points)</b>	
<p>Student will move to step 3 in cases of:</p> <ul style="list-style-type: none"> <li>● Fighting- Physical aggression</li> <li>● Insubordination</li> <li>● Threats or intimidating acts (bullying)</li> <li>● Theft</li> <li>● Vandalism</li> <li>● Possession of weapons</li> <li>● Cheating</li> <li>● Sexual Harassment</li> <li>● Irresponsible use of technology</li> <li>● Willfully leaving adult supervision or school grounds</li> </ul>	<p>Parents will be notified</p> <p>Written apology/letter/essay</p> <p>Loss of privilege relative to offense</p> <p>Possible:</p> <ul style="list-style-type: none"> <li>● Referral to SIT</li> <li>● Meeting with Counselor or law enforcement as appropriate</li> <li>● Detention, OSS, ISS</li> <li>● OSS if unable to keep student safe</li> <li>● Utilize Behavior Room</li> <li>● Expulsion</li> </ul>
<b>Step 4 (points will be determined by principal)</b>	
<p>Students will move to step 4 in cases of:</p> <p>Possession or use of alcohol, controlled substances, weapons, or pornography, theft, irresponsible use of technology.</p>	<ul style="list-style-type: none"> <li>● Conference with parents</li> <li>● Notify authorities</li> <li>● Step 3 interventions as appropriate.</li> <li>● Expulsion</li> </ul>
<b>Step 5 (points will be determined by principal)</b>	
<p><b>If a student engages in extreme behavior that is detrimental to the wellbeing of staff and/or students, or causes willful destruction of property, the student will be sent home.</b></p>	

\*Points will be used to determine student participation in field trips, school wide events, referral to other services, and/or expulsion.

## **BULLYING**

“A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.”

This definition includes three important components:

Bullying is aggressive behavior that involves unwanted, negative actions.

Bullying involves a pattern of behavior repeated over time.

Bullying involves an imbalance of power or strength.

### **Bullying Protocols**

Step 1: Reporting: Bullying reported or observed

Fill out the Bullying Referral Form

Step 2: Investigate, assign consequences, and document

Step 3: Parents are contacted

Offender contacts his or her parents

Principal contacts parents of victim

Step 4: Reflection and encourage students to:

Take responsibility for their behavior

Develop conscience and empathy

Create positive goals

Identify ways to reach the goals

Bully Reporting Forms can be picked up from the office and turned into the building principal.

Bullying forms are also available on the district website, [www.hotsprings1.org](http://www.hotsprings1.org).

**Bullying Definition (per Wyoming state law):** Harassment, intimidation, or bullying means any intentional gesture, any intentional electronic communication, or any intentional written, verbal, or physical act initiated, occurring or received at school that a reasonable person under circumstances should know will have the effect of: harming a student physically or emotionally, damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; insulting or demeaning a student or group of students causing substantial disruption in, or substantial disruption with, the orderly operation of the school or; creating a intimidating, threatening, or abusive educational environment for a student or group of students through sufficiently severe, persistent, or pervasive behavior.

## **BUS SERVICE**

The Transportation Director, at 864-6600, can answer questions relating to bus transportation, bus routes and times. All bus riders and new stops must be approved before students can ride.



## **BUS NOTE REQUIREMENT**

Notes from a parent/guardian are required to ride an alternate bus route to an approved bus stop. Note must include an approved bus stop that student will be getting on or off at. (i.e. Not just saying Grandma's house)

## **BUS STOP SAFETY**

Bus stops can be a dangerous area for children. The bus drivers will supervise the loading and unloading at these stops, but there is no supervision at the stops. It is the parent's responsibility to supervise bus stops.

## **BUS SAFETY**

Safety is always foremost in the minds of all who are associated with pupil transportation. We are, therefore, asking that the following rules be given your utmost attention.

Students will be at bus stop 5 Minutes before bus stop time.

The bus driver is in full charge while transporting students

While waiting for the bus, students must remain 10 large steps back for the edge of road or street. Wait until bus has come to a complete stop and the door is open and the driver invites you aboard.

Passengers of a school bus are limited to students registered in school district and activity/field trip sponsors.

The possession or use of tobacco, alcohol, or controlled substances is prohibited

Guns (loaded or unloaded), shells, explosive articles, matches/lighters, knives, or any other potentially dangerous items are prohibited

Offensive language, disruptive behavior, or discourteous behavior is prohibited

Obscene materials of any kind are prohibited

Inflated Balloons of any kind are not allowed on any school bus.

Bullying/Harassing/threatening another student/staff member is not tolerated

Buses are equipped with cameras that are recording both sound and video for student and staff safety.

***Failure to follow bus rules could result in loss of bus privileges.***

### **ELEMENTARY TRANSPORTATION POLICY**

Bus discipline is an area of special importance. Misbehavior on the bus can lead to serious problems, and cannot only cause possible serious injury to the offender, but to other students. Every effort will be made to find solutions in order to keep the buses safe and meet the transportation needs of all students.

Bus riders must remain in their seat and face forward while the bus is in motion. Riders are not to move or change seats unless instructed by the driver. Heads, hands, feet, and all objects are to be kept inside the bus at all times. There is to be no throwing or shooting of any articles at any time. Animals are prohibited.

A. Written Warning – The bus driver will discuss the problem with the student and try to find a solution so that the behavior will not occur again. The driver will tell that student that the next violation of the bus rules will result in an Official Write-up (step B). A written warning slip will be sent home, signed by the parent, and returned to the bus driver.

B. First Official Write-up – The bus driver will discuss the problem with the student and try to find a solution so that the behavior will not occur again. In addition, a “Notice of Violation of Bus Rules” will be completed and sent to the student’s parents, building principal, and Transportation Director. The Principal will also meet with the student to discuss the behavior problems and contact parents. The next violation will result in a 1-week bus suspension.

C. Second Write-up - The principal will meet with the student, contact parents, mail home the bus referral, and the student will lose bus privileges for one week, but is expected to be in attendance.

***\*\*Building principals may suspend a student indefinitely based upon a student-by-student case.***

### **RWE PARKING LOT EXPECTATIONS**

Parent involvement is a top priority at Ralph Witters Elementary and we love to have our parents in our school. To ensure student safety in our parking lot, we need your continued cooperation.

Parents who want to walk in with students are asked to use the allotted parking spaces in front of the school. Those who are dropping off or picking up their students may use the drop-off zone in the semi-circle. This area is marked with red paint on the curb.

In order to keep the drop-off process effective, please do not park and leave your vehicle in the red drop-off zone. Drivers should move forward as spaces become available to allow more vehicles to move into the safe student pick up area. Thank you for your cooperation.



## **ISOLATION PAYMENTS**

Hot Springs County School District No. 1 will furnish regular transportation to students living in designated rural areas. Regular school bus transportation will be furnished to those who (1) live in the designated rural areas, and (2) have an acceptable road, which can efficiently be part of the bus route. Bus stops shall be set so that students shall not have to walk in excess of one mile. If unacceptable road conditions prevent establishing a stop within one mile, isolation payments will be made in lieu of bus transportation. If you feel you are eligible for this isolation payment, please contact the Transportation Supervisor, 864-6600, or the Business Office at 864-6580. Complete "Application for Transportation or Maintenance of Isolated Pupils" form, which is available at the Business Office, 415 Springview, Thermopolis, Wyoming, to determine eligibility.



## **FIELD TRIPS**

Field trips are planned to provide additional educational experiences for your children. Field trips are an extension of the classroom experience and have educational value relevant to material being studied in the classroom. Written permission is necessary for your child to go on a field trip and if it is not received, the child will remain in the building. You will always receive advance notice of upcoming field trips and, on occasion, teachers may ask parents to assist in supervision.

## **OVERNIGHT TRIP GUIDELINES**

Overnight trips are a privilege that require students to follow instructions in order to be safe. To ensure safety, a point system, outlined in the discipline chart, will be used to determine a student's eligibility for these trips.

## ***Bobcat Pride***

**Be Safe:** Keep your hands, feet, and objects to yourself.

**Be Responsible:** Follow directions quickly and make smart choices.

**Be Respectful:** Respect yourself, others, and your environment.

**Be Kind.**

### **ALICE SYSTEM**

**Alert Lockdown Inform Counter Evacuate**

Student safety is a top priority at HSCSD#1. To support student safety, HSCSD#1 has adopted a new policy and procedure that experts across the country believe will increase the chance of survival during an active shooter incident. This new procedure will teach our staff and students the ALICE System. Stop by the RWE Office if you would like to review our new ALICE system and procedures.

### **STUDENT HEALTH REQUIREMENTS**

The following recommendations are made to keep our schools healthy:

Please keep your child home if they have vomited in the last 24 hours.

Please keep your child home for 24 hours after their temperature has returned to normal without fever reducing medications. Please keep your child home if they are coughing continually or have a deep cough.

Please keep your child home if they have been up several times during the night and did not rest well.

Parents will be contacted to pick up their child if they:

Vomit. 100.4 temporal or 100.0 orally ↑ per the American Academy of Pediatrics.

Have a temperature or fall asleep in class.

Cough until they vomit or cough continually to the point of disturbing the class.

Have a severe injury (such as a possible broken bone, possible concussion, or a severe cut that may need sutures).

Have head lice.

### **Contagious or Infectious Disease & Lice**

Please contact the school as soon as possible if your child is absent because of a

contagious/infectious disease. Students shall not be permitted to attend school until a physician treats the child. In the event of suspected outbreaks, students will be sent home. We have a Lice Free Policy. Students are unable to return until they are clear. Students who have had contagious or infectious diseases need to be on antibiotics at least 24 hours prior to returning to school.  
webmd.com

### SCHOOL NURSE

Students who are injured or who do not feel well should see the school nurse. The nurse will treat minor injuries and will contact the parent if serious injury or illness occurs. Parents may call the nurse at 864-6562.



### MEDICATION

When a student is taking medication which will be required during the school day, we ask that parents provide our school nurse with:

1. A signed, dated, request by the parent, along with a doctor's order, to have our school nurse or trained personnel dispense the medication.
2. All medications must be in the original prescription container stating:
  - a) The child's name
  - b) The doctor
  - c) The dosage, including time medications will be given by the nurse or secretary.

Medications will be given from a prescription bottle only. Medications will not be given if sent in an envelope, baggie, sibling prescription bottle, or unmarked bottle. Long-term medications (Ritalin, inhalers, etc.) will require written parental permission to be kept on file. Inhalers may be kept with students with parental written permission and physician signature. An additional inhaler is recommended to be kept in the nurse's office.

For additional information, please refer to Board Policy JLCD.

Students MAY NOT bring any type of medication to school to use (i.e. aspirin, cough drops, inhalers, etc.) without a note stating why they are taking the medication, if they are taking it at home and what time, and a parent's signature.

School Nurse WyIR Access Agreement: To ensure the Wyoming Dept. of Health is aligning with the Health Insurance Portability and Accountability Act (HIPAA) Omnibus Rule, Wyoming School Nurses must obtain parent/guardian agreement before accessing a student's immunization

record within the Wyoming Immunization Registry (WyIR). No student record shall be accessed in the WyIR by a school without a parent/guardian agreement. This agreement will be offered to parents/guardians for signature during the enrollment process.

### **SCREENINGS**

Students in Kinderboost, Kindergarten, First (1st), and Third (3rd) grade will have their hearing and vision checked on a need to basis. Transfer students and referrals from teachers or parents will be considered for screenings as well. If a parent does not want their child to be screened they must speak with the school nurse.

### **STUDENT EXPECTATIONS**

Students should not arrive at school before 7:55 a.m. to eat breakfast. Students should leave the grounds soon after dismissal in the afternoon unless they have arranged to be under the direct supervision of a staff member.

Appropriate clothing worn at school

Skateboards should never be brought to school.

Bicycles/scooters must not be ridden on the school grounds during school hours. Bike/scooter riders are expected to walk their bikes/scooters on the sidewalks and across the crosswalk. Bikes are to be parked at the bike racks and scooters are to be left in the office during the school day. Students are discouraged from bringing toys to school. Students are not allowed to use toys or exercise equipment that would endanger other students such as stilts, skateboards, roller skates, healy's, scooter boards, etc. at school. Digital devices, video games, and remote-control cars may be brought with teacher/principal permission only.

Students are not allowed to bring weapons, knives, laser pointers, or toy weapons to school. If a student inadvertently brings one of these items to school, it should be immediately given to a staff person. The item will be held by the principal and may be picked up by a parent/guardian. See Board Policy JICI: Weapons in School.

Verbal threats of violence will not be tolerated at school or at any school-sponsored event. It is the responsibility of students and staff to report all verbal threats of violence, which come to their attention. All verbal threats of violence will be taken seriously and will be investigated. (Board Policy JBAB: Student Threats of Violence)

### **THURSDAY FOLDERS**

The Thursday Folders will be sent home with weekly work and communication for parents and community members. The folder is filled with the happenings at RWE. Important parent notices and permission slips will also be sent home in the folder. Please return the folder on Friday.

### **CELL PHONE & TELEPHONE USE**

Students are allowed to use office phones for emergency calls. Cell phones will be left in the student's backpack and turned off while students are in school.

Messages will be relayed to students in case of emergencies. Students will not be allowed to call for forgotten items unless the teacher requires them to. Students may not call to make play arrangements with a friend after school. Those arrangements must be made in advance.

### **ELECTRONICS**

Electronic equipment is not allowed at school. Electronic equipment includes CD players, iPod, iPod/tablets, MP3 devices, PSP, Electronic games, and any other handheld devices. Electronic devices may become lost or stolen and are a distraction for students at school.

### **CONFERENCES & REPORT CARDS**

Scheduled Parent-Teacher conference will be held during the school year. We will contact you before the dates for the time of your conference.

Your child's teacher may contact you at other times to discuss the progress that your child is making. If you have questions or concerns at any time during the school year, we encourage you to contact the school to set up a conference.

### **SIT PROCESS**

Student Improvement Team is a school-based team that applies a problem solving process to find solutions for students. SIT team members include parents, teachers, and others who work together to identify interventions that support student learning.

### **SCHOOL CLOSING-INCLEMENT WEATHER**

If schools are closed due to bad weather, please watch the Wyoming news for school closure notifications. The automated phone notification system, ALERTNOW will call the primary phone number or listen to radio station 105.7 FM to alert you of school closures and other important notices.

## **CROSSING GUARDS**

Crossing guards are stationed at the following intersections at the times indicated:

Sixth Street and Big Horn Street (7:45-8:35 a.m. and 3:45-4:20 p.m.)

Springview and Big Horn Street Sixth

(7:45-8:35 a.m. and 3:45-4:20 p.m.)

Friday crossing schedule – 12:30 to 1:10 p.m.

(times updated based on new school hours)

Students who walk to school and live north and west of these crossings should cross only at these intersections. All students are expected to obey the crossing guards in order to avoid an accident at these busy intersections.

## **APPROPRIATE CLOTHING**

Student clothing should meet standards of cleanliness, healthfulness, safety, and should not disrupt the educational process. Students will not be permitted to wear:

Clothing with inappropriate slogans or drug/alcohol advertising, no bare feet, bare midriffs, bathing suits, halter-tops, spaghetti straps, and tank tops with large armholes, see-through or revealing clothing, no short shorts

No hats worn inside building.

Weather conditions in Thermopolis change frequently and proper clothing for children is important, to include coats, caps, and mittens during the colder months. The school cannot provide coats, mittens, etc. for all children.

Please label all clothing with first and last names. All lost and found items will be kept near the office entrance during the school year. Items not claimed by the end of the school year will be donated to a local charity.

## **PTO (Parent Teacher Organization)**

Thank you for your involvement to make our RWE PTO an active group!

Contact: Delina Wille, President – 307-851-7906

LIKE us on Facebook.com/RWEPTO or search Thermopolis RWE PTO. Check it out for updates, reminders, and more information.

## **RWE SITE COUNCIL**

To encourage input from our families, we have established a Site Council that meets numerous times throughout the year. Site council consists of the principal, guardian/parent representatives, community representatives along with teachers/staff as invited.

## **DRUG FREE**

Hot Springs County School District No. 1 provides a tobacco, alcohol, and drug-free environment for all individuals. Students, staff, and community members are not permitted to use or possess these products on school property, in school vehicles, or at school-sponsored activities. This is a 24-hour, all-district premises restriction. Wyoming State Law makes it illegal for minors to possess or use tobacco and alcohol. Violators will be prosecuted. For additional information, please refer to Board Policies JICH, ADB, and ADC.

## **NON-CUSTODIAL PARENTS/STUDENT RECORDS/ STUDENT DISMISSAL**

School officials will presume that each parent has equal authority to exercise rights of visitation, removal of the child from school, the right to inspect and review educational records and all other rights and privileges extended to parents. School officials will conform to court orders governing divorce, separation, custody, or other legally binding instruments which modify the natural rights of a parent. See Board Policies JHE: Student Dismissal Precautions and JRAB: Student Records and Non-Custodial Parents.



## **SCHOOL VOLUNTEER PROGRAM**

The school recognizes the importance of the contributions that volunteers make to the educational program at RWE. Each year students, parents, and members of the community volunteer time, talent and financial assistance for the benefit of our students. If you would like to serve in our volunteer program, please contact the school.

## **PARTY INVITATIONS**

It is requested that all party invitations be handled through the mail or by telephone rather than by handing them out at school to avoid hurting the feelings of those youngsters who are not invited.

## **ROOM TREATS**

Students who may want to bring a treat for their class should have a parent/guardian contact the teacher to talk about the arrangements. Juice boxes and individually wrapped, healthy treats are encouraged. Please no carbonated beverages.

## **BALLOONS & FLOWERS**

Balloons and flowers for students will be kept in the office until the end of the day. They are a distraction on the school bus and can be a safety issue and are not allowed. Students and/or parents should make other arrangements to get these items home.

## **CARE OF SCHOOL PROPERTY**

Our school district has provided Ralph Witters Elementary with a fine building, educational equipment and books. It is expected that students will show respect and appreciation by taking care of the facilities and supplies. If any damage is done, it will be expected that the student or parent will pay replacement charges. These replacement charges will not apply to incidents where the student is acting properly or involved in an accidental damage.

## **HOW PARENTS HELP PROMOTE STUDENT SUCCESS**

School success begins at home. Parents are children's first teachers, and know their children better than anyone. There are many things that can be done at home to support learning. Parents can ensure that children are physically ready for learning by providing for adequate sleep and nutritious breakfasts and lunches. Establish a routine for completing homework to include a specific place for homework without distractions such as the radio and television. Parents can take an interest in their children's education by discussing the school day with them, reviewing assignments, and complimenting them on accomplishments.



Education does not just happen at school. The importance of reading can be modeled at home by scheduling time each day to read to children or to have them read to others. Paper, markers, crayons, etc. should be available for children to write and illustrate stories at home. Give books as presents in order to establish a home library. Parents and students can review TV programs and newspaper articles and relate them to their own lives. Playing board games encourages math and language skills. Blocks and Lego's encourage building and creativity. Stress the importance of reading to your student.

Educational trips to the library, museums, zoos, and local points of interest are beneficial to building knowledge bases for children. Vacations can be used to play counting games, read road signs figure mileage and price totals. Taking care of the family pet provides an opportunity for students to learn responsibility. These are but a few of the ways education can be enhanced outside of school.

## **TITLE I**

Title 1 is the oldest federal program included in the Elementary and Secondary Education Act of 1965. This program was reauthorized in 1994 under the Improving America's Schools Act. Title 1 is designed to help disadvantaged children meet the challenging content and performance standards set by the State and District in the areas of reading /language arts and math. This program provides financial assistance to schools based on the number of children from low-income families living in the attendance area. School wide Title 1 programs upgrade the entire school educational system to raise the academic achievement for all students. Parents are an integral part of a Title 1 School-Wide program. School/Parent/Student Compacts are sent home at the beginning of each school year to emphasize each party's role in student success. (These compacts are a requirement of Title 1.)



## **TITLE I PARENT INVOLVEMENT POLICY**

Ralph Witters Elementary Title 1 Program recognizes the importance of parental cooperation, support, and input in implementation and continued program development.

Parents will be informed concerning the Title 1 philosophy and program requirements. The school will provide opportunities for input through several sources: written surveys, voluntary assignment in the School Improvement Team meetings, and participation in the Parent Advisory Committee meetings.

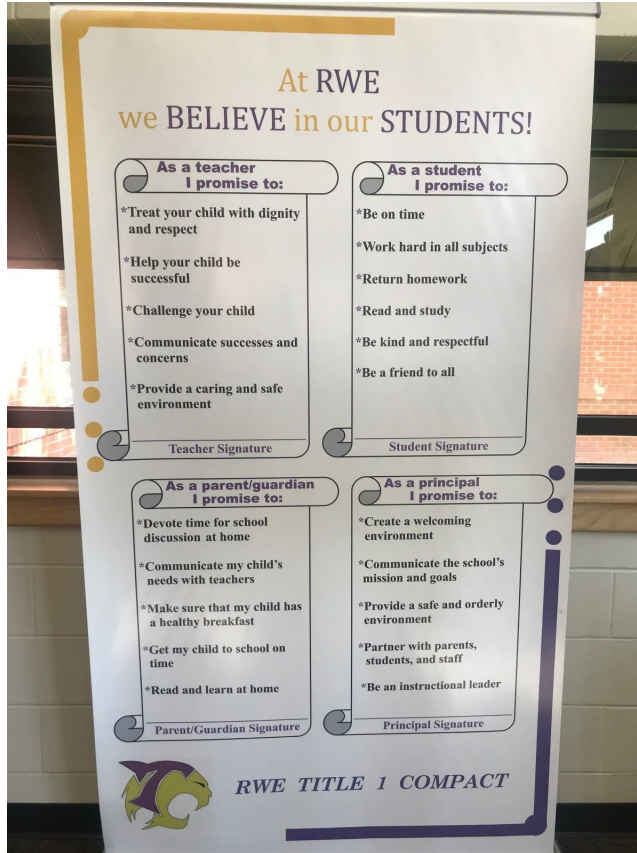
The School Wide Program also involves an assessment component. School assessment data will be shared with staff, parents and the community.

## **PARENT NOTIFICATION FOR ESSA**

Pursuant to the Every Student Succeeds Act signed into law on December 10, 2015, any district that receives funds under the ESSA shall notify parents of each student attending any school receiving funds that the parents may request the following information regarding the professional qualifications of the student's classroom teachers:

1. Whether the teacher:
  1. has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
  2. is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; and
  3. is teaching in the field of discipline in the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.
  - Parents will be notified of the status of the school and if it is in improvement, corrective action, or in need of restructuring. Parents will be notified of school supplemental services and/or school choice.
  - Parents will be notified if their children qualify for Limited English Proficiency services.

Parent Involvement Policy Code: KBDA can be found on <http://www.hotsprings1.org> website under the Board of Education tab.



**Hot Springs County School District No.1  
Non-Discrimination Notice**

**Hot Springs County School District No. 1 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:**

**Dustin Hunt, Superintendent of Schools  
Hot Springs County School District No. 1  
415 Springview, Thermopolis, WY 82443  
(307) 864-6515**