

HOME OF THE DOGGERS!



LINGLE-Ft. LARAMIE ELEMENTARY

**STUDENT-PARENT
HANDBOOK
2026-2027**

Lingle-Ft. Laramie Elementary
404 3rd street- PO BOX 379
Lingle, WY 82223
PH:307-837-2254

Introducing Our Lingle-Ft. Laramie Elementary Staff

Principal-Cory Gilchriest

Academic and Behavior Specialist- Jeshua Arnusch

Office Team

Chrissy Hergert..... Elementary Secretary
Janelle Scott..... Middle/High School Secretary
Candi Thomas..... Nurse
Shannon Fleming..... Counselor

Special Services Team

Terri Walford..... School Psychologist
Craig Schadwinkel..... Adaptive P.E.

Resource Team

Baxter Greenwald..... Resource Teacher
Elizabeth Forkner..... Resource Para
Michelle Rising..... Resource Para

Title 1 Team

Sheila Bever..... Intervention Teacher
Brenda Unverzagt..... Paraprofessional
Karla Lashley..... Paraprofessional

Gen Ed Team

Kayla Floerchinger..... Kindergarten
Kristina Reichert First Grade
Erica Hoffmann Second Grade
Heather Rutz..... Third Grade
Cody Powell Fourth Grade
Eva Hayes..... Fifth Grade

Specials Classes

Cody Peachey Physical Education
Shannon Baldwin..... Art
Erin Jespersen Music
Heather Krall Library Assistant

Food Service Team

Belinda Craig.....Cook

Custodial Team

Derek Murphy..... Head Custodian
Peggy Dowers..... Custodian
Reed Molina Custodian
Quinn Svajgl.....Custodian

GOSHEN COUNTY SCHOOL DISTRICT NO. 1
STATE OF WYOMING

Central Administration Office
626 West 25th Avenue
Torrington, Wyoming 82240

Board meetings are held in Torrington on the second Tuesday of each month at the Central Administration Building in the Board Room. The meetings are open to the public.

The following phone numbers are included for your convenience:

- Ryan Kramer- Superintendent 532-2171
- Kevin Derby- Director of Curriculum 532-2171
- Todd Werner - Director of Transportation..... 532-2542
532-3332
- Trina Nichol-Director of Special Services.....532-2171
- Lingle-Ft. Laramie Elementary School 837-2254
- Goshen County Schools WEBSITE www.goshen1.org



LINGLE-FT. LARAMIE MISSION STATEMENT

The mission of Lingle-Ft. Laramie Schools is to provide intellectually demanding work that students find meaningful and engaging which will lead to higher levels of achievement and life-long learning.

Useful Information

Everyday/Thursday Folders: are provided by the school and are sent home every Thursday or everyday. These folders contain notes from the classroom, office, completed work, and anything else of great importance.

Newsletters: Monthly/Quarterly newsletters are sent home containing information about school and community happenings.

Each Nine Weeks: A report card will be completed. Report cards are mailed home or are given to the parents during parent teacher conferences.

School Website and Lingle-Ft. Laramie Schools on Facebook: These sites provide good information, school calendar, pictures from events, last minute updates and much more. Simply go to the Goshen County School District #1 website at www.goshen1.org and select Lingle-Ft. Laramie Schools from the “our Schools” tab. For Facebook search Lingle-Ft. Laramie Schools.

Visitors: Students are not allowed to bring visitors/guests to school during the school day unless approved by the building administrator. All visitors must check in at the elementary office and get a visitor’s pass. Parents wishing to visit with a teacher should make an appointment with that teacher.

Volunteers: If you would like to be a volunteer in the classroom, the school, chaperon fieldtrips please contact the office in advance. Volunteer paperwork needs to be filled out per **District Policy 1215**

School Day

The school day starts at 8:00 a.m. Our first bell rings at 7:57 a.m. and the tardy bell rings at 8:00 a.m. Our doors and the office open at 7:15 a.m.

Breakfast begins at 7:20 a.m. If your child does not eat breakfast at school and is present in the building prior to 7:35 a.m. they will sit in the hall and wait for recess.

Access to the building before dismissal will be limited after 3:00 p.m. as our office becomes very busy. If you need your child after 3:00 p.m. please contact the office prior to.

Dismissal for elementary is at 3:45 p.m. Monday- Thursday to allow our elementary students to get on the bus prior to middle school and high school dismissal. If you have a message for your child that we need to relay regarding dismissal, please try to contact us by 3:00 p.m. to ensure your child receives such message.

Supervision is limited between the hours of 7:15 a.m. - 7:40 a.m. There is no supervision in the afternoon after 4:15 p.m.

Registration

Registration is held prior to the new school year beginning; we ask that all online registration be completed before the first day of school.

According to state law, only students who turn 5 years old on or before August 1st of the current year are eligible to enroll in kindergarten. For example, for your student to begin kindergarten for the 2026-2027 school year, the child must be 5 years old by August 1, 2026, A Birth Certificate with a raised seal is required at the time of registering your child. Wyoming Statutes- Right To Attend School.

Each year Kindergarten pre-registration will be held prior to May 15th. The future Kindergarten students and their parents will have the opportunity to meet the kindergarten teacher during open house in August.

Telephone Messages and Bus Passes

All telephone messages concerning children during school hours should be made **before 3:00 p.m. Monday-Thursday.** This allows the office sufficient time to contact your child before going on the bus or leaving the building. For your child to be issued a bus pass allowing him/her to ride a bus other than the one he/she normally rides, please bring a written and signed note from home. A phone call to the office may also be made. Please indicate the date, bus number, and where or with whom the child is going. **Parent permission is the only way these passes will be provided.**

Absences/Tardiness

Please contact the office **before 8:30 a.m.** if your child is going to be absent or tardy for the day. This way we can account for each student.

Absences: You will receive notification from the office when your child has reached the 3rd, 5th and 7th absences. Please understand that these notifications are for your information, and we must send them out per **District Policy 5113**. The absence count starts back at zero at semester.

Tardies: Tardies are tracked daily and documented. You may receive a phone call from the school administration if your child continues to be tardy.

Dress Code

We trust that parents/guardians will ensure their children are dressed appropriately for school. Students should be neat, clean, and modest in dress. Students should personally groom themselves, so they are not offensive to others. Students may not wear a hat or any other type of *head* covering inside of the building. It is a time-honored sign of respect to remove hats within a building. School-wide hat or dress-up days are an exception. When students come into the building, they are to remove their hats and store them appropriately.

Apparel which advertises tobacco, alcoholic beverages, any controlled substances, or displays slogans or sayings not becoming of students will not be permitted. Skirts or shorts must be an appropriate length. Spaghetti strap shirts that are less than 1 inch, or shirts that are not long enough to cover a child's entire torso are not permitted. The general rule is that any extreme type of dress, which may cause distractions or disruptions within the school is not allowed.

Inclement Weather

If you have not already experienced Wyoming weather, you are in for a treat! Inclement weather is a reality during school days. We trust that parents/guardians will ensure their child is dressed appropriately for weather conditions. It is important that students are dressed to stay dry and warm. It is our responsibility to check weather conditions prior to sending students to recess. Only if the temperature is below 10 degrees and/or raining will the students be allowed to remain indoors for recess.

Respect for School Property

Good citizenship in schools is based on respect and consideration for the rights of others. According to Goshen County School District #1 school board policy, the students within our schools are held to a high level of behavioral expectation. Students should conduct themselves in such a way that they do not create problems or distractions for others.

Library Guidelines

Lingle-Fort Laramie students are encouraged to use the library regularly for recreational and academic reading.

A student may check out two books per visit to the library. The books may be renewed for two additional check-out periods. Students who have overdue books or book fines will not be allowed to check out additional materials.

Students who lose or damage books will be asked to pay replacement value of the book. If a student's behavior is deemed not appropriate for the library, or they misuse or abuse library material, they may lose library privileges.

Overdue and lost book notices will be distributed through the classroom teachers.

Items from Home

It is always exciting to bring items from home to share with friends and classmates. We trust that parents are aware of items students bring to school. Items are to be kept in backpacks until their designated share time. Students are discouraged from bringing items to school for any other reason. We expect that students will be responsible for their personal possessions. Please keep in mind that we are not responsible for lost, stolen, damaged, or missing items. **Hoverboards, Skate Shoes, Skates, Skateboards, Rollerblades and items similar to these are not allowed to be brought to school or allowed on campus.**

Withdrawal of Students

If you are moving and are withdrawing your child from school, please notify the office a few days prior to the withdrawal date. This will allow ample time for the office and teachers to gather all the students' belongings. Library books and classroom materials **must be** returned, or fines must be paid in full. Outstanding lunch balances **must be** paid in full prior to withdrawal. If you have a positive balance the office staff will work to get your refund. Your cooperation and help is always appreciated.

Lunch Balances

It is very important that your child has a positive account balance throughout the school year. All negative lunch balances at the end of each month will be turned over to the Superintendent. Failure to pay the negative balance can result in holding your child's grades per the Wyoming Statute 21-4-308. Please check your child's Thursday folder for a negative lunch balance sheet.

Doctor's Notes

If your child is out sick and a doctor's note is provided to the school, a copy will be provided to the school Nurse who will review it and see if there are any guidelines on when a student may return to school. Further, if your child requires **restrictions, such as no PE/no physical activity (this includes recesses)** the doctor's note **MUST** have the restriction listed on this with an expected reexamination date or expiration date from the licensed Doctor/Nurse/Physical Therapist. If a doctor's note doesn't name restrictions or doesn't have an expiration date on it, the school Nurse will consult with parents/guardians.

Staying Home When Sick

The following guidelines will be followed by all district schools:

ILLNESS PROTOCOL: How sick is too sick? There are 4 main reasons to keep sick children at home. Below are when your child should not come to school:

1. The child doesn't feel well enough to take part in normal activities (such as being overly tired, fussy, or won't stop crying).
2. The child needs more care than teachers, staff, or the nurse can give and still care for the other children.
3. The illness is on this list and staying home is required.
4. Based on a nursing assessment/judgement the child should be at home. GCSD#1 reserves the right to send a child home at any time.

***Remember, the best way to prevent the spread of infection is through good hand washing and staying home when sick. Children with the following symptoms/illnesses below should stay home from school.**

SYMPTOMS	CHILD MUST STAY HOME?
DIARRHEA Frequent, loose, or watery stools (poop) compared to the child's normal ones that are not caused by food, medicine, or a known health condition.	YES-if the child looks or acts sick; if the child has diarrhea with vomiting; if the child has diarrhea that overflows the diaper. The child may return 24 hours after the last episode of diarrhea unless caused by an illness that requires them to stay home longer or a healthcare provider says it is not contagious.
FEVER A fever of 100.4°F or above.	YES-for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever.

“FLU-LIKE” SYMPTOMS Fever of 100.4°F or above with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting, and diarrhea.	YES-for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever.
COUGHING Note: Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment with a signed healthcare provider’s order at school.	YES-if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing, and medical attention is necessary. YES-if the child has multiple illness symptoms or COVID-19 like symptoms
MILD RESPIRATORY OR COLD SYMPTOMS Stuffy nose with clear drainage, sneezing, mild cough.	NO-if the child is able to take part in usual activities. YES-if the child has multiple illness symptoms or COVID-19 like symptoms.
RASH	NO-without fever and the child is able to participate in usual activities. YES-with fever, any rash that spreads quickly, has open weeping wounds, and/or is not healing should be evaluated by a healthcare provider.
VOMITING Throwing up not related to activity, coughing, a known health condition, or self-induced.	YES-if the child looks or acts sick, if the child has diarrhea and vomiting. The child may return 24 hours after the last episode of vomiting unless caused by an illness that requires them to stay home longer or a healthcare provider says it is not contagious. If a child with a recent head injury vomits, seek medical attention.

REFERENCES: The information presented is intended for educational purposes only. It is not intended to take the place of your personal healthcare provider’s advice and is not intended to diagnose, treat, cure, or prevent any disease. The information should not be used in place of a visit, call, consultation, or advice of your healthcare provider.

- American Academy of Pediatrics, Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide. Aronson SS, Shope TR, eds. 5th ed. Itasca, IL: American Academy of Pediatrics: 2020.20.
- American Academy of Pediatrics, Red Book: 2021 Report of the Committee on Infectious Diseases. Kimberlin DW, Barnett ED, Linfield R, Sawyer MH, eds. 32nd ed. Itasca, IL: American Academy of Pediatrics: 2021.
- Colorado Department of Public Health and Environment. Infectious Disease in Child Care and School Settings: Guidelines for Child Care Providers and Health Consultants, School Nurses and Other Personnel. 2019.
- Developed in collaboration with the Children’s Hospital of Colorado Health Program. Used with permission.

Illness Protocol
How sick is too sick? When to keep your child at home from school

ILLNESS	CHILD MUST STAY HOME?
CHICKEN POX	YES-until all blisters have crusted (usually 6 days) or, in immunized people without crusts, until no new blisters appear within a 24-hour period.
CONJUNCTIVITIS (PINK EYE)	NO- (bacterial or viral) unless the child is running a fever or is not able to participate in usual activities. Call the healthcare provider for advice and possible treatment.
HEAD LICE	NO-See GCSD Head Lice Protocol
BED BUGS	NO- https://www.epa.gov/bedbugs
IMPETIGO	YES-until 24 hours after starting treatment and lesions on exposed skin that can be covered are covered.
RINGWORM	NO-send home at the end of the school day. Can return to school after first treatment.
COVID-19 or COVID-19 SYMPTOMS May include, but is not limited to, the following symptoms: fever or chills, new loss of taste or smell, fatigue, new or unexplained persistent cough, shortness of breath or difficulty breathing, sore throat, runny nose or congestion, muscle or body aches, headache, fatigue, nausea or vomiting, and/or diarrhea	YES-follow the health department and/or health care provider instructions. Prior to returning to school the child must be fever free for at least 24 hours without the use of medicine that reduces the fever, AND symptoms have improved.
STREP THROAT	YES-until 12 hours after starting antibiotics and the child is able to take part in usual activities.
VACCINE PREVENTABLE DISEASES Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough) Note: Per Wyoming state guidelines, if there is a disease outbreak at school all vaccine exempt students may be excluded during the active outbreak	YES-until the healthcare provider says the child is no longer contagious. Please provide a note from the healthcare provider to the school nurse.

References: The information presented is intended for educational purposes only. It is not intended to take the place of your personal healthcare provider's advice and is not intended to diagnose, treat, cure, or prevent any disease. The information should not be used in place of a visit, call, consultation, or advice of your healthcare provider.

- American Academy of Pediatrics, Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide. Aronson SS, Shope TR, eds. 5th ed. Itasca, IL: American Academy of Pediatrics: 2020.20.
- American Academy of Pediatrics, Red Book: 2021 Report of the Committee on Infectious Diseases. Kimberlin DW, Barnett ED, Linfield R, Sawyer MH, eds. 32nd ed. Itasca, IL: American Academy of Pediatrics: 2021.

- Colorado Department of Public Health and Environment. Infectious Disease in Child Care and School Settings: Guidelines for Child Care Providers and Health Consultants, School Nurses and Other Personnel. 2019.
- Developed in collaboration with the Children's Hospital of Colorado Health Program. Used with permission.

WHAT IF MY CHILD FEELS WORSE AT SCHOOL? It is not unusual for students to feel better in the morning and then worse as the day goes along. The school is not equipped for prolonged care of your sick child. We require that you or an emergency contact pick up your sick child **within the hour** that you are called. It is important for the school to have a list of local emergency contacts that are available to pick up your child in the event that we are not able to reach you. Please notify the school if there are changes to your contacts.

PowerSchool for Parents & My School Bucks

Welcome to PowerSchool! You now have direct access to your school to find out exactly what is going on with your child's grades, assignments, registering your child for school, and more. When going online, type in this web address: <http://www.goshen1.org> and search for the **PowerSchool for Parents** tab.

MYSCHOOLBUCKS.COM: You can pay online for your child's lunch balance. Pay at least \$50.00 and your child will receive a free lunch! Create your account and combine your students if you have more than one child in Goshen County School District. Go to myschoolbucks.com and get started!

If you need assistance with either of these programs, please contact the office here at Lingle-Ft. Laramie and we will help get you started.

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Emergency Protocol:

Goshen County School District #1 follows the SRP (Standard Response Protocol) when it comes to emergency protocol. This response is as followed:

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Below are details as to what Lingle-Ft. Laramie Schools do in the case of a:

Fire: Any fire alarm could be a fire or a drill. It is important for all students' safety that they follow the proper fire protocol procedures which are as followed:

- 1.) All planned safety and fire drills will be announced in advance-NO EXCEPTIONS!
- 2.) If the fire alarm sounds and there has been no advance notice, Do NOT leave your classroom.
- 3.) Increase situational awareness- Look, Listen, and Report any unusual circumstances.
- 4.) Please wait in your classroom until further direction is given from the office.
- 5.) Evacuate if you see/smell the presence of smoke or fire that puts you in imminent danger.

Tornado: Students will evacuate to the closet tornado sheltered area indicated by a **YELLOW** Tornado shelter sign. Students will sit down facing a wall and assume the safety position in the sheltered areas.

Lock-down: A Lock-down happens when there is a threat or hazard in our building. Lock-down drills are conducted occasionally to promote safety and to prepare our students in case of an emergency in our building. Students know to Lock-down when an announcement is made over the intercom to **Lock-down, Lock, Lights, and Out of Sight.**

Secure: A Secure happens when there is a threat or hazard outside of our building. Secure drills are conducted occasionally to promote safety and to prepare our students for an emergency outside of our building. Students know to Secure when an announcement is made over the intercom to **Secure, get inside, secure the perimeter, business as usual, remain alert, no one in or out of the building, business as usual.**

Hold: A hold happens when hallways need to be kept clear. Hold drills are conducted occasionally to promote safety and to prepare our students for times when they should stay clear of the hallways. Students know to Hold when an announcement is made over the intercom to **Hold! In your room or area, clear halls, close and lock the door, account for students, business as usual in your area.**

Playground Rules and Safety

General Playground Safety Rules

- 1.) Always play safe by being careful and showing courtesy.
- 2.) Keep your hands and feet to yourself. Physical contact and verbal abuse (mean words) are not permitted.
- 3.) Do not go too close to the front or rear of moving equipment; instead, walk out around it.
- 4.) Take turns and get in a line when more than one person wants to use a piece of equipment. By sharing, everyone will get a turn. No holding places or butting in line.
- 5.) Sit properly on equipment and do not overcrowd. If a piece of equipment has a handrail, make sure you always hold it.
- 6.) Ask an adult for help if there is a problem or someone is hurt.

School Playground Rules

- 1.) Students are not permitted on the playground without adult supervision.
- 2.) Listen to and respect the staff on duty. Follow their directions the first time they are given.
- 3.) Always get permission from a teacher to enter the school.
- 4.) Only play in the designated areas. If something you are using goes outside the play area, ask an adult before you retrieve the item.
- 5.) After the bell rings, if you are on the school playground, pick up your belongings and any small equipment you were using. Line up and walk inside the school quietly after you receive directions from the teachers on duty.

Slides

- 1.) Slide down feet first and sitting up, never headfirst.
- 2.) Go down one at a time with no fancy tricks.
- 3.) Check the bottom of the slide to see if it is clear before sliding down. When you reach the bottom, get off and move away from the end of the slide.
- 4.) Slides are for sliding.

Swings

- 1.) Always sit in the center of the swing; do not stand or kneel.
- 2.) Hold the chains tightly with both hands.
- 3.) Stop the swing completely before getting off.
- 4.) No jumping out of swings, no twisting chains or swinging sideways.
- 5.) Stay a safe distance from other children on swings being careful not to run or walk in front, in back or between them. Walk around instead.

Monkey Bars

- 1.) Climb up and climb down.
- 2.) Do not overcrowd the equipment.
- 3.) Always stay in line, take turns and never push or try to touch others.

Small Equipment – (balls, skipping ropes, hoops, etc.)

- 1.) Use this equipment in a designated space away from the large equipment.
- 2.) Be careful using this equipment so that you do not interfere with others. Try to stay in your own small space.
- 3.) When you share a ball with others, be sure to take turns and play safely. No rough play allowed!

Parent Involvement

In order to improve home/school communication, several approaches are taken to inform parents about the elementary school and their child's progress:

A monthly/quarterly newsletter containing information regarding school and community happenings will be sent home or sent via communication app monthly/quarterly of the school year by your child's teacher. Information may also be posted on the school Facebook Page, School website, or in the school communication app.

Each *nine weeks* a report card is completed for each child. Report cards are sent home with the students, except for one reporting period when parents are asked to come to the school for a parent/teacher conference.

Individual *parent/teacher conferences* may be requested by either the parents or the teacher at any time during the school year.

Teachers may send out *progress reports* anytime during the quarter to keep you more closely informed of your child's progress. Additionally, *Weekly Folders* will be sent home every Wednesday or Thursday with pertinent information.

Parents are encouraged to *visit the school and classrooms*. Prior arrangements with the classroom teacher to be visited are requested. Visitation by children who are not enrolled in our school is not allowed unless approved by the school administrator.

Parents are encouraged to *attend school functions*. These include plays, assemblies, athletic events, etc.

2026-2027 LFL Elementary Discipline Matrix

Behavior	Criteria	Initial Interaction	2nd Interaction	3rd Interaction	4th and Subsequent Interactions
Tardiness	Students are expected to be in their classroom when the 8:00 a.m. bell rings.	Teacher Parent Contact	Admin Parent Contact	Admin Parent Contact	Admin Parent Contact
Walking Out of Class	Leaving class or not attending class for any period of time without teacher approval.	Admin Parent Contact 1 Day Lunch Recess Detention	Admin Parent Contact 2 Days Lunch Recess Detention	Admin Parent Contact 3 Days Lunch Recess Detention	Admin Parent Contact 1 Day ISS
Dress Code Violation	Violation of the dress code as stated in the student handbook.	Change or Cover Up	Admin Parent Contact Change or Cover Up	Admin Parent Contact Change or Cover Up	Admin Parent Contact Change or Cover Up
Disruptive Behavior/Classroom Disruption	Any behavior that directly detracts from student learning or the student code of conduct is set forth in the handbook.	Teacher Parent Contact	Admin Parent Contact 1 Day Lunch Recess Detention	Admin Parent Contact Behavior Contract 2 Days Lunch Recess Detention	Admin Parent Contact Revisit Behavior Contract 1 Day ISS
Defiance/Disrespect/Insubordination	Direct disobedience of a staff member or disrespect for school property	Teacher Parent Contact	Teacher Parent Contact 1 Day Lunch Recess Detention	Admin Parent Contact Behavior Contract 2 Days Lunch Recess Detention	Admin Parent Contact Revisit Behavior Contract 1 Day ISS
Profanity	Use of profane language.	Teacher Verbal Warning	Admin Parent Contact Warning from Admin	Admin Parent Contact 1 Day Lunch Recess Detention	Admin Parent Contact Behavior Contract 1 Day ISS

2026-2027 LFL Elementary Discipline Matrix

Behavior	Criteria	Initial Interaction	2nd Interaction	3rd Interaction	4th and Subsequent Interactions
Profanity-directed toward peer	Use of profane language towards any peer.	Teacher Parent Contact	Admin Parent Contact 1 Day Lunch Recess Detention	Admin Parent Contact 2 Days Lunch Recess Detention	Admin Parent Contact Revisit Behavior Contract 1 Day ISS
Profanity-directed at staff member	Profane language that is directed toward any member of the LFL Schools Staff.	Admin Parent Contact 1 Day Lunch Recess Detention	Admin Parent Contact 2 Days Lunch Recess Detention	Admin Parent Contact 1 Day ISS	Admin Parent Contact Revisit Behavior Contract 1 Day ISS Contact Law Enforcement
Misbehavior for Substitute Teacher	Behaviors resulting in substitute referral/note.	Teacher Parent Contact	Admin Parent Contact 1 Day Lunch Recess Detention	Admin Parent Contact 1 Day ISS	Admin Parent Contact Behavior Contract 1 Day ISS
Refusal to Work	Students are expected to work on class work during assigned times.	Teacher Parent Contact	Admin Parent Contact 1 Day Lunch Recess Detention	Admin Parent Contact 2 Days Lunch Recess Detention	Admin Parent Contact Behavior Contract 1 Day ISS
Physical Contact without Fighting or injury/Horseplay	Contact that does not fall under district fighting policy or cause injury.	Teacher/Admin Warning	Teacher Parent Contact 1 Day Lunch Recess Detention	Admin Parent Contact 2 Days Lunch Recess Detention	Admin Parent Contact 1 Day ISS
Physical Contact without fighting, but with injury	Contact that does not fall under the district fighting policy but does result in injury.	Teacher Parent Contact 1 Day Lunch Recess Detention	Admin Parent Contact 2 Days Lunch Recess Detention	Admin Parent Contact 3 Days Lunch Recess Detention	Admin Parent Contact 1 Day ISS
Theft	Taking school, staff, or student property without asking	Admin Parent Contact 1 Day Lunch Recess Detention Contact Law Enforcement	Admin Parent Contact 2 Days Lunch Recess Detention Contact Law Enforcement	Admin Parent Contact Behavior Contract 1 Day ISS Contact Law Enforcement	Admin Parent Contact Revisit Behavior Contract 1 Day ISS Contact Law Enforcement

AI Guidance for District and School Handbooks

Data Privacy: Anything being shared with any form of AI shall not jeopardize any FERPA (Family Educational Rights and Privacy Act), COPPA (Children’s Online Privacy Protection Act) or other requirements, or release any personally identifiable information about students or staff.

Integrity: AI can be a powerful tool for generating writing, analyzing data and a host of other activities. It is imperative for staff and students to be clear on when AI is permissible to use, and when it is not. It is also important to properly attribute content to the AI source when being used for research or accessing previously unknown content.

Policies and procedures on AI will be included in staff and student handbooks and on the Goshen County School District technology use form. Staff will instruct students on appropriate and inappropriate use of AI examples on their course syllabi and/or will instruct students on these differences.

It is the expectation that communication around the responsible and appropriate use of AI, including AI types (e.g., generative and predictive), be ongoing and monitored so staff, students, and parents are clear on appropriate and inappropriate uses of AI especially as AI tools continue to evolve.

The misuse or abuse of AI tools is addressed in other district policies and staff and student handbooks. In regard to academic integrity, bullying, or other forms of unethical use, students and staff should look to existing policies and procedures. **e.g. bullying, Policy 5158, harassment Policy 5158, plagiarism or cheating, Policy 5131.21, etc.**

AI Permission Levels: Examples

EXAMPLE 1:

AI FREE (Restricted) • Work must be completed entirely without any AI assistance. • Students must rely entirely on their own knowledge, understanding, and skills. • Any AI use is a violation of student academic integrity. • An academic honesty pledge that AI was not used may be required.

AI ASSISTED • AI is used for tasks as specified such as brainstorming, planning, or feedback. • No AI content is allowed in the final submission. • Usage beyond specified tasks is a violation of academic integrity. • Disclosure statement & links to AI Chats should be submitted with final product.

AI ENHANCED • AI is used interactively throughout to enhance your knowledge, efficiency, & creativity • Student must provide human oversight and evaluation of all AI generated content. • Interactivity with AI and critical engagement with AI-generated content is required. • Student is responsible for the accuracy and fairness of all AI-generated content. • Detailed disclosure statement and links to AI Chats should be submitted with final product.

AI EMPOWERED • The full integration of AI allows for the creation of things that were previously impossible, empowering students as critical thinkers, creatives, and problem solvers. • Student must provide human oversight and evaluation of all AI-generated content. • Student is responsible for the accuracy, fairness, & originality of all AI-generated content. • Detailed disclosure statement and links to AI Chats should be submitted with final product.

EXAMPLE 2:

[AI Guidelines for Classroom Activities.pdf](#)

Red Light: AI Usage Is Not Permitted in This Activity

AI is not allowed in any way. This rating would be used on assessments, reflections of learning, and other instances when teachers are evaluating individual student understanding and skills.

Examples:

Quizzes

Exams

Short-answer questions

Yellow Light: permission from teacher required before using AI

This allows students to use AI with permission and oversight. Teachers must be clear on the expectations for the use of AI and can dialogue with students about the objectives of the lesson, activity, or project. Use of AI tools is to be attributed.

Examples:

Long term project/research

Collaboration projects

Activities or projects requiring multiple perspectives

Green Light: Students are encouraged to use AI software

This rating is the most open for students to utilize AI tools. Teachers must be clear on the expectations for usage, citations, and academic integrity. Teachers may want to have students discuss beforehand, their intentions of AI integration.

Examples:

Coding tasks

Brainstorming sessions

Analyzing large data sets (no individual or personally identifiable information should be shared)

Activities or projects that require innovation

As A parent, you are a vital part of the Title 1 Team

Being a Title 1 school means that a GCSD 1 Elementary school receives federal funding to help students who are low achieving or at most risk of falling behind. Title 1 funding is allocated to schools based on the percentage of students receiving free/reduced lunches. Schools with a percentage of at least 40% on free/reduced lunches are eligible for a school wide program.

A GCSD1 Elementary School

- will provide a safe environment and appropriate educational opportunities for your child.
- will encourage students and parents by providing information about student progress on standards and benchmarks.
- will involve parents whenever possible.
- will design intellectually demanding work that students find engaging and from which they will learn at higher levels.

Engaged Learners + Engaged Parent + Engaged Teachers = HIGHER ACHIEVEMENT

Parents

- agree to participate in my child's classroom and school activities. This includes attending parent/teacher conferences and other scheduled parent meetings.
- agree to read to or with my child or arrange for a quiet time for reading independently. I will provide time for my child to complete and return homework.
- will send my child to school each day prepared and ready to work. I will encourage good listening, respect for others, politeness, neatness, and cooperation.

Students

- will participate in classroom and school activities.
- will read independently or with assistance at home. I will complete and return my homework.
- will come to school prepared and ready to work. I will be a good listener, have respect for others, be polite, neat, and cooperate.

Through team effort with school, home, parents, student, and teachers, we will ALL strive to provide the best education possible.

As a parent of GCSD1 Elementary school student, I will agree to participate in the school/parent compact and do what I can to complete the activities listed above.

**Student Signature

***Parent Signature

****Principal Signature

Goshen County School District #1 Elementary Handbook on subsequent pages.