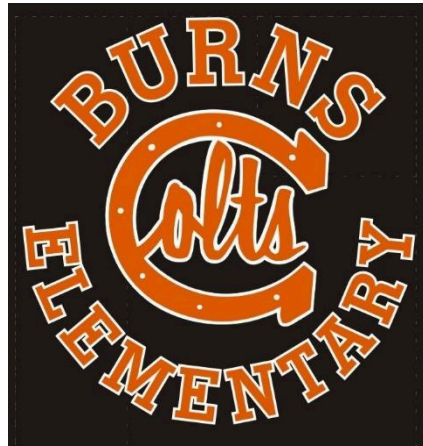


# BURNS ELEMENTARY SCHOOL

"Home of the Colts"



## Student Handbook 2024-2025

**Principal**  
Jerry Burkett

630 East 4<sup>th</sup> Street  
Burns, WY 82053  
[laramie2.org](http://laramie2.org)

<b>School Office:</b>	<b>307-245-4150</b>
District Office:	307-245-4050
School Nurse:	307-245-4160
Transportation Office:	307-245-4170
Bus Dispatch:	307-245-4172

## WELCOME

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This handbook is designed as an informational guide. It is our hope that you will find it a valuable source of information for understanding your child's school. The policies and procedures contained in this Handbook are applicable at all school-related functions. The language used in this Handbook is neither intended to create, nor be construed to constitute, a contract between Laramie County School District No. 2 (LCSD#2), the State of Wyoming and any one or all of its students or legal parents or guardians. It is intended to inform and provide notice to students and their legal parents and guardians. There are no promises, expressed or implied, for specific educational performance or outcome. The provisions of this Handbook may only be modified according to established procedures of LCSD #2, State of Wyoming. LCSD #2, State of Wyoming retains the absolute right to change the contents of this Handbook as it deems necessary, with or without notice. All content inquiries for this Handbook should be directed to the school principal.

All elementary schools in Laramie County School District #2 use an integrated positive behavior system of school-wide, classroom management, and individual student support. Through this Positive Behavior Support (PBS) system, we strive to create a positive school climate where all students are encouraged to use and rewarded for positive behavior.

All policies referenced in this handbook can be viewed in their entirety on the district website at [laramie2.org](http://laramie2.org).

The office is open from 7:30 a.m. to 4:00 p.m. on school days. The principals are available from 7:30 a.m. to 4:00 p.m. each day. **Do not call the principal at home unless it is an emergency!** Most complaints are about recent happenings and he/she will not be able to check into it until the next day.

## TABLE OF CONTENTS

---

Mission/Vision Statements	2	- Electronic Devices	15
School Pledge	2	- Field Trips	15
School Day Schedule	3	o Exclusion Requirements	15
- School Day Schedule	3	o Guidelines for Participation	16
- Arrival and Departure	3	- Food and Beverages	16
- Notifications	3	o Meal & Unpaid Meal Account Policy	16
Parent Teacher Notification Letter	4	o Menus	16
School Rules & Behavioral Expectation for Common		o Special Diets	16
Areas Matrix	5	o Visitors	16
Discipline Matrix	6	- Grading	16
Content	11	o Performance Testing	16
- Academic Instruction	11	o Report Cards/Progress Reports	16
o Boys and Girls Club of Cheyenne	11	o Retention	17
o Computers	11	- Harassment, Intimidation and Bullying	17
o Library	11	- Lost & Found	17
o Music	11	- Interviews & Searches	17
o Physical Education	11	- Medical & Health Information	17
- After School Activities	11	- Playground	18
- Animals	12	- School Pictures	18
- Attendance Policy	12	- Sexual Harassment	18
- Notification for Elementary Students	12	- Student Council	18
- Attire and Grooming	12	- Student Release	19
- Cell Phones	13	- Students in Transition (Homeless or Displaced)	19
- Classroom	13	- Student Records	19
o Parties	13	- Student Withdrawals and Transfers	19
o Rules	13	- Transportation	19
- Computer Assisted Instruction - Internet Safety	13	- Visitors in School	20
o District Internet and E-mail Rules	14	- Weapons in School	20
o Internet Safety Training	14	Disclosures and Notifications	21
o Supervision and Monitoring	15	- Non-Discrimination Statement	21
o Penalty	15	- USDA and the National School Lunch Program	21
- Counselor	15	- Child Identification and Special Education Programs	22
- Drug/Alcohol/Tobacco-Free Schools	15	- Section 504 Informational Notice	22
- Dues and Fees	15	- Family Education Rights and Privacy	22

## **MISSION/VISION STATEMENTS**

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### **DISTRICT VISION**

Laramie County School District #2 will be the premier college and/or career readiness center in the state of Wyoming!

### **DISTRICT MISSION STATEMENT**

In partnership with parents and community, we will provide a safe environment where students' essential knowledge, skills, and attitudes will ensure success in their changing world.

### **BURNS ELEMENTARY VISION**

Burns Elementary will be a high performing school in the state of Wyoming.

### **BURNS ELEMENTARY PURPOSE**

Here at Burns Elementary, we are building community to nurture student achievement.

### **BURNS ELEMENTARY VALUES**

Our school will inspire everyone to work hard, work smart, work together.

## **BURNS ELEMENTARY SCHOOL PLEDGE**

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We will...  
Work Hard,  
Work Smart,  
Work Together!

## SCHOOL DAY SCHEDULE

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**SCHOOL DAY SCHEDULE:** The school day runs from 7:55 am to 3:30 pm. Late start school day runs from 10:00 am to 3:30 pm.

**ARRIVAL AND DEPARTURE:** Students who walk or are driven to school by parents are **not to arrive prior to 7:30**. There is no playground supervision prior to the times listed and students are not to be in the buildings prior to these times unless they have permission from staff. Students are to leave school property as soon as classes are dismissed in the afternoon unless they are participating in a specific elementary school activity that is sponsored and supervised by an adult.

**NOTIFICATIONS:** Notification that school has been cancelled, will start late, or close early, will be made through School Messenger, posted on the district website, and by other means at the discretion of the Principal. School Cancellations or Late Start decisions will be made by 6:00 AM or as soon as possible.

*Reference LCSD#2 Board Policy EBCE*

To promote student safety parents **must** provide emergency contact information to the school office.

Aug 9, 2023

Dear Parents/Guardians:

As a parent/guardian of a student in Laramie County School District 2, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This follows the requirements of the “*Every Student Succeeds Act*” (ESSA) and for all school districts who receive Title I funding. You may request certain information about your student’s teacher and per federal law, the school district must respond in a timely manner.

The following information may be requested:

- Whether the teacher has met Wyoming teacher certification requirements for the grade level and subject areas in which the teacher provides instruction.
- Whether the Wyoming Department of Education has decided that your student’s teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The college major and any graduate certifications or degree held by the teacher.
- Whether any teachers’ aides or similar paraeducators provide service to your child and, if they do, their qualifications.

Please contact your building’s principal if you would like to receive any of this information.

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Parent Signature

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Date

## SCHOOL RULES AND BEHAVIORAL EXPECTATION FOR COMMON AREAS MATRIX

Common Area	Be Safe	Be Respectful	Be Responsible
<b>Cafeteria</b>	Walk facing forward Keep hands, feet and objects to self Get adult help for accidents and spills Keep all food to self Sit with feet on floor, bottom on bench, and facing table	Use kind words and actions Wait for your turn Clean up after self Follow adult directions the first time Allow anyone to sit next to you. Use quiet voices Stay seated until excused	Take proper care of all personal belongings and school equipment Be honest Bring all necessary items with you Empty and stack trays Put silverware in proper container
<b>Playground/ Recess</b>	Get adult help for accidents Use all equipment and materials appropriately Stay within boundaries Be aware of activities/games around you	Use kind words and actions Wait for your turn Clean up after self Follow adult directions the first time Play fairly Include everyone	Take proper care of all personal belongings and school equipment Be honest Bring all necessary items with you Get permission from an adult to leave the area Wear clothes appropriate for the weather Anything you take to recess with you, bring it back in (toys, coats, gloves, etc.)
<b>Passing Areas, Halls, Sidewalks</b>	Walk facing forward Keep hands, feet and objects to self Stay to the right Allow others to pass	Wait for your turn Follow adult directions the first time Hold the door open for the person behind you Be respectful to the environment	Take proper care of all personal belongings and school equipment Be honest Bring all necessary items with you Stay on sidewalks
<b>Bathrooms</b>	Keep hands, feet and objects to self Get adult help for accidents and spills Use all sinks and toilets appropriately Keep feet on floor Keep water in sink Wash hands with soap Put towels in garbage can	Use kind words and actions Wait for your turn Clean up after self Follow adult directions the first time Knock on stall or bathroom door Give people privacy Use quiet voices	Take proper care of all personal belongings and school equipment Be honest Bring all necessary items with you Flush toilet after use Return to room promptly
<b>Arrival and Dismissal Areas/Bus Loading and Unloading</b>	Walk facing forward and proceed to designated area staying to the right Keep hands, feet and objects to self Get adult help for accidents Use all equipment and materials appropriately Use sidewalks Wait in designated areas Load buses immediately	Use kind words and actions Wait for your turn Clean up after self Follow adult directions the first time	Take proper care of all personal belongings and school equipment Be honest Bring all necessary items with you Arrive on time Leave promptly Take all needed materials with you when you leave the building (Students should not re-enter buildings.)
<b>Library/ Computer Lab</b>	Walk facing forward Keep hands, feet and objects to self Get adult help for accidents and spills Use all equipment and materials appropriately	Use kind words and actions Wait for your turn Clean up after self Follow adult directions the first time Use quiet voices	Take proper care of all personal belongings and school equipment Be honest Bring all necessary items and materials with you the first time Get permission to leave area
<b>Special Events and Assemblies</b>	Walk facing forward Keep hands, feet and objects to self Sit on floor or bleachers in designated area Walk carefully on and off the stage	Wait your turn Listen to speaker/concert Wait for dismissal Follow adult directions the first time Clap to show appreciation	Stay seated through entire special event or assembly Take proper care of all personal belongings and school equipment Arrive on time Clean up after yourself
<b>Bus</b>	Sit on seat - on your seat	Follow adult directions the first time Allow anyone to sit next to you Use quiet voices Clean up after self	Keep hands and feet to yourself

## DISCIPLINE MATRIX

This matrix serves as a foundation for addressing disciplinary issues at Laramie County School District No. 2 by teachers and administration after classroom management strategies are applied. Administration reserves the right to adjust consequences as necessary.

<b>Attendance</b>						
<b>Behavior</b>	<b>Descriptor</b>	<b>Initial Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth &amp; Subsequent Infractions</b>	<b>References</b>
<b>Tardiness</b>	Students are expected to be in their classroom on time. Tardies are calculated based on the student's entire schedule—not per class.	Verbal Warning	Verbal Warning	Verbal Warning Student and Teacher Parent Contact	Student and Admin Parent Contact	LCSD#2 Board Policy JE
<b>Truancy/ Unexcused Absence</b>	Students are expected to report to classes as scheduled unless the student's school is notified by Parent with a valid reason - Truancy is defined as an absence from school without reason	Parent Contact	Parent Contact	Parent Contact	Student and Admin Parent Contact Attendance Contract	LCSD#2 Board Policy JE
<b>Skiping Class/ Walk-Out</b>	Students are expected to report to classes as scheduled. Leaving class, or not attending, for any period of time without teacher approval falls in this category.	Verbal Warning	Student and Teacher Parent Contact Loss of privileges	Student and Admin Parent Contact Loss of privileges	Student and Admin Parent Contact Attendance Contract ISS	
<b>Rule Violations</b>						
<b>Behavior</b>	<b>Descriptor</b>	<b>Initial Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth &amp; Subsequent Infractions</b>	<b>References</b>
<b>Dress Code Violation/ Hat in the building</b>	Students are expected to adhere to the dress code as stated in the student handbook.	Change or cover up	Change or cover up	Student and Teacher Parent Contacts Change or cover up or Loss of privileges	Student and Admin Parent Contact Change or cover up or Loss of privileges	
<b>Academic Dishonesty/ Plagiarism</b>	Students are expected to do the work that they are assigned.	Student and Teacher Parent Contact Verbal warning Re-do assignment	Student and Teacher Parent Contact Loss of recess or privileges Re-do assignment	Student and Admin Parent Contact Behavior Contract, ISS and Re-do assignment	Student and Admin Parent Contact ISS Re-do assignment	
<b>Misuse of Cell Phone/Personal Device</b>	Students will not use cell phones or personal devices in the school building during school hours.	Verbal warning, phone is taken away and returned at the end of the day	Phone taken away and turned into the office. Parent picks up at the end of the day	Phone taken away and turned into the office. Parent picks up at the end of the day	Phone taken away and turned into the office. Parent picks up at the end of the day	LCSD#2 Cell Phone Procedures, Board Policy IJNDA



Behavior	Descriptor	Initial Infraction	Second Infraction	Third Infraction	Fourth & Subsequent Infractions	References
<b>Misuse of Social Media</b>	Students are expected to use social media with respect and integrity.	Minor infractions, teacher contacts parent. Depending on severity, go higher level.	Admin/teacher parent contact. Participate and pass appropriate social media usage class.	Admin contacts Parent and pending investigation, may contact Superintendent, and Law enforcement. Consequences may include suspension or expulsion, and / or referral to law enforcement authorities, loss of Technology/privileges from student. Students may be provided age appropriate information in relation to prevention misuse of media.	Admin contacts Parent and pending investigation, may contact Superintendent, and Law enforcement. Consequences may include suspension or expulsion, and / or referral to law enforcement authorities, loss of Technology/privileges from student. Students may be provided age appropriate information in relation to prevention misuse of media.	LCSD#2 Cell Phone Procedures, Board Policy IJNDA
<b>Dishonest</b>	Students are expected to be honest in all interactions with District staff and students.	Verbal warning	Teacher Parent Contact Loss of privileges	Admin Parent Contact Loss of privileges (consequences doubled if in conjunction with other infractions)	Admin Parent Contact Loss of privileges or ISS 1-3 days	
<b>Stealing</b>	Students are expected to refrain from taking anything that does not belong to them. Theft of any property of the district, staff or other students.	Admin Parent Contact Loss of privileges	Admin Parent Contact Behavior Contract Loss of privileges or ISS	Admin Parent Contact Behavior Contract consequences plus loss of privileges ISS	Admin Parent Contact Loss of all privileges plus ISS	LCSD#2 Board Policy JFC

### School Behaviors

Behavior	Descriptor	Initial Infraction	Second Infraction	Third Infraction	Fourth & Subsequent Infractions	References
<b>Disruptive Behavior</b>	Any student behavior that negatively impacts the school environment.	Student and Teacher Parent Contact Loss of privileges	Student and Admin Parent Contact Loss of privileges	Student and Admin Parent Contact Loss of privileges or ISS	Student and Admin Parent Contact Loss of privileges or ISS	
<b>Defiant/Argumentative</b>	Direct disobedience to a staff member regarding school rules.	Student and Teacher Parent Contact Loss of privileges	Student and Admin Parent Contact Loss of privileges	Student and Admin Parent Contact Loss of privileges or ISS	Student and Admin Parent Contact Loss of privileges or ISS	
<b>Profanity/Gestures or Inappropriate Language</b>	Student use of profanity/gestures or inappropriate language.	Student and Teacher Parent Contact Loss of privileges	Student and Admin Parent Contact Loss of privileges	Student and Admin Parent Contact Loss of privileges or ISS	Student and Admin Parent Contact Loss of privileges or ISS	
<b>Misbehavior for a substitute - same day as infraction</b>	Student behaviors resulting in a substitute sending student to office.	Student and Teacher Parent Contact Loss of privileges	Student and Admin Parent Contact Loss of privileges	Student and Admin Parent Contact Loss of privileges or ISS	Student and Admin Parent Contact Loss of privileges or ISS	

<b>Bus Behaviors</b>						
<b>Behavior</b>	<b>Descriptor</b>	<b>Initial Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth &amp; Subsequent Infractions</b>	<b>References</b>
<b>Unsafe Bus Behavior</b>	Any behavior that is unsafe and written up by the bus driver.	Verbal Warning	Admin/Parent contact Loss of privileges	Admin/Parent contact Loss of privileges	Admin/Parent contact Loss of Bus privileges	Transportation Parent-Student Handbook
<b>Major Infractions</b>						
<b>Behavior</b>	<b>Descriptor</b>	<b>Initial Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>	<b>Fourth &amp; Subsequent Infractions</b>	<b>References</b>
<b>Drugs, Alcohol</b>	Distribution, Possession and/or influence	Admin contacts Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include removal from class, school or activity and possible suspension, or education to increase awareness of the dangers in the use/abuse of drugs and alcohol.	Admin contacts Supt, Parent and Law enforcement consequences pending investigation. Consequences may include removal from class, school or activity and possible suspension or expulsion.	Admin contacts Supt, Parent and Law enforcement consequences pending investigation. Consequences may include removal from class, school or activity and possible suspension or expulsion.	Admin contacts Supt, Parent and Law enforcement consequences pending investigation. Consequences may include removal from class, school or activity and possible suspension or expulsion.	LCSD#2 Board Policies ADB, JICG/JIC H, JFC, JFD, JIH
<b>Tobacco Products/ Vaping</b>	Distribution, Use, or Possession	Admin may contact Supt, Parent and Law enforcement consequences pending investigation. Consequences may include removal from class, school or activity and possible suspension, or education to increase awareness of the dangers in the use/abuse of tobacco and vaping.	Admin may contact Supt, Parent and Law enforcement consequences pending investigation. Consequences may include removal from class, school or activity and possible suspension or expulsion.	Admin contacts Supt, Parent and Law enforcement consequences pending investigation. Consequences may include removal from class, school or activity and possible suspension or expulsion.	Admin contacts Supt, Parent and Law enforcement consequences pending investigation. Consequences may include removal from class, school or activity and possible suspension or expulsion.	LCSD#2 Board Policies ADB, JICG/JIC H, JFC, JFD, JIH
<b>Sexual Harassment/ Title IX</b>	Consensual Sexual Activity or Sexual Harassment - Sexual harassment is unwelcome behavior of a sexual nature, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature	Admin contacts Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of harassment.	Admin contacts Supt, Parent and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of harassment.	Admin contacts Supt, Parent and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of harassment.	Admin contacts Supt, Parent and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of harassment.	LCSD#2 Board Policies ACA, JFC, JFD

Behavior	Descriptor	Initial Infraction	Second Infraction	Third Infraction	Fourth & Subsequent Infractions	References
<b>Bullying</b>	Bullying is when someone is humiliated, made fun of, or abused over time by their peers. It's not just getting in an argument or even someone calling someone else bad names. It's not just a single incident, but an ongoing campaign against a person.	Admin contacts Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of bullying.	Admin contacts Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of bullying.	Admin contacts Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of bullying.	Admin contacts Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of bullying.	LCSD#2 Board Policies JFC, JFD, JICFA
<b>Harassment</b>	Harassment based on Race, Ethnicity, Gender, Sexual Orientation, Disability, or Religion Against Members of the School Community	Admin contacts Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of harassment	Admin contacts Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of harassment.	Admin contacts Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of harassment.	Admin contacts Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of harassment.	LCSD#2 Board Policies JFC, JFD, JICFA
<b>Physical Aggression Toward Others</b>	Behavior causing or threatening to cause physical harm towards others	Student and Teacher/ Admin Parent Contact Loss of privileges	Student and Admin Parent Contact Loss of privileges	Student and Admin Parent Contact Loss of privileges or ISS	Student and Admin Parent Contact Loss of privileges or ISS	
<b>Fighting</b>	A physical altercation occurring between two or more students	Student and Admin Parent Contact Loss of privileges	Student and Admin Parent Contact Loss of privileges	Student and Admin Parent Contact Loss of privileges or ISS	Student and Admin Parent Contact Loss of privileges or ISS	LCSD#2 Board Policies JFC, JFD

Behavior	Descriptor	Initial Infraction	Second Infraction	Third Infraction	Fourth & Subsequent Infractions	References
<b>Weapons</b>	Possession, use, transfer, carrying, selling, or threatening to use a weapon while on the school campus, school bus, or at a school activity	Admin contacts Parent and will contact Supt, and Law enforcement consequences pending investigation. Loss of privileges and possible suspension or expulsion.	Admin contacts Supt, Parent and Law enforcement consequences pending investigation. Possible suspension or expulsion.	Admin contacts Supt, Parent and Law enforcement consequences pending investigation. Possible suspension or expulsion.	Admin contacts Supt, Parent and Law enforcement consequences pending investigation. Possible suspension or expulsion.	LCSD#2 Board Policies JFC, JFD, JIH, JFCJ
<b>Vandalism</b>	The willful destruction or damaging of property in a manner that defaces, mars, or otherwise adds a physical blemish that diminishes the property's value.	Student and Admin Parent Contact Loss of privileges	Student and Admin Parent Contact Loss of privileges	Student and Admin Parent Contact Loss of privileges or ISS	Student and Admin Parent Contact Loss of privileges or ISS	LCSD#2 Board Policies JFC, JFD
<b>Misuse of Technology/ Equipment</b>	The use of technology that is excessive or problematic to the welfare of the whole.	Student and Teacher Parent Contact Loss of privileges	Student and Admin Parent Contact Loss of privileges	Student and Admin Parent Contact Loss of privileges or ISS	Student and Admin Parent Contact Loss of privileges or ISS	LCSD#2 Board Policy IJNDA

# CONTENT

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## ACADEMIC INSTRUCTION

**Boys and Girls Club of Cheyenne:** Boys and Girls Club of Cheyenne is an extended school day program offered to students in grades K-6<sup>th</sup>. This extension of the regular school day provides additional time for homework help, corrective instruction, and enrichment opportunities. Registration forms can be obtained online through the Boys and Girls Club.

**Computers:** Students at all Laramie County School District 2 Elementary Schools have the opportunity to learn about and utilize computers as a part of their instructional program. The school has installed a district-wide computer/internet network connecting the majority of the computers to central file servers. A computer lab, with access to the internet, is available to all grades in the elementary building. Students are given instruction in and must be "approved" for internet usage by teachers before being permitted to use the internet. Please refer to the Network and Internet Regulations at the end of the handbook. All usage of the internet is monitored by school staff. Students are expected to demonstrate responsible behavior in accessing the available resources.

**Library:** LCSD#2 has well equipped libraries for our students' use. Students are encouraged to learn how to check out books and are given the responsibility of seeing that books are returned promptly and in good condition. Parents are encouraged to come and browse through our fine selection of library materials. Our staff would be happy to assist you in borrowing materials that could help you with your child at home. If a book is not returned, the student will not be allowed to check out any more books until it is returned or paid for. If a book is returned in poor condition (determined by the librarian), the student has to pay the cost of a replacement.

**Music:** General music and instrumental classes are offered. General music is for all students and instrumental music is available for interested students in fifth and sixth grade. School performances are held each year. These programs are planned by the general music and instrumental music teachers with the assistance of the faculty and staff. Students in grades five and six are also given the opportunity to participate in a Music Festival, held in the spring of the year.

**Physical Education:** LCSD#2 is fortunate to offer students a physical education program on a daily basis to promote health and physical activity. Students are not required to change clothes for class, but students are asked to bring separate running shoes with NON-MARKING SOLES to P.E. that will remain at school. Girls are requested to wear shorts under their dresses. If a child is unable to participate in PE, please send a written note signed by the parent or doctor explaining the medical or health issue.

## AFTER SCHOOL ACTIVITIES

Students participating in any after school activity must abide by the following rules:

1. Must have parental permission prior to the activity.
2. Students must be **promptly picked up** at the completion of the activity.
3. If the activity does not start right after school, the student is not allowed to stay at school waiting for the start time. He/she must ride the bus home and return later.
4. All school rules will be enforced during after school activities. Failure to follow these guidelines will result in loss of after school privileges.

Students are to be accompanied to activities by a parent, guardian, or another adult. Do not leave children unsupervised at any activity. Students are expected to sit in the gym to watch the activity. Students found anywhere else during the activity will be asked to leave.

## **ANIMALS**

It is important that animals brought onto school grounds are clean and healthy to decrease the risk of transmitting disease. All animals must have current proof of immunization. The following animals are UNACCEPTABLE for school visits: wild animals, poisonous animals, wolf-dog hybrids, stray animals, aggressive animals. Please contact your student's teacher before bringing any animals into the classroom.

## **ATTENDANCE POLICY**

Promptness and regular attendance are essential characteristics for success in life, as well as in school. Lack of attendance at school has been researched as one of the best indicators for students eventually deciding to forego public education. Parents and students should make prompt and regular attendance a habit and avoid all unnecessary absences. Absenteeism creates a loss to the student, even when such absence is excused and work is made up. In many cases, this loss is irretrievable. Any absence, except those for school activities or for major contagious diseases, will be recorded as an absence. Each building principal is the designated attendance officer.

## **NOTIFICATION FOR ELEMENTARY STUDENTS**

Except for excused school activities, a doctor's written excuse or verification of a contagious disease or illness by the school nurse, the following attendance totals will be followed. It is the prerogative of the building administrator to begin attendance conversations between the school and the family at any time regardless of the total class absences in question.

1. When a student is absent for six (6) times during any semester the principal shall contact, or assign someone to contact, the parents via phone call, specifically notifying the parent of the importance of complying with the attendance policy.
2. After a student has been absent for a total of seven (7) times during the semester, the parents and student shall be sent a notice via certified mail of the number of absences.
3. After a student has been absent from school a total of eight (8) days during the semester, or after the third unexcused absence, the principal will schedule a conference with the student and the student's parents to discuss the absences, the importance of attendance, and the attendance policy. The building administrator is directed to communicate with the parents concerning the number of class absences and, if appropriate, develop an attendance contract with the student and the parents.

In the event that the meeting is to discuss unexcused absences, the principal will explain that after five (5) unexcused absences the child will be deemed to be habitually truant.

4. After a student has been absent from school for twelve (12) days during a semester, the principal may refer the concern to the superintendent who may refer it to the district attorney's office for further investigation, according to the provisions of Wyoming statute 21-4-107.
5. If a student is attending a school on Boundary Exception, and has been absent from school for sixteen (16) days during a semester, the building administrator will notify the student and parent that the boundary exception has been terminated and a timeframe will be established for the student to return to their home school as designated by district boundaries.
6. Any student absent for ten (10) consecutive days without an excuse to support these absences of lacking any communication with the school will be dropped from the school district roll. Upon return the parents will need to follow through with re-enrollment procedures.

*Reference LCSD#2 Board Policy JE*

## **ATTIRE AND GROOMING**

LCSD#2 students are expected to wear appropriate clothing. The school stresses that dress and appearance must not present health or safety problems nor cause disruptions to normal classroom operations. When the appropriateness of an item of clothing is questioned, the school principal will counsel the student and, in some

cases, require the student to change before returning to class.

The School Administration will Monitor the Following:

1. Articles of clothing displaying obscene, suggestive, or vulgar/offensive writing and/or symbols are not to be worn during school or at school functions.
2. Shoes must be worn during school time.
3. Hats/caps will not be worn in the school building.
4. Undergarments and midriffs are expected to be covered with clothing. No sagging pants are allowed.
5. Clothing with tobacco or alcohol advertisements/symbols are not to be worn.
6. Shorts and skirts must be mid-thigh or longer.

The entire responsibility for controlling the standards of student dress and appearance beyond these rules now rests with the students and their parents/guardians. This school policy on dress allows the student a great deal of flexibility as to types and styles of dress. It is the sincere hope of the administration, faculty and staff that tasteful standards be adopted.

**CELL PHONES/PHONES**

Students are not allowed to use cell phones during the school day. Cell phones will be turned off and stored in backpacks or turned into their classroom teacher at the beginning of the day. If you have an emergency, please contact the school office so we can respond accordingly. Students may make telephone calls during the day with permission from a staff member. Arrangements for transportation, going home with another student, etc., should be made before leaving home.

*Reference LCSD#2 Board Policy JQ*

**CLASSROOM**

**Parties:** Each classroom has approved school parties held during the year. These parties will begin at 3:00. Please contact the teacher regarding party information. Students who have religious beliefs that conflict with these events will be accommodated during the celebration or may be dismissed from school with parental consent. Invitations to individual student parties may **NOT** be distributed at school. Also, the school, in meeting the requirements of the Family Rights and Privacy Act, will not provide lists of student names to anyone outside the school.

**Rules:** Each teacher will have available a list of expectations that coincide with school expectations.

**COMPUTER ASSISTED INSTRUCTION - INTERNET SAFETY**

It is the policy of this School District that, to the extent reasonably possible, the staff and students will be encouraged and permitted to utilize the computer network provided by the School District for the purpose of facilitating learning and providing the best educational experience possible for its students. In this regard, the school District has made available to students and staff, electronic mail and the Internet. To gain access to e-mail and the internet, all students under the age of eighteen (18) must obtain parental permission and sign and return a parental permission form to the School District. Students eighteen (18) and over may sign their own forms.

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. However, in order to utilize this modern technology, it will ultimately be the responsibility of parents and guardians of minors to set and convey standards to their children which they will follow while utilizing this technology. To that end, the School District will support and respect each family's right to decide whether or not to apply for access.

**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. Internet filters shall be used to block access to obscenity, child pornography, and materials harmful to minors. Disciplinary action shall be taken against any student who tampers with the filters. The filters may only be disabled for bona fide research or other lawful purposes, and may only be disabled by the Internet coordinator or other faculty member or administrator.

**Internet Safety Training:** In compliance with the Children's Internet Protection Act, each year all District students will receive Internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response. 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. Cloud and Network storage areas are not to be considered private or personal property of students or staff. 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 files stored on District servers or the cloud will be private. 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 by students and staff are NOT permitted.

1. Sending or displaying offensive messages or pictures,
2. Using abusive, objectionable or obscene language,
3. Searching for, downloading, or otherwise reviewing any type of sexually explicit, obscene material or other information for any non-instructional or non-educational purpose,
4. Harassing, insulting or attacking others,
5. Damaging computers, computer systems, or computer networks,
6. Violating copyright laws or otherwise using the network for any illegal purpose,
7. User shall not use or attempt to discover another user's password nor shall user 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,
8. Trespassing in another's folders, work or files,
9. Intentionally wasting limited resources,
10. Employing the network for commercial purposes,
11. Otherwise accessing forums or "chat rooms" devoid of educational purpose;
12. User shall not tamper with computers, networks, printers, or other associated equipment or software without the express permission of supervising staff.
13. User shall not write, produce, generate copy, propagate or attempt to introduce any computer code designated to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software.
14. Students using school district computers and/or accessing school district web pages, or using the Internet service provided by the school district, shall not engage in hacking and shall not access unauthorized sites or participate in any other unlawful activities online.
15. Disclose, use or disseminate personal identification information regarding students.



**Supervision and Monitoring:** It shall be the responsibility of all district employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

**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.

*Reference LCSD#2 Board Policy IJNDA*

### **COUNSELOR**

A school counselor or Volunteers of America are available to provide counseling services. Please call the office if you have any questions or need an appointment.

### **DRUG/ALCOHOL/TOBACCO-FREE SCHOOLS**

The possession, distribution or use of alcoholic beverages, tobacco (defined to include electronic cigarettes), drugs for which the user does not have a lawful prescription, or substances which are used in such a manner as to be dangerous to the student in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. Compliance with all regulations of the Drug-Free School Act, and all Wyoming State laws and local ordinances, shall be mandatory.

*Reference LCSD#2 Board Policies ABD and JICG/JICH*

### **DUES AND FEES**

Students may use school materials free-of-charge. However, students will be charged replacement costs for lost or damaged materials. Please discourage your child from bringing large amounts of cash unless the student has a specific reason for needing the money. If your child is bringing lunch money, it should be turned into the office in the morning. The school is not responsible for lost or stolen money.

*Reference LCSD#2 Board Policy JQ*

### **ELECTRONIC DEVICES**

Students who possess personal electronic devices on campus will be solely responsible for device care. These devices shall be kept out of sight and powered off or silenced during classroom instruction. However, individual classroom teachers can determine appropriate uses of devices during classroom time. Teachers will manage initial or minor infractions through classroom expectations, which may include confiscation of device. When minor infractions continue, or device is used for illegal or unethical activities, such as cheating on assignments or tests, disciplinary action may result. The building administrator will determine the appropriate disciplinary action, which may include, but not be limited to, the confiscation of the personal electronic device.

### **FIELD TRIPS**

Students will be taking field trips during the year as related to their studies. Signed parental permission forms are required before students will be allowed to participate. There will be one general permission slip for parents to sign for the whole school year for any activity away from Burns Elementary School that is in Laramie County School District #2. If there is a field trip within the district, parents will have notification that students will be away from the school premises.

**Exclusion Requirements for Field Trips:** Students who are sent home from school for illness, on the day preceding a field trip, will be evaluated for health status before being allowed to participate in the activity.

### **Guidelines for Participation:**

- Must be free from an elevated temperature for 24 hours
- Must have been on antibiotic therapy for 24 hours (if prescribed the day before)
- Must not have symptoms of vomiting or diarrhea

### **FOOD AND BEVERAGES**

Healthy, nutritious breakfast and lunch meals are available to all students each school day.

- Breakfast will be offered in the classroom once students are in their homeroom class. Students eating breakfast are expected to complete their meal before class begins.
- Lunch is offered to all students in the cafeteria. Students must eat their own lunch in the cafeteria and not share their food with others. **Elementary students will not be allowed to drink soda or pop during lunch.**
- A fresh fruit or vegetable may also be offered to students in their classroom as a snack, through the USDA Fresh Fruit and Vegetable grant each year.

**Meal and Unpaid Meal Account Policy:** Each student will have his/her own individual Student Meal Account.

- Payment is expected in advance of the students eating each day, and parents are expected to maintain a positive meal balance throughout the year. Students must have money deposited in their account or cash during meal service in order to purchase extra entrees, extra drinks, and/or a la carte items, regardless of eligibility status (Paid, Free, or Reduced).
- Free and reduced meals will be available to families with qualifying incomes. Households may apply any time during the school year by completing an application available from the school, district office, or the LCSD#2 website.
- Parents and/or students can check their account balance at any time by calling the school or logging into their PowerSchool/eFunds account.
- Refer to the LCSD#2 Meal and Unpaid Meal Policy at [laramie2.org/nutrition-services](http://laramie2.org/nutrition-services) for the complete details.

**Menus:** Lunch and breakfast menus are available on our website at [laramie2.org](http://laramie2.org).

**Special Diets:** For any students with special dietary needs, please contact the school nurse to complete the Special Dietary Needs form. This form is also available on our website.

**Visitors:** Adults may visit and may eat lunch with their children. Please call ahead to let the school know that you are planning to have lunch with your child by 9:00 a.m.

### **GRADING**

Standards-based grading practices shall be used for grades K-6. Proficiency, as defined by proficiency scales, will be reported as 4, 3.5, 3, 2.5, 2, 1.5, or 1 for each essential standard in each subject area.

*Reference LCSD#2 Board Policy IKA*

**Performance Testing:** Each year the schools of LCSD#2 administer various state performance assessments. These examinations are standards-based and allow us to discover the strengths and weaknesses of individual students. The results of these tests are made available to the parents and are used by the faculty and principal to plan appropriate curriculum changes for the next year.

**Report Cards/Progress Reports:** Teachers will issue progress reports as needed. Report cards will be issued once every quarter. Report cards for the first quarter of the school year are given to the parents and reviewed during parent-teacher conferences. The report cards for the second, third, and final quarter of the year will be mailed to parents or may be picked up at the school by parents. LCSD#2 encourages parents to utilize Power School, found on [laramie2.org](http://laramie2.org), to keep abreast of your child's progress. The school office can provide you with the password.

*Reference LCSD#2 Board Policy IKAB*

**Retention:** LCSD#2 students will be promoted from grade to grade whenever the classroom teacher and building administrator shall recommend it. Achievement, age of child, social and mental growth and the judgment of the teacher shall be the basis of promotion. The building administrator, teacher and parent of the child shall discuss the alternatives whenever the retention or conditioning of the child is being considered. The staff will make the final decision as to whether a student will be retained or not.

### **HARASSMENT, INTIMIDATION AND BULLYING**

Harassment, intimidation or bullying of students by students, of students by staff, or of staff by students at any school or school sponsored or school operated activity is prohibited.

Harassment, intimidation or bullying means any intentional gesture, or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

1. Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage;
2. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or
3. Is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or group of students.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying, and their responsibilities under this policy. Parents shall be provided with copies of this policy and its associated procedures.

*Reference LCSD#2 Board Policy JICFA*

### **LOST AND FOUND**

All lost and found items will be kept until the end of the semester. If your child is missing an item please have them check in the lost and found. Labeling your child's watches, coats and other personal belongings keeps the flow of lost items to a minimum. At the end of the semester, all unclaimed items will be given to a local charity or needy children.

### **INTERVIEWS AND SEARCHES**

Books, lockers, desks and all other storage facilities, equipment and/or other materials provided by the school remain school property even though utilized by students. The school retains the right to check, inspect or search these materials, facilities or property at any time to verify their condition, orderliness, cleanliness, and/or content. Interviews of students by school personnel and searches of their property may occur on school grounds whenever it is determined by school authorities that there is a reasonable suspicion for the interview or search.

*Reference LCSD#2 Board Policy JIH*

### **MEDICAL & HEALTH INFORMATION**

All students are required to have a NEW STUDENT PROFILE SHEET, with signed Permission for Treatment and Emergency contact information, on file in the School Nurse's Office by the first day of school each year. Please refer to our website at [laramie2.org/services/school-nurse](http://laramie2.org/services/school-nurse) for detailed information and medical forms.

- **Health Concerns or Specific Needs:** Any student who has an inhaler needs to register prescription information with the School Nurse at the beginning of the year. If a student with an inhaler chooses to self-carry, a form needs to be signed by a parent and doctor annually.
- **Medications:** Medications requiring a prescription will be dispensed upon receipt of the labeled bottle that includes: the student's name, physician's name, drug name, and administration directions, accompanied by a Medication Authorization form or parental permission slip. These forms are available in the office or on the district website. LCSD#2 accepts no responsibility for adverse effects of any medication dispensed. **Students are not allowed to carry any medications, prescriptions or over-the-counter, at school. The only two (2)**

exceptions are inhalers and Epi-Pens, if the appropriate forms have been completed and placed on file with the School Nurse.

- Non-Aspirin: Non-aspirin will be dispensed at a student's request only if the student has, on file, a current Student Profile giving written permission for the same.
- Onset of Illness or Accident in Schools: In the event a student develops symptoms of illness or is injured at school, the parent/guardian or designated emergency contact person will be notified immediately and if deemed advisable by the school, the named person will be requested to pick up the student from school. Under emergency conditions, the school may arrange for emergency transport to the closest emergency facility.

**In an emergency situation, 911 will be called; emergency personnel will transport students to Cheyenne Regional Medical Center at the parents or guardians expense.**

### **PLAYGROUND**

1. Throwing of snow and rocks is not allowed; also no deliberate kicking or throwing of balls and other items at students, unless participating in a sport.
2. No wrestling, headlocks, flipping, tripping, hitting, pushing, spitting or tackle football is allowed.
3. Playground equipment is to be utilized for its original purpose only.
  - No climbing on top of concealed slides or monkey bars.
  - Swings are not to be twisted.
  - Standing on the slide is not permitted.
4. The playground aides have the authority to make judgment calls on anything that looks unsafe.

### **SCHOOL PICTURES**

Individual and group pictures are taken in the spring and fall. A notice will be sent home, prior to the picture taking, explaining the cost and the picture choices.

### **SEXUAL HARASSMENT**

All students and employees must be able to learn and work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is deemed unacceptable conduct in the employment and educational environment and will not be tolerated. It shall be a violation of this policy for any student or employee of the school district to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse;
2. Subtle pressure for sexual activity;
3. Inappropriate patting, touching or pinching;
4. Intentional brushing against a student's or an employee's body;
5. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
6. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence which is a physical act of aggression that includes sexual act or sexual purpose.

*Reference LCSD#2 Board Policy ACA*

### **STUDENT COUNCIL**

Students at each grade level are represented by elected members from grades 4<sup>th</sup> - 6<sup>th</sup>. Officers are elected from grades four (4) to six (6). Elections are held at the beginning of the school year. The Student Council is supervised by school personnel and meets regularly during the lunch period or after school.

## **STUDENT RELEASE**

No student is to be taken from school by anyone except a person who has the right to the child's custody, unless previous arrangements have been made with the school. Telephone calls or written requests asking for the release of students should be verified before the release is granted. Parents must sign-out and pick up children in the school office upon leaving and the child must sign-in upon returning.

## **STUDENTS IN TRANSITION (Homeless or Displaced)**

The Education for Homeless Children and Youth is authorized under Title IX-A of the Every Students Succeeds Act (ESSA). This is also known as the McKinney-Vento Homeless Assistance Act. Under federal law, children and youths in transition must have access to appropriate public education, including preschool education when applicable, must be able to fully participate in school and extracurricular activities, and must have access to educational, transportation and other services that they need to assist them in meeting the same challenging State student academic achievement standards to which all students are held. Our schools will ensure that children and youths in transition are not stigmatized or segregated and are free from discrimination and harassment. If you are currently in transition and do not have stable or adequate housing, please contact the LCSD#2 Homeless Liaison at 307-245-4005 or the Wyoming Homeless Education Coordinator at 307-777-3672.

*Reference LCSD#2 Board Policy JLG*

## **STUDENT RECORDS**

It is very important that you notify the school of any of the following changes: address, home, office and emergency phone numbers, change of name, change of legal custody or other legal matters.

*Reference LCSD#2 Board Policy JRA*

## **STUDENT WITHDRAWALS AND TRANSFERS**

If a student moves during the school year, please notify the office and classroom teacher at least three days in advance of the child's last day. All fees must be paid before school records will be released. Please check with the office for the following: lunch money credits/debits, personal items, and/or library books.

## **TRANSPORTATION**

The following rules shall be observed for riding the bus:

- Riding the bus is a privilege. Students who continually choose not to follow the rules or behave will be suspended from riding.
- Get plenty of rest and arrive at your bus stop on time. The bus will not wait for you.
- Remain seated in assigned seat. Do not move seat to seat. Face forward for safety. Keep arms, head and feet out of the walk path between seats. Do not put any part of your body out of the windows.
- Any student who causes damage to the bus may be held liable for repair.
- In case of an emergency, remain in the bus unless otherwise instructed by the school personnel who is in authority.
- Be respectful to the driver. Do not yell, scream, or cause distraction to the driver. FOLLOW THE BUS DRIVER'S RULES.
- Clean up after yourself. Throw trash away, wipe up messes, etc.
- Do not bring food on the bus unless the driver approves it.
- Inappropriate language, social media, display of affection, music, print, etc., are prohibited.
- Fighting and horseplay are prohibited.
- If you plan to go home with another student or someone is going home with you, permission must be granted from both families and the school. A note and/or a phone call to transportation will be required from everyone.
- If a parent plans to take their student(s) home from a field trip while away from school, the school principal must grant permission and the student(s) must be signed out at that time.

Laramie County School District #2 has equipped all school buses with audio/video recording equipment to assist in providing a safe and secure environment when traveling on a bus. The objective of placing recording equipment on buses is to provide bus operators ability to maintain discipline, ensure a safe and comfortable ride, and to determine corrective action to behavioral issues.

Please refer to the Transportation Parent-Student Handbook for a complete list of rules and regulations, and LCSD#2 Board Policies EEA and EEAE.

### **VISITORS IN SCHOOL**

Parents are encouraged to visit the school at any time, but please refrain from bringing preschool children or infants, as younger children distract the attention of both the visitor and the class. All visitors entering the school building beyond the main offices are required to be registered into the office and screened through the school's security system. Once issued an approved badge, visitors must wear the badge on the upper portion of their torso so it can be clearly seen by anyone in the building.

### **WEAPONS IN SCHOOL**

Possession of a Type 1 or a Type 2 weapon on campus, at a school activity or within any school bus is prohibited.

- **Type 1:** Deadly weapon means, but is not limited to, a firearm, explosive or incendiary material, motorized vehicle, an animal or other device, instrument, material or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury. (W.S. 6-1-104 (a) (iv))
- **Type 2:** Articles other than deadly weapons used, or threatened to be used, to inflict bodily harm and/or to intimidate other persons regardless of whether or not the possessor actually used or intended to use the article to inflict bodily harm or intimidate other persons. (Examples are chains, clubs, etc.)

## DISCLOSURES & NOTIFICATIONS

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### **NON-DISCRIMINATION STATEMENT**

Laramie County School District No. 2 (LCSD#2) does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, or disability in employment, treatment, admission, or access to educational programs and activities.

The lack of English language skills shall not be a barrier to admission or participation in the activities and programs. LCSD2 does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the American with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the LCSD2 Director of Special Services. The Director of Special Services has also been designated to handle inquiries regarding the Non-Discrimination Policies of LCSD2.

Shannon Perlinski - Director of Special Services  
311 E. 8th Street, PO Box 489, Pine Bluffs, WY 82082 - (307) 245-4050  
[shannon.perlinski@laramie2.org](mailto:shannon.perlinski@laramie2.org)

Or you may also contact:

The Wyoming Department of Education, Office for Civil Rights Coordinator  
122 W 25th Street, Suite E200, Cheyenne, WY 82002 or (307) 777-7675 or <http://edu.wyoming.gov/>

For further information on notice of non-discrimination, visit the Denver Office at:

Office for Civil Rights  
U.S. Department of Education  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204-3582  
Telephone: 303-844-5695  
FAX: 303-844-4303; TDD: 800-877-8339  
Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

### **USDA AND THE NATIONAL SCHOOL LUNCH PROGRAM**

#### USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and available at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1) Mail: U.S. Department of Agriculture Office  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

2) Fax: (202) 690-7442; or

3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **CHILD IDENTIFICATION AND SPECIAL EDUCATION PROGRAMS**

If you are a student with a disability, or suspect you have a disability, which negatively impacts your progress in school; programs and services may be available to assist you. If you are a parent of a student with a disability, or suspect they have a disability, which negatively impacts your students' progress in school; programs and services may be available to assist the student(s). LCSD#2, State of Wyoming has a variety of Special Education programs and services to assist students up to age twenty-one (21) at no cost to you or your parents. To access these programs and services, students must first meet state and federal guidelines for eligibility as outlined in the Individuals with Disabilities Education Act, 2004 Amendments. A student that is identified as a child with a disability is entitled to a free, appropriate public education, which includes special education related services. For more information on how to access these programs and services contact the building administrator, school counselor or Shannon Perlinski, Director of Special Services for LCSD#2 at 307-245-4050.

### **SECTION 504 INFORMATIONAL NOTICE**

Section 504 is an Act that prohibits discrimination against persons with a disability or impairment in any program receiving federal financial assistance. The Act defines an individual with a disability or impairment as anyone who:

1. Has a physical or mental impairment which substantially limits one or more major life activities. Major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
2. Has a record of such impairment.
3. Is regarded as having such an impairment.

In order to fulfill the obligation under Section 504, LCSD#2 recognizes a responsibility to avoid discrimination in policies and practices regarding personnel and students. No discrimination against any person with a disability or impairment will knowingly be permitted in any of the programs and practices in the school district. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and provide a free, appropriate education to all students who are individuals with disabilities or impairments as defined by eligibility under Section 504. The parents of these students are entitled to procedural safeguards, including individual notice of eligibility, and notice of development of a plan. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to request a hearing with the 504 Coordinator. If there are any questions, please contact the 504 Coordinator at the school.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

LCSD#2 will follow the regulations for public release of student directory information set forth by the Family Educational Rights and Privacy Act (FERPA). If the legal parent or guardian of a student does not wish to have the information (as defined below) released upon request, the form (available from LCSD#2 Administration Office) must be filled out and returned to the school principal. FERPA-34 C.F.R. Part 99, Subpart A, Section 99.3

"Directory information" means information contained in an educational record of a student which would not be generally considered harmful or an invasion of privacy if disclosed. It includes but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. (Authority: 20 U.S.C. 1232 g {a} {5} {A})

**The public can obtain information regarding sex offenders either employed by the school district or attending**



**a school at the school district by contacting local law enforcement (police or sheriff's department) having jurisdiction over the school campus as required by W.S. §7-19-303(h).**