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# **PARKSIDE ELEMENTARY SCHOOL**

## **MISSION STATEMENT**

The Parkside Elementary Staff is committed to the following DAILY mission. This mission will guide our actions each day.

- Build Team
- Model Respect and Kindness
- Learning for All

## **A HIGHLY QUALIFIED STAFF**

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

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

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

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

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

# PARKSIDE ELEMENTARY STAFF MEMBERS 2019-2020

## Principal

Jason Hillman  
[JEHillman@pcsd1.org](mailto:JEHillman@pcsd1.org)

## Administrative Assistants

Jamie Decker  
[JLDecker1@pcsd1.org](mailto:JLDecker1@pcsd1.org)  
Rebecca Burke  
[RSBurket@pcsd1.org](mailto:RSBurket@pcsd1.org)

## Instructional Facilitator

Tara Shorb  
[TLShorb@pcsd1.org](mailto:TLShorb@pcsd1.org)

## Kindergarten

Kaylyn Liggett-Ramsey  
[KJRamsey@pcsd1.org](mailto:KJRamsey@pcsd1.org)  
Jennifer Rohrer  
[JRRohrer@pcsd1.org](mailto:JRRohrer@pcsd1.org)

## First Grade

Michael Felton  
[MCFelton@pcsd1.org](mailto:MCFelton@pcsd1.org)  
Jill Ferguson  
[JRFerguson@pcsd1.org](mailto:JRFerguson@pcsd1.org)

## Second Grade

Jill Schmidt  
[JLSchmidt@pcsd1.org](mailto:JLSchmidt@pcsd1.org)  
Kenli Metzger  
[KBMetzger@pcsd1.org](mailto:KBMetzger@pcsd1.org)

## Third Grade

Julie Sheets  
[JASheets@pcsd1.org](mailto:JASheets@pcsd1.org)  
Rita Bjornestad  
[RJBjornestad@pcsd1.org](mailto:RJBjornestad@pcsd1.org)

## Fourth Grade

Jane Faulkner  
[JRFaulkner@pcsd1.org](mailto:JRFaulkner@pcsd1.org)  
Amy Quick  
[ALQuick@pcsd1.org](mailto:ALQuick@pcsd1.org)

## Fifth Grade

Tim Brus  
[TLBrus@pcsd1.org](mailto:TLBrus@pcsd1.org)  
Patrick Spiker  
[PLSpiker@pcsd1.org](mailto:PLSpiker@pcsd1.org)

## Resource Teachers

Jaime Bessler  
[JIBessler@pcsd1.org](mailto:JIBessler@pcsd1.org)  
Susan Larsen  
[SLLarsen@pcsd1.org](mailto:SLLarsen@pcsd1.org)

## Title I Teacher

Kelli Schiller  
[KJSchiller@pcsd1.org](mailto:KJSchiller@pcsd1.org)

## PE Teacher

Celina Felton  
[CMFelton@pcsd1.org](mailto:CMFelton@pcsd1.org)

## Adaptive PE

Chris Wolff  
[CBWolff@pcsd1.org](mailto:CBWolff@pcsd1.org)

## Library/ Media Specialist

Jesse Otto  
[JNRode@pcsd1.org](mailto:JNRode@pcsd1.org)

## Library/Media Aide

Anna Cabbage

## Music Teacher

Michael Jaycox  
[MDJaycox@pcsd1.org](mailto:MDJaycox@pcsd1.org)

## Health Teacher

Marsha Neubert  
[MLNeubert@pcsd1.org](mailto:MLNeubert@pcsd1.org)

## Social Worker

Erin Curtis  
[ELCurtis@pcsd1.org](mailto:ELCurtis@pcsd1.org)

## Nurse

Misti Asher  
[MRAsher@pcsd1.org](mailto:MRAsher@pcsd1.org)

## Occupational Therapists

Adrian Harvey  
[AMHarvey@pcsd1.org](mailto:AMHarvey@pcsd1.org)  
Stephanie McKee  
[SLMcKee@pcsd1.org](mailto:SLMcKee@pcsd1.org)

## Computer Lab Manager

Patty Startin

## Paraprofessionals

Cassie Arends  
Mercedes McClament  
Robin Erlenbaugh  
Lynn Jackson  
Ariel McGill  
Alyssa Pickett  
Lisa Price  
Sheri Gifford  
Tammie Spomer  
Sarah Wambeke

## Cook

Tolena Wempen

## Custodians

Larry Boggiano,  
Head Custodian

Darlene Escobedo  
LaRae Pedersen

**BOARD OF TRUSTEES**  
**2019-2020**

<b><u>OFFICE</u></b>	<b><u>NAME &amp; ADDRESS</u></b>	<b><u>TERM OF OFFICE</u></b>	<b><u>TELEPHONE</u></b>
Chairman	Borcher, Greg (Mr.) 1118 Olive Rd.	12/1/06-11/30/22  <a href="mailto:GMBorcher@pcsd1.org">GMBorcher@pcsd1.org</a>	254-0660
Vice-Chairman	Paul, Trace (Mr.) 1244 Road 9	12/1/10-11/30/22  <a href="mailto:TRPaul@pcsd1.org">TRPaul@pcsd1.org</a>	254-1840
Clerk	Condie, Kimberly (Mrs.) 1054 Vali Road	6/17/16-11/30/20  <a href="mailto:KACondie@pcsd1.org">KACondie@pcsd1.org</a>	254-0608
Treasurer	Morris, Tracy (Mrs.) 10 Llama Drive	12/1/16-11/30/20  <a href="mailto:TDMorris@pcsd1.org">TDMorris@pcsd1.org</a>	307-250-9599
Trustees	Brazelton, Lillian (Mrs.) PO Box 537	6/17/16-11/30/22  <a href="mailto:LRBrazelton@pcsd1.org">LRBrazelton@pcsd1.org</a>	754-2758
	Dillivan, Kim (Mr.) 620 Ave. F	12/1/16-11/30/20  <a href="mailto:KDDillivan@pcsd1.org">KDDillivan@pcsd1.org</a>	271-7568 970-570-9881
	Hansen, Donald (Mr.) 1173 Lane 8	12/1/14-11/20/22  <a href="mailto:DHansen@pcsd1.org">DHansen@pcsd1.org</a>	307-899-2225

**PARKSIDE PRIDE PARENT GROUP**  
**2019-2020**

President:	Karen Roles
Vice President:	Rebekah Burns
Secretary:	Christina Morris
Treasurer:	Reanne Wolff

**Goals**

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

**We achieve our goals through:**

- ✓ Pie/Cake Auction Fundraiser.
- ✓ Purchasing materials that support our standards requirements.
- ✓ Supporting teacher requests for additional educational materials.
- ✓ Supporting our Student Council.

## **Park County School District Number One Administration**

### **Administration Office**

Superintendent – Jay Curtis  
Curriculum Director – Jason Sleep  
Coordinator of Business Services – Mary Lewis  
Coordinator of Support Services – Rob McCray  
160 North Evarts  
764-6186

### **Parkside Elementary & Clark Elementary**

Principal – Jason Hillman  
125 South Douglas  
764-6182

### **Southside Elementary**

Principal – Scott Schiller  
278 E. Monroe  
764-6183

### **Westside Elementary**

Principal – Angela Woyak  
555 Grand St.  
764-6184

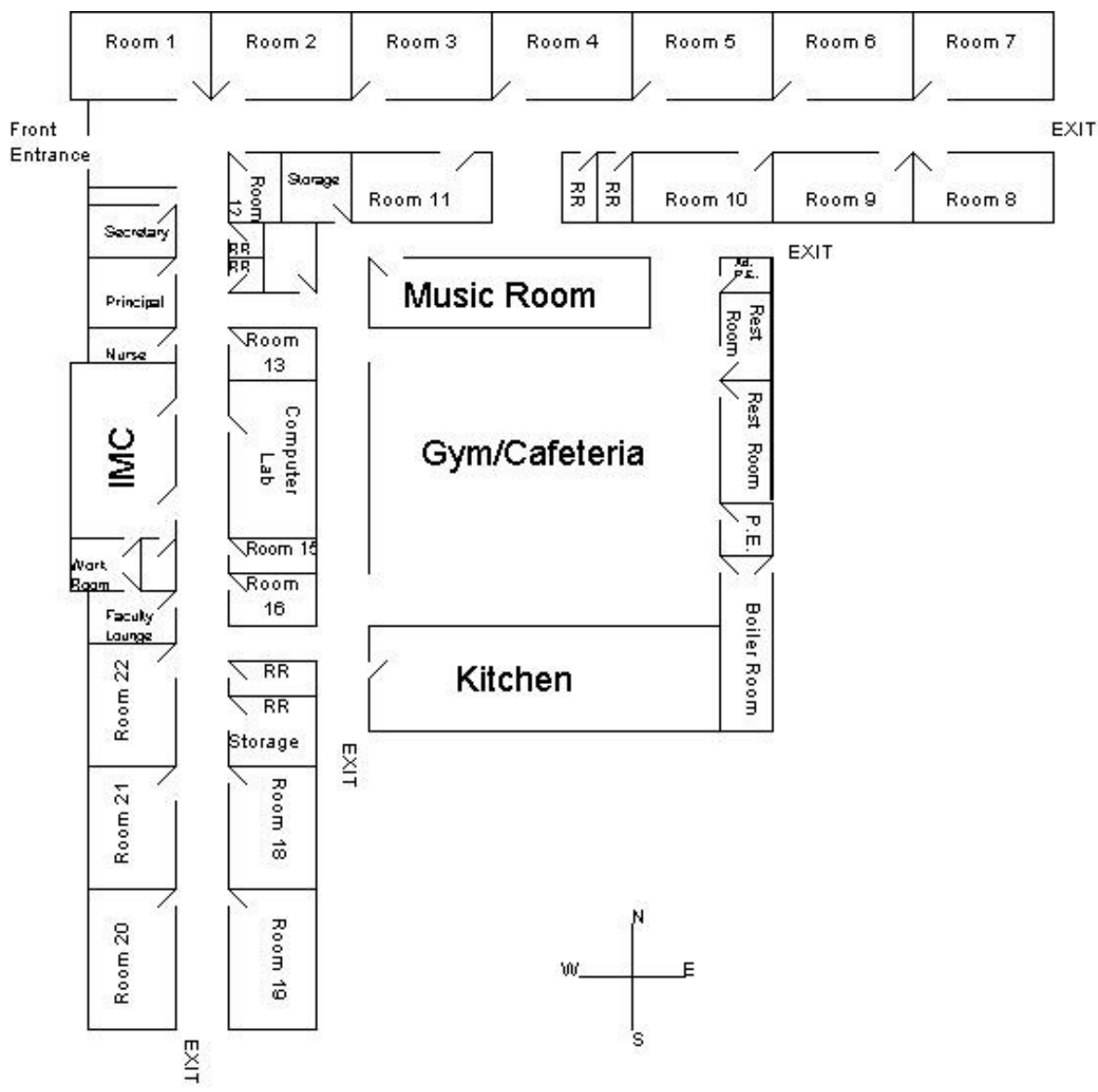
### **Powell Middle School**

Principal – Kyle Rohrer  
Assistant Principal - Chanler Buck  
368 East Third Street  
764-6185

### **Powell Senior High School**

Principal – Tim Wormald  
Assistant Principal – Steven Lensegrav  
1151 East 7<sup>th</sup> Street  
764-6181

# PARKSIDE ELEMENTARY SCHOOL



PARKSIDE SCHOOL CALENDAR, 2019-2020

August	16	Building Staff Orientation (New Staff)
	19-23	District Professional Development
	22	Parkside Open House 5:30-6:30 p.m.
	<b>26</b>	Students' First Day
September	<b>2</b>	Labor Day <b>(No School)</b>
	6	Staff Development 1:00-4:00
	17	Constitution Day
	20	Staff Development 1:00-4:00
	27	Staff Development 1:00-4:00
	30	Parkside Picture Day
October	11	Staff Development 1:00-4:00
	14	Columbus Day
	<b>18</b>	<b>No School</b>
	25	Staff Development 1:00-4:00
	25	End of First Quarter – MS (43 days)
November	1	Staff Development 1:00-4:00
	8	End of First Trimester (53 days)
	11	Veterans' Day
	13 & 14	Parent Teacher Conferences
	22	Staff Development 1:00-4:00
	<b>27</b>	Parent /Teacher Trade Day <b>(No School)</b>
	<b>28 &amp; 29</b>	Thanksgiving Vacation <b>(No School)</b>
December	29	Nellie Tayloe Ross' birthday
	5	Parkside Christmas Program
	6	Staff Development 1:00-4:00
	7	Pearl Harbor Remembrance Day
	10	Wyoming Day
	14	End of 1 <sup>st</sup> Semester (HS 80 days)
	<b>22-31</b>	Winter Break <b>(No School)</b>
January	<b>1</b>	Winter Break Continues – New Year's Day <b>(No School)</b>
	<b>2 &amp; 3</b>	Professional Development <b>(No School)</b>
	6	Classes Resume
	10	Staff Development 1:00-4:00
	10	End of 2 <sup>nd</sup> Quarter – MS (42 days)
	24	Staff Development 1:00-4:00
February	14	Staff Development 1:00-4:00
	<b>17</b>	President's Day <b>(No School)</b>
	21	End of 2 <sup>nd</sup> Trimester (61 days)
	28	Staff Development 1:00-4:00
March	9 & 10	Parent/Teacher Conferences
	13	End of 3 <sup>rd</sup> Quarter – MS (44 days)
	<b>16</b>	Parent/ Teacher Trade Day <b>(No School)</b>
	<b>17-20</b>	Spring Break <b>(No School)</b>
April	3	Staff Development 1:00-4:00
	9	Grandparents Day
	<b>10-13</b>	Easter Break <b>(No School)</b>
May	24	Staff Development 1:00-4:00
	24	Grade 4 Wyoming Day
	25	High School Graduation
	25	Memorial Day
	<b>28</b>	Last Day for Students
29	Professional Development/ Teachers' Last Day	

These dates could change. Monthly calendars will be sent



**PARKSIDE ELEMENTARY DAILY SCHEDULE**  
**2019 - 2020**

**BREAKFAST** 7:40 – 8:05

**STUDENT DAY** 8:07 - 3:15

**RECESS - MORNING**  
Kindergarten – 3<sup>rd</sup> Grade 9:45 - 10:00

**RECESS AND LUNCH**  
K – 2<sup>nd</sup> Grade Recess 11:05 - 11:25  
Lunch Time 11:25 - 11:50  
3<sup>rd</sup> – 5<sup>th</sup> Grade Recess 11:30 - 11:50  
Lunch Time 11:50 - 12:15

**RECESS - AFTERNOON**  
Kindergarten – 2<sup>nd</sup> grade 1:30 - 1:45  
3<sup>rd</sup> – 5<sup>th</sup> grade 1:45 - 2:00

## **ATTENDANCE POLICY**

**Please report absences between 7:15 a.m. – 8:30 a.m. to the school office by calling 764-6182.** If a child is absent and the school has not been notified, office personnel will contact you. Please assist us by making a call to the office.

And if you know in advance that your child must be out of school for any reason, please notify the Parkside office. The principal, the designated school attendance officer, will monitor students' attendance.

Academic success is directly related to the amount of time spent in the classroom. There are valuable lessons lost when a student is not in attendance. Please understand that simply completing the written paperwork missed cannot make up for an absence. Class discussions, teacher demonstrations, social interactions, and other activities are examples of the valuable learning missed when a student is absent.

The District recognizes that emergencies, illness or other prearranged absences occur. As a result, ten (10) days per semester can be used for these purposes. If a student exceeds this ten-day limit in a given trimester, he/she may lose credit or be retained. Each building has outlined for parents and students, its process for addressing students with excessive absences. Note: Habitual tardiness is dealt with at the building level. Five (5) tardies to school equal one unexcused absence. Two or more unexcused absences will be reported to law enforcement and/or the county attorney.  
(Reference: [www.pcsd1.org](http://www.pcsd1.org))

## **GRADING SYSTEM**

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

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

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

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

- ✓ Students receive a "1" score if they are at an introductory level of understanding of the skill or concept; teacher assistance is usually necessary.
- ✓ Students receive a "2" score if they have shown understanding of the skill or concept; some independence is evident.
- ✓ Students receive a "3" score if they can apply the skill or concept correctly, independently and consistently.
- ✓ Students receive a "4" if they can apply concepts and processes in multiple contexts that exceed the standards based targets at this time.

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

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

**Characteristics of a Successful Learner - What does this mean?**

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

**Performance Standards**

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

**EMERGENCY SCHOOL CLOSURE**

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

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

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

**STUDENT SAFETY**

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

All visitors and volunteers need to enter through the west doors. We have a new security system in place. All visitors will need their **driver’s license** to check in at the School CheckIn monitor at the entrance. The system will print a sticker for you to wear while in the building.

If a student needs to leave mid-day, we ask that parents check their child out through the office. Students are not to be taken from the playground nor should they be taken during any type of drill (fire, intruder, etc.).

Should there be changes to the normal daily procedures for children returning home, or a need to leave school for dental or doctor appointments, it is essential that the school be notified. We would ask that this be done with a note the morning of such interruptions. Although we understand that emergencies can occur, and we are willing to work with parents in such situations, it can be difficult to notify students with last-minute phone calls.

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

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

## **PARKSIDE DISCIPLINE STATEMENT**

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

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

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

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

Following is a list of “Absolutes” developed by staff, students, and parents. Consequences for violation of these absolutes will result in suspension and possible expulsion from school.

- Possession of weapons in the building, on the school grounds, or on buses
- Possession of alcohol or drugs in the school, on school grounds, or on buses
- Physically assaulting another individual with the intent to harm
- Behaving in a sexually inappropriate fashion or sexually harassing another individual

Following is a continuation of Parkside’s “Absolutes” developed by staff, students, and parents. Consequences for violation of these absolutes will be an administrative intervention. Interventions may vary from a half-day of in-school suspension, to ten days of out-of-school suspension.

- Openly defying school authority
- Stealing or willfully destroying the property of other students, adults, or the school in general
- Serious disrespect of others such as threatening anyone, spitting at or on anyone, derogatory comments, cursing or swearing at anyone
- Bullying, Harassment & Intimidation - Harassment, intimidation or bullying means any intentional gesture or any intentional written, verbal, electronic or physical act that a reasonable person under the 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 interference with, the orderly operation of school
  - Being sufficiently severe, persistent or pervasive that it creates an intimidation,
  - Threatening or abusive educational environment for a student or group of students.
    - Examples:
      - Verbally: using hurtful words, name calling, gossip, threats, spreading rumors
      - passing notes
      - Looks: making faces, rolling eyes, sneering
      - Getting others in trouble: blaming, falsely accusing
      - Excluding: forcing others out of the group or activity
      - Physically: any physical contact that can injure or make another person feel unsafe
      - Cyber bullying: using digital media to bully another person

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

- The student will be removed immediately from the area where the behavior occurred and referred to the principal’s office.
- The student will identify what the inappropriate behavior was, what was desired, and what would have been a more appropriate way to deal with the situation.
- Parents will be called and informed of the consequence or interventions taking place. If a suspension is warranted, parents will be asked to pick up their child and keep them home for the duration of the assigned suspension.
- Students will be welcomed back to the school upon completion of the suspension. Students must meet with the principal or designee upon returning to school.
- Students whose families are either unable or unwilling to pick them up, will be addressed on an individual basis.
- Weapon, drug, or alcohol violations will be reported to the Superintendent for possible extended suspension or expulsion by the Board of Trustees.
- Board Policy allows that credit will be denied for suspended students.
- Students whose behavior consistently places them in an out-of-school suspension situation will be subject to more stringent measures.

## WEAPONS POLICY

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

## HARASSMENT

State law prohibits harassment. The intent of the law is to provide an atmosphere that is free of any sort of harassment, be it physical, sexual, verbal, or any other form. District policies outline in detail the procedures to be followed if harassment occurs. The District will continue to make students aware of how specific behaviors affect others and the legal ramifications of such behaviors. Students who believe they are being harassed should bring their concerns to the attention of a teacher, counselor or principal. Appropriate reports will be filled out and investigated by school personnel. Harassment consists of unwanted, repeated physical gestures or advances, or spoken or written derogatory comments or suggestions. Any action that is or implies a threat will be considered harassment. **Harassment of any kind will not be tolerated at Parkside Elementary School.**

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

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

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

\*\*\* Board Policy and Federal law may prevent students from returning on the next school day. Board Policy provides that students will receive some credit for work completed while serving Out-of-School Suspension. Students placed in In-School Suspension as a violation of Absolutes will be expected to complete all assigned work.

## **INFINITE CAMPUS PARENT PORTAL**

Park County School District #1 uses a student management system called Infinite Campus. This software allows us to manage student data in a variety of ways. One of the best features is the "Parent/Student Portal." The portal provides access for parents to their children's Campus information as it is being entered by teachers, counselors and staff. The Campus Portal encourages active participation by parents in their student's progress while simplifying the means of obtaining student attendance and grade information. Infinite Campus also provides information regarding the student's lunch account status, including the ability to pay for meals on-line. Many of our Parkside parents have been using this for years. Parents have the ability to see all of the students within their household. For those of you that haven't had the opportunity to see how it works, just call the office to ask for your GUID number.

### **Directions for Parent Portal**

1. Go to the Park County School District website at <http://www.pcsd1.org/>
2. On the Quick Links tab, click on Parents, then Infinite Campus Parent Portal
3. Look in the middle of the page, where it says, *if you have been assigned a Campus Portal Activation Key, 'clickhere'*
4. Type in the Activation Key code given to you by the school office. You will only have to enter this number once.
5. You will then be asked to create a username and password.

If you have any problems or concerns with your parent portal, please contact the school office for assistance.

## **Parkside PRIDE Expectations**

“What is expected from me with regard to my child’s education?”

“What are the expectations of my child?”

It seems every year parents ask these two very important questions. It is our hope that this list will answer those questions and be a guide with regard to what you can do to help us provide your child with an excellent education. We have high expectations for everyone in our community. Here is a short list of those expectations.

### **Parent Expectations**

- Read with your child daily.
- Check backpacks daily for homework and notes from school.
- Make sure your child comes to school daily, on time, and ready to learn.
- Contact the school if your child is ill.
- Contact the school if you have an issue; we can work together to resolve it.

## **Student Expectations**

- Try your best at everything you do.
- Complete work assignments correctly and promptly; this will lead to a high level of learning and good grades.
- Behave and treat others in a kind manner.
- Have pride in yourself and your school.
- We expect every child to be successful.

You have our word that we will treat your child in a loving, nurturing fashion. We are all accountable for our students' education; by following these expectations together we can make sure our Parkside kids receive an excellent education.

## **STUDENT CELL PHONE EXPECTATIONS**

A reminder of the expectation we have of the students with cell phones: if students bring their phone to school, they are to **turn them off** and put them in their back packs as soon as they step foot on the playground. The phones are to stay in their back packs all day until 3:07 or 4:00 if students are staying at an after-school activity. If a cell phone becomes a problem during the school day, it will be taken away and a parent will be called and asked to pick it up.

We are asking parents to visit with their children to reinforce these expectations.

## **STUDENT COUNCIL**

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

## **FREE AND REDUCED-PRICE MEALS**

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

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



## **LUNCH, BREAKFAST, AND MILK TICKETS**

1. Lunches are \$2.65 per day and we encourage you to send \$ 26.50 for a minimum of ten (10) lunches. Breakfast is \$1.40 per day.
2. Children bringing lunches from home may purchase milk for .40 a day or \$2.00 a week.

Each child uses their WISER (student ID) number. Lunch and milk money are combined in one account. When a student receives milk or lunches, his/her account number is entered and the correct amount is subtracted from the account. When the account shows a balance of \$ 5.30 or less, you will receive a notice via text or email. Negative balances are discouraged.

If you would like to join your child for lunch, **the cost for an adult is \$3.65** (\$1.90 for breakfast). Please call the office **before 9:00 AM** to ensure that an accurate lunch count is available to cafeteria personnel.

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

## **PROCEDURE FOR COLLECTION OF NON-SUFFICIENT FUNDS CHECKS**

### **SUMMARY**

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

### **PROCEDURE**

- When the charge-back is received from the bank, the Business Office will mail a letter to the maker of the NSF check with instructions to remit payment to the Business Office by cash or money order within 10 days of the date of the letter. A call from the Business Office will also be placed to the number that we have on file for that individual and, if the person can't be reached, a message will be left if that option is available.

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

### **STAYING IN DURING RECESS**

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

### **STUDENT VISITORS**

Occasionally, requests are made for a child to spend the day with a student at Parkside as a guest. All child guests are welcome to have lunch, but due to liability we ask that they limit the visit to just lunch.

### **SAFETY ON EQUIPMENT**

**The following actions are not permitted on the playground equipment:**

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

## **LOST AND FOUND**

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

## **PARKSIDE SCHOOL PARENT INVOLVEMENT POLICY**

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

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

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

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

### **Regular forms of communication with parents include:**

- Classroom syllabus
- Open House/school assemblies
- Annual school calendar
- Trimester report cards
- Parent/school compacts
- Monthly school newsletters
- Special event/reminder notices
- Classroom newsletters
- Letters to parents of students who receive additional small group instruction
- Twice yearly parent/teacher conferences
- Interim progress reports for those students who are performing below grade level

## **VOLUNTEER PROGRAM**

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

## **ROOM PARTIES**

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

## **PARKSIDE DRESS CODE**

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

## **PHYSICAL EDUCATION**

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

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

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

## **MEDICATION**

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

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

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

All prescription medication/supplement or over-the-counter medication that the parent is requesting the school to administer MUST be in the original container/package before it will be given. All medication will be secured in a locked cabinet. All medication will be administered to your child by either the School Nurse or the school's designee at the designated time.

Both forms noted above are available from the school secretaries. 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.

## **ILLNESS/INJURY WHILE AT SCHOOL**

Every school in the District attempts to provide an environment in which the children will be safe from accidents and illness so as to maximize access to learning opportunities. However, if an accident or sudden illness occurs at school, first aid and/or CPR will be administered by the school nurse and/or other qualified personnel as soon as possible. No care beyond first aid, defined as immediate, temporary care given in case of an accident or sudden illness, will be given by school personnel. 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.

## **Exclusion From School Due To Illness**

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

- Chicken Pox: Until recovery—at least 7 days from onset and/or until skin lesions have healed and the crusts have fallen off.
- Strep Throat and Scarlet Fever: Until mucus membranes of the nose and throat appear normal and all complications have ceased OR permission from the family physician is obtained.
- Ringworm and Impetigo: Isolated from school until permission from the family physician is obtained or treatment by a physician has begun.
- Head Lice: Active head lice infestation.

**Fever:** Any temperature of 100.4° Fahrenheit (38° Centigrade) is a fever. Not only are fevers a sign of some sort of infection, it also usually means that they are shedding germs right and left. Please do not send your child to school if they are running a fever of 100.4 or higher. If during the course of school day your child develops a fever of 100.4 we will call you to have them picked up.

## **Pediculosis (Head Lice) Policy Guidelines:**

Pediculosis (infestation by head lice) should not disrupt the educational process. Head lice is not a disease. The school nurse's primary role is one of education and support for the family. The student's privacy as well as the family's right to confidentiality must be maintained.

If a child is suspected to have an active head lice infestation, the following shall occur:

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

For Chronic or Recurrent Pediculosis:

1. If live lice are present after 2 treatment cycles with over the counter products, the nurse will recommend physician consultation for possible resistance. Public health can be utilized as a resource. General notifications of parents:
2. In elementary schools, the nurse will consult with the principal on notification to parents when the infestation reaches 20% of a classroom.

Information about head lice will be available to parents on the District website

Sources referenced in the development of this district policy are as follows:  
American Academy of Pediatrics, National Association of School Nurses, and the CD

### WYOMING IMMUNIZATION LAW

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

The immunization requirements are as follows:

### **Kindergarten Students**

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

### **Students in Grades 1-6**

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

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

### **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 area of language arts (K-2). The summer school program has been established to provide extra time for mastery of essential skills in language arts. Students that have not satisfactorily met their grade level standards will be required to attend the program. Failure to attend or satisfactorily complete grade level essentials could result in student retention.

## **INTERNET ACCESS AND EXPECTATIONS**

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

## **BUS GUIDELINES FOR STUDENTS**

All students will abide by the rules and regulations put forth in the Transportation Parent/Student Handbook for the year 2019 - 2020, which is approved by the School Board on an annual basis.

## **PUBLIC NOTICE TO PARENTS, LEGAL GUARDIANS, AND ELIGIBLE STUDENTS**

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

1. Under the provisions of the Family Educational Rights and Privacy Act, you are granted the right to examine the educational records of local educational agencies. Upon receipt of the request, the educational agency has a maximum of forty-five (45) days in which to comply with that request.
2. Unless the school agency has received official or legal evidence to the contrary (divorce decree, contested custody, etc.), it may presume that either parent has legal right of access to the records of students and may honor the written request from either parent.
3. No portion of an educational record may be destroyed during the period of time when there is an outstanding request for the disclosure of those records.
4. It is permissible to require that the educational records be examined in the presence of a school district official. If you request a copy of the records, the request must be honored. (Costs of reproduction will be borne by the parent, legal guardian, or eligible student.)
5. If you feel that the contents of educational records are inaccurate, misleading, inappropriate, or in violation of privacy or other rights of students, you may request that the records be amended.
6. If the school agrees with the request, the records will be amended and you will be advised in writing of the amendment.
7. If the school does not agree with the request for amendment, you are advised that you have a right to a hearing on your request for amendment. The request should be made to the Superintendent of Schools.



8. If, after a hearing, the Board of Trustees determines that an amendment will be made, the records will be amended and you will be informed in writing of the changes.
9. If the hearing does not result in a record amendment, you are advised as a parent, legal guardian, or eligible student that you have the right to place a statement of disagreement in the education records of the student. The disagreement statement must remain as part of the student record as long as the record is maintained by the school district. Any disclosure of the education record must include the disclosure of the statement of disagreement.
10. Park County School District #1 will make available to the public directory information pertaining to students at Park County School District #1. Directory information includes the following: the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous education agency or institution attended, and degrees and awards received. If you are unwilling to allow any or all of the above-described directory information to be released without your consent, you must notify the Office of the Superintendent within thirty (30) days from the date of this notice.

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

Park County School District #1 Board of Trustees

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

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

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

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

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

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

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

## **STUDENT PRIVACY PROTECTION AND PARENTAL RIGHT OF INSPECTION TO CERTAIN MATERIAL**

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

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

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

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

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

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

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

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

NCLBA Reference: Title X, Part F, '1061 Statutory  
Reference: 20 U.S.C. '1232(h)(c)

**NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND  
SECONDARY SCHOOLS**

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

(1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

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

(2) The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

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

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

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

Park County School District # 1 will make available to the public directory information pertaining to students at Park County School District # 1. Directory information includes the following: the student’s name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates 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.

## WHAT DOES YOUR WYOMING SCHOOL DISTRICT DO WITH YOUR PERSONAL INFORMATION?

Who are we?	
Who is providing this notice?	Your local School District's Superintendent
Facts	
Why?	Local Educational Agencies (LEAs) are required to decide what, when, and how long your personal information is managed and shared for legitimate educational and non- educational intent. Although federal law gives parents the right-to-consent before certain information is shared, state and federal law also permits/requires certain information to be disclosure regardless of your consent. Please read this notice carefully to understand what we do with your personal information.
What?	The types of personal information we collect and share depend on the Local, State, and Federal guidelines. We typically serve as the go-between you, your personal information, and information required to be collected (under the Statutory Authority legislated) to various agencies.
How?	Any entity with a "legitimate educational interest" can also request your information. Every District administrative team member serves as your representative in evaluating each and every request for your information. This 'Risk Management Team' is also responsible for assuring that our copies of your personal information (including all backups of your information) are deleted and destroyed, at the time it is no longer necessary.

What we do?	
How do Districts protect my personal information?	To protect your personal information from unauthorized access and use, we use information privacy and security measures include role-based authorized-access only, computer safeguards, and secure file & building access.
How do Districts collect my personal information?	For example, you provide your personal information for our collection from your <ul style="list-style-type: none"> <li>• Student Registration</li> <li>• Employment</li> <li>• Free/Reduced Lunch Applications</li> </ul>
Why can't I limit all sharing?	Federal, State, & local requirements guide our disclosure of certain aspects of your information; <ul style="list-style-type: none"> <li>• "Directory Information" for sports schedules, ...(see over)</li> <li>• Legitimate educational use (WYTOPP, Lexia, Dibels, ...) Federal requirements ensure our right for consent to disclosure(s) for <ul style="list-style-type: none"> <li>• Directory Information</li> <li>• Non-educational use</li> </ul> </li> </ul>
What happens when I limit sharing?	District respects/honors your choice to NOT share your information

Definitions	
FERPA	Family Educational Rights and Privacy Act
IDEA	THE Individuals with Disabilities Education Act
PPRA	The Protection of Pupil Rights Amendment
HIPPA	Health Information Portability & Privacy Act
504	Rehabilitation Act of 1973
CIPA	Children's Internet Protection Act
COPPA	Children's Online Privacy Protection Rule
Other related Federal & State agency rules, codes, regulations	Internal Revenue Service, WY Department of Labor (Workman's Compensation), WY Department of Health & Human Services (New Hire, child support), WY Department of Education (Teacher Certification, variety of reports), WSBAIT (medical accounts),....

Reasons we share your personal information	Does your district share	Can you limit this sharing
<p>Your schools' sports, music, &amp; art programs may contain aspects of Directory Information:</p> <ul style="list-style-type: none"> <li>• Your name/Student's name, address, telephone listing</li> <li>• Date and place of birth</li> <li>• Participation in officially recognized activities and sports</li> <li>• Date of attendance</li> <li>• Most recent previous education agency or institution attended</li> <li>• Singular degree, award, or score</li> </ul>	<p style="text-align: center;">YES</p> <p>(Directory Information is considered that information which can be release without consent to individuals. This is information which would not generally be considered harmful or an invasion of privacy if disclosed.)</p>	<p style="text-align: center;">YES</p> <p>(If Parents are unwilling to allow any or all of the above-described Directory Information to be release without their consent, they must notify the Office of the Superintendent within thirty (30) days from the date of this notice.)</p>
<p><b>Disclosure for legitimate educational interest</b> authorizes our disclosure of your personal information to school officials, federal/state/local agencies, and contracted third-parties. This includes but is not limited to school transfers, student information system vendors, federal lunch program, judicial orders, organizations that may conduct survey(s), appropriate officials with concern to health/safety issues, state &amp; local authorities, ...</p>	<p style="text-align: center;">YES</p> <p>(Personal Information is shared within the context of Federal, State, and local rules, regulations, codes, and legislation).</p>	<p style="text-align: center;">NO</p>
<p><b>Disclosure for legitimate non- educational interest</b> requires District to seek your consent prior to disclosure of any student personal information. Sharing of employee personal information required by Federal, State, or local agencies does not require consent.</p>	<p style="text-align: center;">YES</p>	<p style="text-align: center;">YES</p> <p>(With regards to student personal information)</p>
<p><b>Certain financial information</b> about you, your student, or family</p>	<p style="text-align: center;">YES</p>	<p style="text-align: center;">NO</p>
<p><b>Legitimate FERPA, HIPPA, IDEA, PPRA, DPPA or 504 protected information-</b> such as Social Security numbers, Ethnicity, Gender, Nationality, Health Information, etc.</p>	<p style="text-align: center;">YES</p>	<p style="text-align: center;">NO</p>

For questons or to limit our sharing...	Please call or visit your local District Office
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# Parkside Elementary School

## School Supply List 2019-2020

### Kindergarten

1 24 count box of crayons  
 full size plastic pencil box  
 2 full size box of facial tissues  
 3 2- pocket folders  
 large eraser  
 1 pack of # 2 pencils  
 2 glue sticks  
 2 Expo brand dry erase markers (thin size for little fingers)  
 Full size backpack  
 1 pair of scissors  
 1 bottle of school glue (4 oz.)  
 One pair of headphones (not earbuds) to use with iPad  
 1 pack zip lock bags

### 3<sup>rd</sup> Grade

2- wide ruled notebooks (1 subject size)  
 several # 2 pencils  
 1 box of crayons  
 5 two -pocket folders  
 1 large eraser  
 2 highlighters  
 2 dry erase markers  
 1 set of 10 washable markers  
 4 oz. bottle or glue stick  
 1 large box of tissues  
 1 pair scissors  
 1 box 12 assorted colored pencils, 7 inch

### 1<sup>st</sup> Grade

1 pack of # 2 pencils  
 1 pink or green rubber eraser  
 2 large boxes of tissues  
 1 24 count box of crayons  
 1 bottle of school glue (4 oz.)  
 1 large glue stick  
 1 pair of scissors  
 1 two-pocket folder  
 2 dry erase markers  
 One pair headphones (Not earbuds)

### 4<sup>th</sup> Grade

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

### 2<sup>nd</sup> Grade

2 packs # 2 pencils (good quality)  
 1 pink or green rubber eraser  
 1 box of crayons (24 or 48 count)  
 1 bottle of school glue (4 oz.)  
 2 large boxes of tissues  
 1 two pocket folder  
 1 large glue stick  
 1 pair of scissors  
 2 dry erase markers  
 1 pencil box  
 1 spiral notebook  
 1 yellow highlighter  
 1 pair Earbuds or Headphones for iPads

### 5<sup>th</sup> Grade

1 – either a 512 Mb OR larger USB flash drive  
**This is to store electronic copies of student work.**  
 # 2pencils  
 2 red pens  
 1 pink or green rubber eraser  
 1 large box of tissues  
 4 three subject, spiral note books  
 1 yellow wide-tip highlighter  
 1 ruler with standard (inches) scale and metric (cm) scale  
 1 8-pack colored pencils  
 1 pair scissors  
 1 glue stick  
 1 8-pack wide-tip Crayola markers  
 1 black fine-tip Sharpie  
 1 pencil bag  
 1 full size backpack  
 1 accordion/expandable file

### **PE (for all grades)**

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

### **Parkside School Student Supply Notes:**

- We ask that all students have a full sized book bag orbackpack.
- No Trapper Keepers, please.
- Label all supplies with student's name.
- Supplies may need to be replenished as the year progresses.
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**2019–2020  
Parent/Student Handbook**

Received by \_\_\_\_\_ or \_\_\_\_\_  
**Student Name** **Parent/Guardian Name**

Distributed by \_\_\_\_\_  
**Teacher Name**

We, \_\_\_\_\_ and \_\_\_\_\_,  
**Student Name** **Parent/Guardian Name**

understand that we are responsible for having read all information contained in this handbook, and we are aware of its contents.

\_\_\_\_\_  
**Student Signature** **Date** **Parent/Guardian Signature** **Date**

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