

**Elementary Student and Parent  
Handbook  
2018-19**



**Excellence in Everything, Every Student,  
Every Day**

**(Newly Created on 8/9/2018)**

## **Guernsey-Sunrise Elementary School Vision Statement**

Inspire: Be the Spark!  
Support: Build the Flame!  
Achieve: Become the Fire!

## **Guernsey-Sunrise Elementary School Mission Statement**

We, as the instructional staff of Guernsey-Sunrise Elementary will I.N.S.P.I.R.E. (Instruct, Nurture, Support, Prepare, Improve, Respect, and Excel) all learners to achieve excellence.

### **Core Values**

Instruct, Nurture, Support, Prepare, Improve, Respect, and Excel



**Mascot:**

**Colors:** Black and White

**Disclaimer:** Anything not covered in this handbook can either be found in the Policy handbook for the school district or is at the discretion of the Principal and/or Superintendent. Changes made to this handbook can be made at any time, and parties that will be affected by the change will be notified as soon as possible.



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Welcome Message from Principal Suppes,  
As the principal of Guernsey-Sunrise schools for the 2017-18 school year, I would like to officially welcome you to our school and the beginning of an “Excellent” school year.

Throughout this school year you will once again see and hear a single phrase in all that I do. That phrase is **“Excellence in Everything. Every Student, Every Day”**. This phrase guides my educational decisions and drives my leadership. Aristotle once said:

**“We are what we repeatedly do,  
Excellence therefore is not an act,  
But a Habit.”**

I expect all staff and students at Guernsey-Sunrise to be excellent in all that they do, from the classroom to the hallways, the concert hall to the stage, the sports arena and throughout our community. This will mean hard work, and giving one hundred percent, but I truly believe that excellence can be achieved in all that we do in education, and it can be done in positive and engaging ways that bring out the best in us all.

In closing, please take some time to read and discuss with your child the contents of this handbook. Please feel free to contact me at any time with questions or comments about this handbook, or stop by and visit the school and see firsthand the Excellence of Guernsey-Sunrise schools.

Welcome,

Principal Suppes  
Viking Pride  
970-250-8744



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## GENERAL NOTICES

**CONFLICT OF POLICIES** -- This handbook is considered an extension of School Board Policies and Regulations. If there should be a conflict between this handbook and School Board Policies and Regulations, current School Board Policies will prevail.

**NONDISCRIMINATION STATEMENT** -- Platte County School District #2 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and the Americans with Disabilities Act may be referred to Platte County School District #2, Office for Civil Rights Coordinator, 555 South Wyoming Street, Guernsey, Wyoming 82214 or (307) 836-2735, or the Office for Civil Rights, Region VIII, U. S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, Co 82024-3582, or (303) 844-5695 or TDD (303) 844-3417. This publication will be provided in an alternative format upon request. The United States Department of Agriculture (USDA prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political belief, and martial or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the USDA Office of Communications at (202)720-5881 (voice) or (202)720-7808 (TDD). To file a complaint, write the Secretary of Agriculture, Washington, D.C. 20250 or call (202)720-7327 (voice) or (202)720-1127 TTD). USDA is an equal opportunity employer.

**NOTIFICATION OF RIGHTS UNDER FERPA** -- The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students-defined as any student 18 years old or older) certain rights with respect to the student's education records. They are:

- < The right to inspect and review the student's education records within 45 days of the day the District 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 principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- < The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents of eligible students (18 years of age) will need student consent to access records of their child. Directory information (name, address, phone, sometimes parent names) may, unless otherwise directed by the eligible student, be released. Parents or eligible students may ask *Platte County School District #2* to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District 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.
- < 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 District 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 District has contracted to perform a special task (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.



< The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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  
600 Independence Avenue, SW  
Washington, DC 20202-4605

**DIRECTORY INFORMATION** -- Guernsey-Sunrise schools directory information shall include and be limited to: Full Name, Address and Phone number. This information may be released to Wyoming Department of Education. The school district uses an opt-out procedure. If a parent desires their child's information to not be released they will need to sign the appropriate form available in the office.

**PPRA NOTIFICATION Protection of Pupil Rights Amendment** -- If your child will be taking part in a survey, analysis, or evaluation of material related to any of the following items, you have the right as parent/guardian to inspect the material and opt-out if so desired:

Political affiliations	Psychological Issues
Sexual attitudes or behaviors	Antisocial, self-incriminating, or illegal behavior of the student
Critical appraisals of other individuals	Income
Religious practices, beliefs or affiliations	Information related to legal restrictions i.e. attorney/client

**McKinney-Vento Homeless Assistance Act**

The McKinney-Vento Homeless Assistance Act is the federal law that entitles children who are homeless or highly mobile to a free, appropriate public education and requires schools to remove barriers to their enrollment, attendance, and success in school. Platte County School District #2 is committed to providing quality education for all of its students. This includes providing additional assistance to those children who are experiencing homelessness. The school guidance counselor has been trained to help families in obtaining services offered by PCSD#2.

The McKinney Vento act defines Homeless/Highly Mobile as a school-age child who lacks a fixed, regular, and adequate nighttime residence; or a school-age child who has a primary nighttime residence that is any of the following: a shelter, temporary institutional residence, makeshift arrangements in someone else's home, or a place not designed for human accommodations.

Students eligible for McKinney Vento services have specific rights which include: free and appropriate public education, services comparable to those offered to children not experiencing homelessness including transportation, choice to remain in their school of origin or transfer to a school in their current attendance area, enrollment in school despite the lack of permanent address or the lack of school records.

For additional information regarding the McKinney Vento services provided in our district, please call 307-836-2745 to visit with the school counselor.

**PRIVACY NOTICE** -- Pursuant to the No Child Left behind Act of 2001 and the ESSA legislation, the purpose of this notice is to inform you of the specific or approximate dates during the school year when certain activities are scheduled or expected to be scheduled.

1. During the school year, the following activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information will take place as follows: None

2. The following surveys containing requests for certain types of sensitive information will be given as follows:

**Alcohol/Drug Surveys**—once per year in Jan. or Feb

**WY-TOPP & MAP**- WY-TOPP is given in March, MAPS is three times per year (Fall, Winter, Spring)



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**Climate Surveys**—Once per year, usually in spring

3. Non-emergency, non-invasive, physical examinations, required as a condition of attendance, will be administered by the school during the following dates:

**EYE EXAMINATION - September/November**

**HEARING -October/November**

**TEETH - February**

**SCOLIOSIS - November**

**HEIGHT & WEIGHT - September/December/January/May**

If you do not want your child to participate in any of the above activities, surveys, exams or screenings, you must prepare a written notice stating which activity, survey(s), exam(s) or screening(s) you do not want your child to take part in. That notice shall be delivered to the Principal prior to the day such activity is scheduled. NCLBA Reference: Title X, Part F, '1061 Statutory Reference: 20 U.S.C. '1232(h)(c)(2)

**SCHOOL CLOSING NOTICES** -- When it becomes necessary to close school, notices will be given on the Blackboard system (through the phone number we have on file), radio stations KGOS in Torrington and KYCN in Wheatland. Most routine closings or irregular schedules are mentioned on the school calendar in this handbook.

**SCHOOL RESOURCE OFFICER (SRO)**—Guernsey-Sunrise Schools work in conjunction with Platte County Sheriff's Office to provide law enforcement within our schools. As such, the qualified and approved SRO is considered a staff member of Guernsey-Sunrise Schools and has full rights to investigate law/school related incidents.

## **HEALTH SERVICES**

A registered nurse is employed by the school district. In addition to the attention given to minor injuries and illnesses, each year she will screen the height, weight and vision of each elementary child, and hearing in grades K through 3 and 5. Scoliosis screening is done in 6th grade.

**IMMUNIZATION REGULATIONS** -- Platte County School District #2 has adopted a policy that requires all students entering the Guernsey-Sunrise School for the first time to be immunized. These immunizations are the same ones required by Wyoming Statute 21-4-309. Requirements for immunizations are as follows:

1. DPT (diphtheria, whooping cough, tetanus) - Initial series of three around the age of one, and a booster at kindergarten entry. At least one dose must be administered on or after the 4th Birthday. The 5th DPT should be scheduled in the 6th grade. A total of 5 DPT shots are required.
2. Polio - Initial series of three around the age of one and a booster at kindergarten entry. Total of four. If a 3rd Polio Dose was administered on or after the 4th birthday, a 4th dose is not required.
3. MMR (Measles, Mumps, Rubella) - One shot on or after the 1st Birthday and a 2nd dose at least 1 month after the 1st dose.
4. Hepatitis B - A total of three Hepatitis B shots are required for Kindergarten and 7th Grade. For students 7 years of age and older who were not immunized prior to the 7th Birthday, a total of 3 doses of TD Vaccine, 3 doses of Polio Vaccine and 2 doses of MMR vaccine are required. Policy JHCB

**STUDENT ILLNESS** -- Parents are requested to keep their students home from school if they are ill. If it is necessary for the student to go home, the nurse or designee will inform the parent/guardian. Some illnesses require medical treatment before the student can return to school, and a note from their doctor may be requested.

**STUDENT INJURY** -- The injury will be assessed and if necessary, parents will be called immediately



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**PHYSICALS** -- Students entering kindergarten or first grade for the first time at Guernsey-Sunrise will be required to provide a physical examination report as part of their registration and enrollment procedures. School Policy JHCA

**FLUORIDE** -- Your school system, in cooperation with the State Division of Health and the local dental society, is offering a fluoride mouth-rinsing program to prevent dental decay. This simple method of applying fluorides has been demonstrated to be safe and effective in controlling tooth decay. Participants will rinse their mouths in school with a 0.2% neutral sodium fluoride solution for one minute once a week under supervision. The solution is not swallowed. This project is very important to the oral health of your child. Participation is entirely voluntary. We encourage you to allow your child to participate in this valuable health project. The preventative program, however, should not take the place of regular care by your dentist or proper home care.

## **BUILDING INFORMATION**

**DAILY SCHEDULE** -- As we begin the school year and get the schedules established and working, we will send a copy home in the VIP packets.

**ARRIVAL AT SCHOOL** -- Teachers report for duty at 7:45 a.m. and supervision on the playground will begin at 7:45 a.m. Children arriving before 7:45 should enter through the west doors of the Multi-Purpose Room for breakfast.

**PARENT/TEACHER CONFERENCES** -- Parent/Teacher conferences will be scheduled twice during the school year. The first will be sometime in the second quarter and the second will be held toward the end of the third quarter of the year. Notification of specific dates will be sent via letter to all parents as well as in the newspaper and on the radio. By no means should these conferences be the only time you visit with your child's teacher. We encourage parents to keep in regular contact with their child's teachers.

**COMMUNICATING WITH PARENTS/PROGRESS REPORTS** -- The school year is organized on a quarter system. Progress reports will be issued to parents following the end of each quarter, except when given during a Parent-Teacher Conference. Teachers will also be contacting the parents, either by phone, E-mail or letter, during the middle of each of the first three reporting periods and at the end of the fourth reporting period. It is hoped that by doing this parents and teachers can set up a two-way communication that will help the children. Parents will be informed at this time if their child is failing or in danger of failing. Parents are encouraged to contact their child's teacher anytime they have a concern about their child's progress. Parents will get weekly information in the Very Important Papers (VIP) packets that will be in the student planners. We ask that parents initial that they have received the information and have the students bring the planners back to school. Parents can also use the VIPs as a way to send information, lunch money or book orders back to school.

**VISITORS** -- We welcome parents to visit our school. When a visitor comes to our school we ask that they check-in at the elementary office.

**BUS CONDUCT** -- The right of students to ride a school bus is contingent upon their good behavior and their observance of the rules. The drivers of school buses shall be responsible for the safety of students on the bus. They are responsible for discipline on their bus. The driver shall notify the Principal if any person persists in violating the established rules of conduct. The Principal may withhold the privilege of riding the school bus from the students if the situation continues. Policy JFCC

**LEARNING TRIPS** -- The scope of pupils' educational learning activities is broadened by taking learning trips to nearby points of interest. Learning trips may be taken when pertinent to a unit of study and will be supervised by the classroom teacher. Parent's permission will be secured for lengthy learning trips. However, permission slips will not be required for trips of short duration.



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**ADMISSION OF BEGINNING STUDENTS** -- Kindergarten children are eligible for enrollment if they are five years of age on or before September 15 of the current school year. A certified birth certificate shall be required for children entering kindergarten or first grade for the first time. New students enrolling in the Guernsey- Sunrise Elementary School must report to the office to complete the enrollment forms and to be placed in the appropriate class.

**WITHDRAWAL FROM SCHOOL** -- When a child is leaving the Guernsey-Sunrise Elementary School, parents will need to come to the school to officially withdraw their child.

**STUDENT DRESS** -- During the school day, all students are expected to dress and groom themselves neatly in clothes that are suitable for school. Clothes that display obscene sayings, gestures or pictures *or refer to any controlled substance* are not permitted. All shirts/tops must cover the chest to just below the collar bones, the torso at all times and the back at least up to the middle of the shoulder blade. Straps must be at least one inch in width and cover undergarment straps. Clothing must be mid thigh in length. If your hand and arm hanging loosely at your side is longer than your garment, the garment is too short. Pants must be worn at or above the hip bone. We shouldn't see your underwear. Students displaying inappropriate clothing will be either sent home and make up the time missed or be asked to turn the garment inside out. **Hats and other head coverings will be removed upon entering the building and remain off until you depart the building on school days.** Please make certain your children are dressed in warm clothing. Boots, hats, gloves and coats help your child to be more comfortable. Students will go outside unless there are extreme weather conditions. Temperatures below zero will be considered extreme. Other factors that may be taken into account in determining extreme weather conditions include wind-chill, precipitation and length of recess. Sometimes a break in routine of getting ready to go outside, even though recess is shortened, is a benefit for students on inclement weather days. When wet or snowy conditions exist, youngsters must wear boots to school if they expect to play outdoors off the cement. All boots should be clearly marked with the student's name. Students will need to wear the coat they brought to school when the temperature is below sixty degrees or they will be asked to sit inside during recess.

**HOMEWORK** -- At times during the school year homework may be assigned. Parents should provide for a regular, quiet study time at home to help the child develop good study habits.

**ACADEMIC INTERVENTIONS** -- Guernsey-Sunrise has a variety of interventions that may be used for students who are struggling academically. The following is a list of interventions that may be used, added to, or deleted: Extra Time Before/After school, Alternate Schedule, Computer Based Learning, Summer School, and Tutoring.

**DRUG-FREE SCHOOLS POLICY ADB**—The school district is committed to providing a drug- and alcohol-free learning environment and workplace. Drug abuse and alcohol abuse at school or in connection with school-sponsored activities on or off school grounds threaten the health and safety of our students and our employees and adversely affect the educational mission of the school corporation. The use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful.

For these reasons, the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs, alcohol or other controlled substances in the workplace, on school premises or as part of any school-sponsored activities is strictly prohibited. These standards of conduct are equally applicable to students and employees. Any employee who is convicted of a drug statute violation arising out of conduct occurring in the workplace must notify the central administration of such conviction not later than five (5) days after the conviction. Compliance with these standards of conduct is mandatory.

Disciplinary sanctions (consistent with local, state and federal law), up to and including expulsion and referral for prosecution, will be imposed on employees who violate the standards of conduct set forth in this notice. Such sanctions include, but are not limited to, reprimand, short- or long-term suspension with or without pay, termination of employment, and referral for prosecution. Satisfactory completion of an appropriate rehabilitation program may be made a condition for withholding or terminating other sanctions.



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**DRUG-FREE SCHOOL PROGRAM** -- Platte County School District Number Two, as a recipient of Safe and Drug-Free School Program funds, is required to involve parents in violence- and drug-prevention efforts. The purpose of this notice is to inform you of the content of the Safe and Drug-Free School programs and activities other than classroom instruction. The activities offered to students as part of this program are as follows:

**DARE                      LIFE SKILLS                      DRUG AWARENESS ACTIVITIES**

If you object to your students' participation in the above programs, you will need to notify the school district in writing and shall state that you do not wish your child to participate in the safe and Drug-Free School programs described above and the student will be withdrawn from the program or activity as requested. NCLBA Reference: Title IV, Part B, '4153  
Statutory Reference: 20 U.S.C. '7116(b); 20 U.S.C. '7163

**GIFT GIVING TO TEACHERS AND OTHER SCHOOL EMPLOYEES** -- Platte County School District #2 Policy GBI discourages students from giving gifts to teachers and other employees of the District.

**GRIEVANCE PROCEDURE Policy JFH-R** -- We recognize that problems and misunderstandings among people arise from time to time. At Guernsey-Sunrise School we expect that these problems and misunderstandings can be generally resolved through discussions and conferences among the individuals involved (students, parents, teachers, and other school personnel). If these discussions and conferences fail to resolve the issues to the satisfaction of everyone involved, then a complaint should be made to the school principal, who has the responsibility and authority to resolve the situation. If the principal will not or cannot resolve the situation, contact the superintendent. If the superintendent will not or cannot resolve the situation, contact the Board of Trustees. Those people seeking to address the Board of Trustees should contact the Superintendent of Schools by the Wednesday before the Board meeting, which is on the second Monday of each month.

**NETWORK AND INTERNET USE POLICY** -- The School District has made electronic mail and the Internet available to students and staff. The use of the internet and supporting technologies has become so intrinsic in student assignments and activities that PCSD #2 will utilize an opt-out procedure. If you do not want your child to have access to the internet, please sign the appropriate form available in the office. Access to E-mail and the Internet will enable students to explore thousands of libraries, data bases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While it is possible for students to access inappropriate material and otherwise misuse the system, it is the intent of the School District that internet access should only be used to further the educational goals and objectives set out for each student. It is the policy of this School District to try to educate our students using modern technology which the students will need to be familiar with in order to be successful in their subsequent careers.

**DISTRICT INTERNET AND E-MAIL RULES** -- Students are responsible for good behavior on school computer networks just as they are in the classroom or a school hallway. Communicating on the network is often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege, not a right. Access entails responsibility. Individual users of the District computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with District standards and will honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals using the network.

Network storage areas are not to be considered private or personal property of students. They are learning areas subject to review by administrators and teaching staff. Any files and communications may be reviewed by the administration or staff to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that



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files stored on District servers will be private. The district reserves the right to limit disk storage space on the network. A system user must have permission of the network administrator before subscribing to a service using disc storage space on the network. Users will not be allowed to load software on the network. Unauthorized software will be deleted without notice. While school teachers of younger students will generally guide them toward appropriate materials, older students and students utilizing the system outside of regular school hours will need to be directed by families in the same manner they direct their children's use of television, telephones, movies, radio, and other potentially offensive media. The following conduct and utilization of the Internet is **NOT** permitted:

“Sending or displaying offensive messages or pictures; using abusive, objectionable, or obscene language; searching for, downloading, or otherwise reviewing any type of sexually explicit, obscene material or other information for any non-instructional or non-educational purpose; harassing, insulting or attacking others; damaging computers, computer systems, or computer networks; violating copyright laws or otherwise using the network for any illegal purpose; using or attempting to discover another user's password, use or let others use another person's name, address, passwords, or files for any reason, except as may be necessary for legitimate communication purposes and with permission of the other person; trespassing in another's folders, work or files; or deleting any work that is not their own; employing the network for commercial purposes; otherwise accessing game sites, video streaming, music files, forums or chat rooms devoid of educational purpose and without instructor consent; tampering with computers, networks, printers, or other associated equipment or software without the express permission of supervising staff; writing, producing, generating, copying, propagating or attempting to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software; utilizing or attempting to utilize any form of proxy server outside of the school district.”

**E-MAIL & INTERNET PENALTY** -- Violations will result in a loss of access, as well as other disciplinary or legal action. The first offense will generally result in a warning and loss of computer privileges/Internet access until a parent conference, and further loss of privilege for such time as is determined by the administration. A second offense or a first offense of a flagrant nature, such as using the system for illegal behavior or intentionally damaging school district hardware or software, may result in removal from a class, termination of computer/network privileges, or recommendations for suspension and/or expulsion.

**FIRE DRILLS** -- In case of fire, or for fire drills, the fire alarm will ring. Upon hearing the alarm, all persons are to leave the building in an orderly manner. Students and teachers will leave the building in class groups and remain outside until directed to re-enter the building.

**TORNADO DRILLS** -- In case of a tornado or in tornado drills, teachers will be notified. Upon notification all persons are to move to the building's interior areas, stay close to an inside wall and remain there until directed to return to their classrooms.

**CARE OF FACILITIES** -- Patrons judge our school spirit and citizenship by what they see in the appearance and care of the building and campus. It is the responsibility of each student to see that school property is kept in good condition. Pupils will be held responsible for the proper care of all books, supplies, apparatus, and furniture provided them by the Board of Education. Pupils who deface or damage school property shall be required to pay all damages and face possible suspension and arrest.

**BEHAVIOR AT SCHOOL EVENTS** -- Parents and other adults are the role models that students follow. It is very important that we set the example for appropriate behavior at school events by our own actions and words. Inappropriate behavior includes but is not limited to yelling at other adults, children, referees, coaches, etc.; physically invading another person's' personal space; physically occupying a location that is not allowed by school district regulations, policy, or procedure. Anyone not following appropriate behavior may be asked to leave the premises. PCSD #2 will follow the yellow/red card system developed by the WHSAA. At concerts and performances it is important to remain seated and quiet during the entire performance. Plan to be seated for the whole performance. If it is absolutely necessary to leave



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during the performance do so quickly and quietly. Re-enter at the end of a performance or when the door tender opens it. If young children are noisy or restless, they need to be taken out as they disturb those around them. Most performances are taped. If you miss a part you would like to see, we will copy a tape if you bring one in. During athletic events, we ask parents and children to follow the guidelines for their safety and that of those around them. At football games, children are expected to stay behind the inside field fence. They are reminded that they are at a football game to watch the game. Elementary school pupils who attend volleyball and basketball games are to sit in the bleachers, preferably with their parents. For no reason should pupils walk on the playing floor while the game is in progress. Food and drinks should be purchased at the concessions stand only at half time or intermissions. When the game is over, pupils should leave the building in an orderly manner. When attending track meets, students are to sit in the stands. They are not to be out on the football or track field during the track meet.

**CELL PHONES/PDA'S** -- These communication instruments may not be used in classrooms. Elementary Students with cellphones must keep the cellphone in their backpack in the hallway. Cell phones will not be accessed through the school day. Parents are able to get messages to their students by calling the school at anytime. If a Elementary student has their cell phone out during the school day, it will be taken to the office and returned by the end of the day. If this happens a second time, parents will be called and asked to come to school to pick up their students cellphone. (New for this school year)

**CRISIS MANAGEMENT TEAM** -- Any and all emergency procedures will be handled through the Standard Response Protocol. Information on the Standard Response Protocol can be found in the Central office and the High School office.

## **ATTENDANCE**

**ELEMENTARY ATTENDANCE** - Regular attendance is of prime importance at all levels in the education process. All students are expected to attend school in order to maximize the effectiveness of the opportunities provided in the school's educational program. It is the parents' responsibility to see that their children attend school regularly. It is also the parents' responsibility to inform the school when their child will not be in school. If the school is not notified in advance of a student's absence, we will call to be sure the parent knows the child is not in school. If children are ill, they need to be home; if they feel better they need to be in school. If the child misses school on a day of an activity it will be up to the discretion of the principal if they will be able to attend the evening activity.

**ELEMENTARY ATTENDANCE NOTICE** -- A school administrator, or other designated attendance officer shall:

1. Counsel the student's parents or guardian after the fifth (5<sup>th</sup>) absence in any one semester that attendance is mandatory and is required by law.
2. After the seventh (7<sup>th</sup>) absence the Principal will schedule a meeting the parents explaining attendance is mandatory and required by law.
3. After the ninth (9<sup>th</sup>) absence the Principal shall make contact with the parents explaining that further absences could result in retention of their child.
4. Further absences could result with the School District filing a complaint against such parents or guardian with the County Attorney who has the authority to initiate proceedings in the interest of the child under the Juvenile Court Act.W.S. 21-4-102 to W.S. 21-4-1
5. Exception to the nine (9) days absent out of the allowed 10 days total, would be circumstances beyond the student's control requiring extended time away from school such as family emergencies, major illness or hospitalization. These situations will be reviewed on a case-by-case basis, with documentation required when needed.

**STUDENT TARDINESS** -- Students who are tardy to school should check into the Elementary Office and then report directly to their classroom. Students reporting before 10:00 a.m. will be marked tardy for the morning. Student reporting after 10:00 a.m. will be marked absent for the morning. Students reporting after 1:30 p.m. Monday through Thursday will be counted absent for afternoon session. On Friday afternoon, a student will be marked absent if he is not at school by 12:45 PM.



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**DUTIES OF PARENTS** -- When the student is unable to attend school because of illness, parents shall notify the school by telephone. When the student returns to school, he/she must bring a written excuse from the parent giving the date and reason for the absence. **Note:** Permission from a doctor to return to school may be required following certain diseases or injuries. A student may be required to bring verification of illness from a doctor if, in the Principal's opinion, absences become excessive.

**ABSENCE SLIPS** -- Pupils returning to school after being absent must bring a note from their parents explaining the cause for the absence. This note must be presented to the student's classroom teacher.

**PERMITS TO LEAVE THE BUILDING** -- Other than in an emergency, with clearance from the office, no student will be dismissed from school during the school day unless a note or a phone call is received from the parents explaining the reason for the request. The permit (blue slip) must be signed by the student's teacher and returned to the office before the student leaves the building.

## **BEHAVIOR/DISCIPLINE**

**SOCIAL SKILLS MODEL** -- To help your children know what is expected of them at school to improve their learning and to help them in their interactions with others, Guernsey-Sunrise Elementary School uses the Boys & Girls Town Social Skill Model developed at the University of Kansas and Boys Town. This model uses a teaching approach to discipline. All students will be learning these essential sixteen skills along with others:

1. How to follow instructions.
2. How to accept criticism or a consequence.
3. How to accept "no" for an answer.
4. How to greet someone.
5. How to get the teacher's attention (asking permission).
6. How to make a request.
7. How to disagree appropriately.
8. How to give negative feedback.
9. How to resist peer pressure (or say "no").
10. How to apologize.
11. How to engage in a conversation.
12. How to give a compliment.
13. How to accept a compliment.
14. How to volunteer.
15. How to report peer behavior.
16. How to introduce yourself.

## **SCHOOL-WIDE EXPECTATIONS**

**Building-** Walk Facing Forward, Keep hand, feet, & objects to yourself, get adult help for spills, use and take care of all equipment and materials appropriately, clean up after yourself, use kind words and actions, follow directions, follow school rules, remove your hat when you enter the building, be honest.

**Classroom-** Stay in your own space, Share/Take Turns, Follow Directions, Listen quietly with eyes on speaker.

**Hallway-** Stay in your own space, Use proper doors

**Lunchroom-** Keep food to yourself, no touching others, dump trays carefully, report spills, hold tray in both hands, remain seated until dismissed, use acceptable voices, use good table manners.

**Restrooms-** Use closest bathroom, wash your hands with soap and water, use trash appropriately, no horseplay

**Nurse's Office-** Check in with nurse, ask for permission to visit the nurse, wait for your turn

**Assemblies-** Stay in your space, stay with your class, follow directions, remain quiet during presentation



## **PLAYGROUND RULES –**

### **Equipment rules**

Monkey bars & similar: No “jumping off” high equipment

Slide: feet first, rear down

Swings: No twisting or going sideways no jumping out or flipping

### **People issues**

Wrestle- bench

Any throwing (rock, dirt, rubber) - office

No grabbing people or clothing

Touch tag only- no violent chase games

### **Clothing**

Coats – red circle

Snow boots – in order to be off cement (snow/mud)

Snow pants – in order to play in the snow

### **Consequences**

Students that need redirection may be asked to sit on the bench, lose recess privileges, or be sent to the principal's office.

**SANDBOX RULES** – Common sense must apply when students are using the sandbox. Students who misuse the sandbox will not be able to use it. Some behaviors that will not be allowed are: throwing sand, removing sand from the box, horseplay

**CONSEQUENCES for Behavior**-Generally, staff at school will work with students to help them act appropriately.

Occasionally, it is necessary to involve administration in order to help students learn to adjust their behavior. Some of the possible consequences include loss of recess, PRIDE discussion, after school detention, student sent home, and parent meetings. If a student is willfully disobedient (repeated refusal to follow instructions, etc) parents will be called and a plan of action that may include OSS (Out of School Suspension) will be discussed.

**AFTER SCHOOL DETENTION** -- Teachers may keep students after school for make-up work, for extra help, or for disciplinary action. Parents will be notified when and why a child is to be detained for more than 15 minutes. If there is a conflict with having the student stay that day or if the student is a bus student, parents will have 24 hours to make arrangement for the child's transportation. Parents are responsible for the transportation of their children. Policy: JGB

## **SERVICES PROVIDED**

**TITLE I READING AND MATH** -- Through the Title I (E.S.S.A.), the school offers a special assistance in reading and math. The purpose of these programs is to identify basic skills that need to be re-taught and use these skills to accentuate learning so the student can be successful in the regular classroom. Children in the Title I program may be pulled out of their regular classroom for individualized one-on-one or small group instruction.

**GUIDANCE COUNSELOR** -- A counselor is employed by the District to assist students. The counselor meets with large and small groups and works with individual students as needed.

**ART** -- Students are given instruction in art on a regular basis. This instruction is given to develop an awareness of art form and an understanding of the basic principles used in art. Through each student's experience in art, he is helped to appreciate his own skills as well as the artistic expression of others. Formal art classes will be scheduled for students in grades K-6.



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**LIBRARY AND AUDIOVISUAL AIDS** -- A wide variety of fiction and resource books as well as numerous magazines are available in the elementary school library. Students are given instruction in the use of the library and have regular library periods each week. Each classroom is also supplied with various reading and resource materials, which are available to students.

**INSTRUMENTAL MUSIC** -- Instruction in instrumental music is provided to interested students in grades 4-6. Students who use a school instrument will be charged a \$25.00 annual rental fee.

**VOCAL MUSIC** -- Vocal music instruction is given to elementary students on a regular basis.

**PHYSICAL EDUCATION** -- Physical Education is offered to students in grades K-6. Students will be notified by their teachers as to the equipment needed for participation.



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