

Douglas Primary School

PARENT/STUDENT HANDBOOK 2022-2023

CONVERSE COUNTY SCHOOL DISTRICT #1



DOUGLAS PRIMARY SCHOOL
1705 HAMILTON STREET
DOUGLAS, WYOMING

PHONE: (307) 358- 3502
FAX: (307) 358- 3552
E-mail: tseeds@ccsd1.org

August 1, 2022

Dear Parents and Guardians:

Welcome to the start of a new school year. Whether you are a returning member of the Douglas Primary School Family or new to the community, we welcome you. Let me say that I am overjoyed to have you part of the Douglas Primary School Family. This is a great school, with excellent staff members who will work tirelessly to ensure your child's success.

I strongly believe that every child has a gift to share and the staff looks forward to teaching your child and working closely with you. We consider it a privilege to have you and your child a part of the Primary School, and we will strive to make it a successful year. It is my duty as an educational leader to promote the vision of teaching and learning in order to help each child realize their gift and share it with others. All DPS staff members are committed to building a tradition of excellence. Increasing student achievement in a safe, caring environment will be a focus for the entire school. The DPS Team looks forward to working with you toward this goal. If I can be of assistance, please do not hesitate to contact me at 358-3502 or tseeds@ccsd1.org. Let us work together so that we can achieve greater results, our kids deserve that!

Sincerely,

Tanya Seeds, Principal

Table of Contents:

Letter to Parents	1
Vision, Mission, Motto	2
DPS Staff	3
District Information	4
Student Enrollment	5
Age & Placement	6
Student Retention	7
Student Attendance	8
Volunteer, Visitors & PAC	9
Daily Information	10
Specials Classes	11
School Communication	12
Busing & Transportation	13
After School Programming	14
Nutritional Services	15
Health Services	16
Immunizations	18
Safety & Security	20
Virtual Day Guidance	22
Grading & Assessment	23
Student Conduct	24
PBIS	25
Parent Compact Agreement	26
ELL Plan	27
Sex Offender Protocol	28
District Policy Info	29

This handbook was developed by all school community stakeholders; staff, parents, community members and the CCSD #1 Board of Trustees. It uphold and follows all CCSD #1 policies and procedures as well as all school/district improvement processes.

DPS Mission Statement:

**To create life-long learners that are inspired to
be their best.**

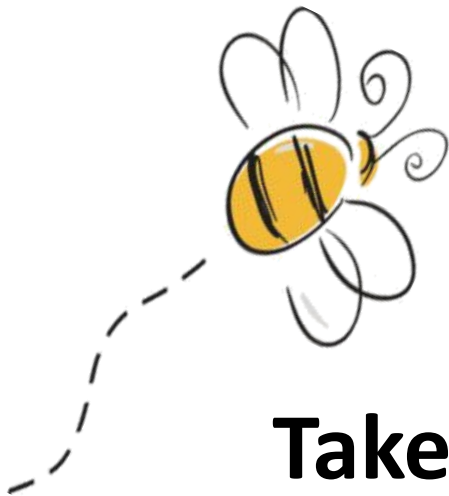
DPS Vision Statement:

Every student, Every day!

DPS Motto:

**Be Kind,
Be Safe,**

**Take Care of our School,
Always do your BEST!**



CCSD #1 Mission:

Working together to achieve excellence

Douglas Primary School Staff List 2022-2023

PrincipalTanya Seeds

SecretaryLaura Sahlin

Instructional

Coach..... Corey Davidson

Counselor..... Tayli Stenerson*

SpEd Case

Manager.....Rebecca Moser

Nurse.....Mandi Barry

Kindergarten.....Jenn Barker

Jodi Buffington

Kelsi Gilmore**

Kaylee Glanz

Macki Kilgore

Aliza Murdock*

Carley Witt*

First Grade.....Hannah Brown

Reed Burgener**

Tate Carney

Callie Hellbaum

Tyler Igo

Kaeleigh Muir*

Mariah Walker

Reading

Coaches.....Jackie Hancock

Cheri Haeefe

Special

Education.....Chyann Brandemuehl

Shaylee Curren

Amanda Darr

Krista Fenner*

Sharley Harting

Rebecca Moser

Brianna Redfern

Computers.....Jackie Maidl

Music.....Celine Hall

Literacy Studies.....Becky Lyle**

Physical Education....Nick Kerkvliet

S.M.I.L.E. Room.....Bailey Brooks*

STEM.....Alise Madse*

Yoga.....Anne Saunders

Shea Lehen

Custodians.....LeAnn Berry

Jody Harmon

Paraprofessionals.....Michele Bohlander

Alana Geho

Carrie Hamik

Kara Haney

Brooke Layher

Liz Moore

Lorri Plumb

Lyndsey Porter

Dawn Rittel

Jennifer Taylor

Andrea Tena

ELL.....Karely Caballero

F.A.S.T.

Coordinator.....Wendy Gamble



*New staff member at DPS

**Current staff member new to the position

Converse County School District #1

~Board of Trustees~

Mr. Mark Horr.....Chairman

Mr. J.C. Forgey.....Trustee

Mr. Tom Holt.....Vice-Chairman

Mrs. Staci Hill.....Trustee

Mr. Shane Stinson.....Treasurer

Mr. Lance Orner.....Trustee

Mr. Ryan Igo.....Clerk

Mr. Jared Vollman.....Trustee

Mr. Dax McCarty.....Trustee

[CCSD #1 Policy Manual Link](#)

~Administration~

Dr. Paige Fenton-Hughes.....Superintendent

Mr. Ryan Mackey.....High School Principal

Dr. Andrea Gilbert.....Assistant Superintendent

Mr. Justin Carr.....Ass. High School Principal

Mr. Steve Walker.....Human Resource Director

Mrs. Jessica McGuire.....Middle School Principal

Mrs. Penny Bolinger.....Special Education Director

Ms. Haylee Butler.....MS Ass. Principal/Rural Principal

Mr. Monty Gilbreath.....Food Service/Recreation Dir.

Mr. Brent Notman.....Upper Elementary Principal

Mr. Tony Witbrod.....Technology Director

Mr. Wes Gamble.....Intermediate School Principal

Mr. John Bartlin.....Transportation Director

Mrs. Tanya Seeds.....Primary School Principal

Mr. Mitch Johnson.....Maintenance Director

~District Contact Information~

Central Administrative Office.....615 Hamilton Street.....(307) 358-2942

Douglas High School.....1701 Hamilton Street.....(307) 358-2940

Douglas Middle School/Rural Office.....801 West Richards Street.....(307) 358-9771

Douglas Upper Elementary.....200 Pearson Street.....(307) 358-0025

Douglas Intermediate School.....901 West Yellowstone.....(307) 358-5250

Douglas Primary School.....1705 Hamilton Street.....(307) 358-3502

Nutritional Services.....1703 Hamilton Street.....(307) 358-4231

Maintenance.....720 East Center Street.....(307) 358-5671

Student Enrollment

New Student Enrollment:

1. New families to Douglas or in-coming kindergarten students can begin this process at [CCSD #1 Enrollment Link](#)
 - A copy of the birth certificate is required to complete the enrollment process and must be included in order to begin school,
 - A copy of a Medicaid card is also required if applicable to the student,
 - As per state statute 21-4-309, immunization/exceptions records are required within the first-thirty days of school or attendance,
2. Once the online enrollment forms are submitted, the DPS Secretary will call and set up a time for a student screening, parent interview, and building tour.
3. After the screening and interview, the student will be placed in a teacher's classroom and able to start school a minimum of 24-hours after receiving placement. This allows time for the teacher to adequately prepare for the student's first day of school.

Current Student Enrollment:

1. During the spring semester of each year, all current CCSD #1 families will receive an email from the district with enrollment codes for all children currently enrolled in CCSD #1.
2. Parent/Guardians are responsible to update all information included on the on-line enrollment.
3. Once students are enrolled, they will be placed within a classroom for the up-coming school year and receive a placement letter.
 - Any student not enrolled for the upcoming school year will not receive a Placement Letter until this process is completed.

It is the responsibility of the parent/guardian to update any changed information throughout the year.

Please call the DPS Office at 358-3502 for assistance.

Student Withdrawal from School:

1. If a student is being withdrawn from DPS and moving to a new school the DPS Office must be contacted in order to fill out a withdrawal form, a release of records, and to obtain the student's items from class.
2. Please provide at least 24-hours notice in order to send off your child in a positive manner with all belongs and necessary paperwork completed.

Age of Enrollment and Student Placement

Age of Enrollment:

1. Students must be 5 years old on or before August 1st of the current school year in order to start kindergarten .
2. Wyoming State Statute regarding [Age of Enrollment](#) guidelines.
3. If a child's birthdate falls between August 1st and September 15th, please call the DPS Office for further information.
4. A student may register for 1st grade if he or she is 6 years old on or before August 1st or September 15th if the child started kindergarten in an approved kindergarten program.

Student Placement:

1. CCSD #1 Guarantee: well-balanced classrooms is in everyone's best interest.
2. It is our goal to have all students in instructional settings that will allow them to learn at a high level in a safe, secure and supportive environment.
3. Classrooms are heterogeneous in their makeup. This means each class has a wide variety of talents, abilities, and interests.
4. Some of the criteria used to influence classroom placement:
 - Levels of academic progress and performance
 - Degrees of self-directness and independence
 - Class size
 - Peer interactions
 - Parent input on student's learning
 - Other, special considerations for individual students
5. Grade-level teams work with the principal and other providers to create balanced classrooms
6. Information received from this parent input form will be used to assist with the placement process. Parents are given the opportunity to provide information about their student. The information on this form, as well as the input from the teachers, is used to establish a positive learning environment for the upcoming school year. We appreciate parent input about student needs and characteristics. Placement in a specific classroom is not guaranteed. This information is sent out to parents at the beginning of May of each school year.
7. Placement letters are sent out to all families before the beginning of the upcoming school year.
8. Once enrolled and placed into a classroom, the student will receive a computer to utilize throughout the year at school.

Student Retention

Retention Guidelines and Process:

To ensure all students within CCSD #1 are academically challenged and provided a rigorous/relevant education, the following criteria must be met in order to retain a student. Research does not support retention and has shown longitudinal negative effects.

Required Process:

1. A team meeting with parents/guardians, teacher, principal, and counselor will be scheduled to discuss the purpose of retention and possible long-term effects. This meeting must occur during the first semester of the first school year in order to place the students on a support plan with additional interventions/supports.
2. The student will be placed on a Individual Learning Plan to be tracked by the grade level team. This will be used to track academic, behavioral, emotional, and attendance data.
3. During January, the parents/guardians, the classroom teacher, principal, counselor, and a specials teacher/intervention teacher must complete the Light's Retention Form.
4. A second meeting to review the results of the Light's Retention forms and to review the progress of the student will occur during the third quarter. The total score from each scale will be tabulated and the total average score will be determined; this score will be used to identify the candidacy of retention. During this meeting, these results will be discussed.
5. A final parent meeting will be held in May to finalize plans for the upcoming school year. If retention occurs, the principal will select the teacher for the following school year.
6. The principal has the final determination of the retention process.
 - If parents do not agree with the outcome of this process, a meeting will be scheduled with the superintendent, assistant superintendent, principal, classroom teacher and parent(s)/guardian to review the presented information. At this point, the superintendent will have the final determination.

2nd Year Retention Plan:

If a student is retained, an Individual Learning Plan will be created at the beginning of the second year. This plan will highlight individual student goals, parent responsibilities, school responsibilities and student responsibilities. The plan will be reviewed during each quarter of the school year.

Beginning this process does not guarantee a student will be retained.

Attendance and Tardies

School Hours and Tardy Information:

1. School doors open at 7:35 am with breakfast offered within the DPS gym each school day,
 - Students are not allowed to be at school before 7:35 am each day due to no supervision until this time,
 - Students are asked to enter through the side gym doors each morning.
2. DPS starts the day promptly at **8:00 am** in the gym for morning assembly,
 - A student is considered tardy at 8:00 am when the tardy bell rings,
 - If a student is late for school, it is asked the parent/guardian walk the student to the front office to ensure they safely arrive at school.
3. Students are released on normal days at **2:50 pm**,
 - On early release days, students will be released 2-hours early at 12:50 pm,
 - All bus routes run on a 2-hour early drop off schedule.

Attendance:

1. All students are expected to attend school on a regular basis
2. Attendance is taken daily in the morning and immediately after lunch,
3. Types of Absences:
 - Excused—this is a prearranged absence from the parent/guardian,
 - Sick—the student is sick and not able to be at school,
 - Medical—a medical condition resulting in the student not coming to school,
 - Unexcused—the school has not been notified as to the reason why the student is gone,
 - See [Policy JH on Absences and Excuses](#),
4. After morning attendance, the office immediately calls families of students marked unexcused,
 - If not reached, the parent/guardians will receive an automated phone call from the district messaging service,
5. After a student has missed more than 10% of each semester, the principal will contact the parent/guardian through phone calls, emails, and a written letter. If 15% or more of the semester is missed, a parent meeting will be set up with the school to determine a plan of support. Outside agencies will be notified of significant attendance concerns.

**If your child is absent from school
PLEASE call the office at 358-3502
before 8:30 a.m. All unexcused students
will be called each morning and a School
Messenger notice will be sent
by 9:30 AM.**

[CCSD #1 School Calendar Link](#)

As per the Wyoming Department of Education, any student that consecutively misses 10 school days or more will be dropped from enrollment. This includes all absences with the only exceptions being hospitalization or homebound students with appropriate documentation. See [W.S. 21-4-402 on the Wyoming Department of Education website](#) for specific details.

Visitors, Classroom Volunteers, and P.A.C.

Building Visitors:

1. All visitors to DPS must check into the DPS front office before entering the building or playground.
 - The first visit requires the individual to provide a valid driver's license which will be scanned into a program called Raptor and saved for future visits,
 - A visitor's badge will be printed and must be worn during the entire duration of the visit,
 - Upon leaving the school, the visitor must check into the front office and sign out by turning in their visitor badge.
2. Due to space limitations, no visitors are allowed during lunch time.
3. Visitors are only allowed to come to the classroom during pre-arranged volunteer hours or during allowable special events.
 - This information will be shared with families in weekly in grade-level newsletters shared by teachers

Classroom Volunteers:

1. Classroom volunteers are welcomed at DPS,
2. Volunteer hours will be posted after the first two weeks of school in the grade-level newsletter,
 - Volunteers will be given specific jobs or duties which are determined by each teacher,
 - This may or may not including working directly with your child,
 - Each volunteer session will be one-hour in duration,
 - Siblings or other children are not allowed during a volunteer session,
3. In order to volunteer the following steps must be completed before setting up a volunteer time
 - The volunteer must be click on the [Volunteer Orientation Link](#) and submit the form
 - After submission, call the DPS Office at 358-3502 to sign up for a volunteer time with a specific teacher

Parent Advisory Committee (P.A.C.):

1. P.A.C. meets once a month with times and locations shared on the DPS Facebook page and through grade-level newsletters
2. All P.A.C. meetings are open to any DPS parent/guardian
3. Responsibilities of P.A.C. include:
 - Planning celebrations and recognitions for DPS students and staff members
 - Updated on important school issues, upcoming activity, and district initiatives or changes
 - Other duties as assigned or necessary to support the DPS community

DPS Daily Information

Specific Classroom Information, Special Events, and Activities:

1. The classroom teacher and grade-level teams will send out information on a regular basis regarding classroom rules, expectations for students and parents/guardians, and other important information.
2. Field trip approval was provided in the yearly enrollment information. All field trips will be announced with specific details given by the teacher before the field trip takes place. If a field trip is scheduled for out of town, an additional permission slip will be sent home to all parents/guardians.

Please remember to label ALL student items before sending them to school!

Lost and Found:

1. A lost and found box is located within DPS. If a student is missing an item, the parent/guardian should contact the teacher first who will then assist the student in looking for the item in the lost and found box or within the office.
2. During all parent teacher conferences or family events, the lost and found items will be on display for families to view in order to return items. Pictures of items in lost and found will also be displayed on the DPS Facebook page during various times of the year. At the end of each semester, all remaining lost and found items will be donated to a local charity.

Pets on Campus:

1. Pets are **NOT** allowed on campus during the school day which includes on the playground, outside of the school, in the parent loop, or in the bus loop.
2. If a student wants to bring a pet onto campus or has a therapy animal, the principal must be contacted prior.

Checking a student IN or OUT of the Building:

1. If a student needs to leave school during the day, the parent/guardian should call the office to schedule a pick up time.
2. Once the parent arrives, he or she must come into the school to check-out the student in person while the student is collected from class.
3. Proper identification must be provided to the school if different from the parent/guardian or if the individual has not had their driver's license scanned into the Raptor Check-In System.
4. Students will only be released to an adult who is on their approved pick-up list or who has been given special permission from the parent/guardian. If this permission has not been obtained from the office, the student will not be released until the permission is received.
4. Students will **NOT** be sent out of the building to a waiting car, they must be met in person within the DPS Office.
5. If a student arrives late to school, the parent/guardian **MUST** walk the student into the building to check-in.

Specials Classes

Scheduling and Grading:

1. All students attend specials classes for one hour per day. Specials classes are on rotational basis; students attend two different specials classes each day.
2. Each class follows priority standards, proficiency scales and all students received a grade based on performance within the priority standards. These will be shared with all families throughout the year.

Types of Specials Classes:

Literacy Studies

This class will expose students to different types of age-appropriate literature and authors while integrating concepts of art, color, and creativity into projects based on books reviewed within the class. Students will also reinforce literacy skills used within the regular classroom and build on vocabulary.

Music

The philosophy of the music program believes all students should have the opportunity to participate in the beginnings of a structured music environment. The class consists of movement, dance, expression, playing of instruments, and singing to the best of their ability.

Physical Education

Children will have fun in PE, while being physically active. Emphasis is on the development of positive attitudes toward maintaining a high level of fitness and wellness, an atmosphere of cooperation and participation during play, and to develop movement and motor skills.

S.M.I.L.E. Room

A major goal of the Primary School is to assist students in understanding their own emotions, control their behaviors, and regulate their bodies. This class will support students in developing skills to learn social cues, understand the importance of staying safe, regulating and identifying their own emotions, and how to reset after difficult situations.

STEM and Computer Science

In order to prepare students for a future of technology, they are introduced to basic keyboarding skills, word processing, internet usage, and computer based presentations. To further enhance, the exposure to technology - science, math and engineering principals will be added to this time. Grade level appropriate skills will further enhance specific classroom projects, which are also an integral component to this program. The program forms the foundation for more advanced science, technology, engineering and mathematics skills, which are presented throughout the student's entire schooling career and helping students to experience the fun in science exploration.

Yoga

Students are provided instruction in basic Yoga movements and growth mindset strategies. Through the support of a certified Yoga instructor, students learning proper stretching techniques, breathing strategies, and positive mindsets.

School Communication

Phone Calls to DPS:

1. The main office is the hub for all phone calls, please call the office at (307) 358-3502 to speak with any DPS employee.
2. Parents/guardians who wish to speak with a teacher should call before 7:45 am or after 3:00 pm. Messages are taken during the day for teachers to return a phone call. Due to a full schedule of teaching phone calls are not sent to the classroom during the day.

REMIND Communication App:

1. All teachers will use the REMIND app to communicate to all parents/guardians.
2. This information will be provided at the beginning of the year. It asks parents/guardians to download an app which allows for the teacher to send out whole class messages like the weekly newsletters, reminders, classroom celebrations, etc.
3. It also allows for teachers and families to communicate regarding a student or classroom specific questions.

Email:

1. All CCSD #1 employees have a district email. This email follows the same format of first name initial, last name, followed by @ccsd1.org. For example, tseeds@ccsd1.org is the email address for Tanya Seeds.
2. The teacher will share all of their contact information at the beginning of the school year.
3. Due to a full teaching schedule, teachers typically return messages either before school or after school—not always during the school day or immediately after it is sent. If the message contains an emergency, please call the DPS Office.
4. Please do not email a teacher regarding an end of the day transportation change, instead please call the DPS Office.

Teacher Communications:

1. Grade-level newsletters will be shared with parents each week to review the upcoming academic focus for the week, activities/events, areas to focus on at home, and other valuable information. These will be sent electronically through the REMIND app.
2. For whole school messages, this information will also go through the teacher, School Messenger, district webpage, and the DPS Facebook page. School Messenger will be used to send out emergency notifications or school cancellations. To save paper, the school uses electronic communication as much as possible.
3. The DPS Facebook page is used to post important updates as well as fun student celebrations, pictures of students learning, working with teachers, special events and other information. Please follow the DPS Facebook page for this valuable information.

Busing and Transportation Information

Busing:

1. Families using CCSD #1 transportation must have the drop-off locations identified within Enrollment Plus at the beginning of the school year. If this information changes, the parent/guardians must call the **Transportation Office at 358-4543**.
2. Parents are responsible for getting students on a bus in the morning, this is not tracked by the DPS Office.
3. Students are allowed to have TWO (2) different bus tags, NO EXCEPTIONS. Once these drop-off locations have been identified, the DPS Office will send bus tags home in the student's backpack.
4. The parent/guardian is responsible for putting the bus tag on the student's backpack each day to represent what the student will be doing after school.
5. If the after school busing plan changes, the parent/guardian must call the DPS Office **BEFORE 2:30 pm**.
6. Round 1 buses leave immediately after school (in-town) and Round 2 buses leave at 3:30 (out of town stops).
6. Major transportation changes or a change in bus tags must go through the Transportation Office, the parent/guardian must call the Transportation Office at 358-4543.

Drop-Off/Pick-Up:

1. Parents/guardians are responsible for getting their student(s) to school in the morning; this is not tracked by the office.
2. All families will be given a bright PINK pick-up tag for students who will be picked-up after school. This tag needs to be on the student's backpack to indicate they are being picked-up after school.
3. Parents are asked to stay in their vehicles during pick-up, no one will be allowed to pick up a student without using the [iSCHOOLRIDE app](#). If picking up a student on foot, the adult must check into the front office. This is to increase the safety and security of all students during this time. Students will be released from the DPS Gym.
4. For students being picked-up and to increase the safety and security at the end of the day, parents must download the app [iSCHOOLRIDE](#) in order to pick up a student. This is REQUIRED and all information to complete this will be provided by the DPS Office and classroom teacher. Any families not using the [iSCHOOLRIDE app](#) or adult without the proper credentials must park and pick up the student in the DPS Office, NO EXCEPTIONS!

Walking:

1. Due to the age of DPS students and limited supervision, it is not recommended that any DPS student walk to an afterschool location. This must be set up and approved by the DPS Office and principal before allowed.

After School Programming for DPS

SWAG After School Program:

1. The after school program is open to all students at Douglas Primary School.
2. All Round 2 bus students will be enrolled in the program.
3. The program runs from 2:50 pm to 3:30 pm Monday—Friday
 - The program will run on EARLY OUT days
4. The focus of the DPS SWAG Program is to provide additional academic activities through movement and games
5. Students must be enrolled in SWAG in order to attend, to enroll ...
 - Call the DPS Office at 358-3502
 - Click on the link: [SWAG Enrollment](#)

Destination Imagination:

1. Destination Imagination (DI) is an extracurricular activity supported by CCSD #1.
2. Students must enroll in the program, information will be sent out to all parents and posted on the DPS webpage and Facebook page when enrollment becomes available.
3. More information can be found at [Destination Imagination](#)

Recreation Center:

1. The Douglas Recreational Center offers a wide range of activities for students of all ages.
2. See the [Douglas Recreation Center](#) site for more information



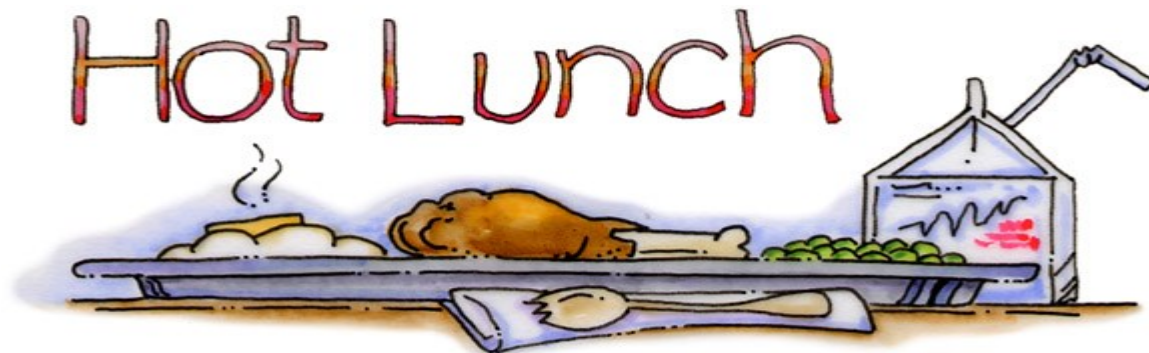
Nutritional Services

CCSD #1 Nutritional Services:

1. [Nutritional Services Link](#)
2. Families in need of support are able to fill out the Free and Reduced lunch application at any time on the link below
 - [Free and Reduced Lunch Form Link](#)
3. [CCSD #1 Monthly Lunch Menus](#)
4. New district Negative Lunch Balance Policy—IMPORTANT to Read

DPS Nutritional Services Information:

1. DPS offers breakfast each morning beginning at 7:40 am in the DPS gym.
 - Breakfast: \$1.50 per breakfast
2. DPS offers a FULL-SERVE lunch each day beginning at 11:00 am (classroom times will be shared by the teacher)
 - Lunch: \$3.15 per lunch
3. Money can be added to a student' lunch account by ...
 - Bringing money to the DPS Office
 - Bringing money to your child's classroom teacher
 - Setting up an account on [My School Bucks](#) and electronically adding the funds
4. Due to limited space, DPS does NOT allow visitors during lunch



Health Services

Health Supports:

1. Mandi Barry, the Registered Nurse is on campus or available during all school days.
2. Parents may call the DPS office to speak to the nurse or email her at mbarry@ccsd1.org

Main reasons to keep a sick child home or for a child to be sent home from school:

1. The child doesn't feel well enough to take part in normal activities (such as 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 the below list and staying home is recommended.
4. Based on a nursing assessment/judgment the child should be at home. The Converse County School District #1 reserves the right to send a child home at any time, based on the nurse's assessment and judgment.
5. A student will be sent home if any of the below are displayed throughout the day or should be kept home if these symptoms are displayed:

Symptoms	Child must stay at home until ...
DIARRHEA—frequent, loose or water stools compared to child's normal ones that are not caused by food or medicine.	YES—if a child looks or acts sick; if child has diarrhea with vomiting; if child has diarrhea that fills a diaper or toilet.
FEVER- a fever of 100 degrees F or above	YES—must be fever free without medicine for 24 hours
FLU LIKE SYMPTOMS—Fever over 100 degrees F with a cough or sore throat. Other flue 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 healthcare 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
MILD RESPIRATORY or COLD SYMPTOMS—Stuffy nose with clear drainage, sneezing, mild cough	NO—may attend if able to take part in school activities. Keep home if symptoms are severe, This includes fever and the child is not acting normally and/or trouble breathing.
RASH—NOTE: Body rash without fever or behavior changes does not need to stay home from school, it is strongly encourage to call your family doctor	YES—with fever and/or nursing judgement; call your healthcare provider. Any rash that spreads quickly; has open weeping wounds and/or is not healing should be evaluated. NO—without fever and or nursing judgement
VOMITING—throwing up not related to activity, coughing, or self induced	YES—until vomiting stops or a healthcare providers says it is not contagious; if the child has a recent head injury and to watch for other signs of illness and for dehydration.

Health Services continued

ILLNESS	CHILD MUST BE HOME?
CHICKEN POX	YES-until blisters have dried and crusted (usually 6 days)
CONJUNCTIVITIES (PINK EYE)	Healthcare provider or School Nurse to evaluate. If school nurse refers to healthcare provider follow their treatment and recommendation regarding school exclusion and for how long.
FIFTH'S DISEASE	NO—child is no longer contagious once rash appears, must stay home until the rash appears.
HAND FOOT AND MOUTH DISEASE (Coxsackie Virus)	NO—unless the child has mouth sores, is drooling, or isn't able to take part in usual activities.
HEAD LICE	Contact School Nurse for protocol.
NOROVIRUS	YES—the student must stay home for 24 hours after the last vomiting/diarrhea episode.
SCABIES	YES—for 24 hours after first treatment.
HEPATITIS A	YES—until 1 week after the start of the illness and when able to take part in usual school activities.
HERPES/COLD SORES	No exclusion unless child cannot stop touching or picking the sore. Good handwashing will be a necessity.
IMPETIGO	YES—for 24 hours after starting antibiotics.
RINGWORM	NO—area must be covered for the first 2 days after treatment started.
ROSEOLA	YES—if the child has a fever and rash, highly recommended to call the healthcare provider.
STREP THROAT	YES—for 24 hours after starting antibiotics and the child is able to take part in usual school activities.
VACCINE PREVENTABLE DISEASES: Measles, Mumps, Rubella (German Measles), Pertussis (Whooping cough)	<p>YES—until the healthcare provider says the child is no longer contagious. Please provide a note from the healthcare provider to the school nurse.</p> <p>NOTE: If there is a disease outbreak at school all vaccine exempt students may be excluded during the active outbreak per WY state health guidelines.</p>

Health Services—Immunizations

Immunizations:

1. All students are required to turn in immunization records or exception forms to the school nurse.
2. Documentation must be provided for an exemption, or proof these are being obtained or perused is a requirement.
3. Student records of immunization or exemptions must be in place within the first thirty (30) days of school.
 - Adequate notice and support will be provided to any family who is not up-to-date with immunization records.
 - In the case records are not provided or immunizations are not obtained, the child will be excused from school until this is accomplished.

If you have any questions regarding immunizations or need assistance in obtaining this information please call the DPS Nurse, Mandi Barry, at 358-3502. The state requirements and statutes are listed on the following website:

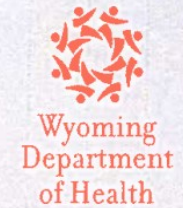
[Mandatory Immunizations for Children Attending Schools & Child Care Facilities](#)



ARE YOUR KIDS READY FOR SCHOOL?

Required immunizations as of February 7, 2018

INSTRUCTIONS: To see which vaccines are required for school, find your child's age and look only at that row to find the vaccines and number of doses required.



	Hepatitis B (HepB)	Diphtheria, Tetanus, Pertussis (DTaP/Td/Tdap)**	Haemophilus influenzae type b (Hib)	Inactivated Poliovirus (IPV)**	Pneumococcal (PCV13)**	Measles, Mumps and Rubella (MMR)	Rotavirus (RV)	Varicella (Chickenpox)
By 4–6 years	3 doses	5 doses	3 or 4 doses* Not routinely given after 59 months old	4 doses	4 doses Not routinely given after 59 months old	2 doses	N/A	2 doses <u>or</u> healthcare provider verified child had disease
By 11–12 years	3 doses	5 doses of DTaP and 1 dose of Tdap	Not routinely given after 59 months old	4 doses	Not routinely given after 59 months old	2 doses	N/A	2 doses <u>or</u> healthcare provider verified child had disease

*Number of doses depends on brand of vaccine received.

**Vaccine doses required may be fewer than listed if child is on a catch-up schedule.

To be compliant, immunizations must be administered in accordance with the ACIP Recommended Immunization Schedules in regard to the number of doses and intervals. For information on other vaccinations that are not required but highly recommended, visit www.immunizewyoming.com.



Safety and Security

Emergency Guidelines, Procedures, and Protocols:

1. CCSD #1 has developed procedures to support any emergency situation to include fire, all safety threats, violent weather conditions, natural disasters, chemical spills, and other emergency situations that could have a direct effect on the safety and security of students and staff.
2. All safety and security plans are located within each school district building/facility,
 - All CCSD #1 staff members are trained throughout the year on the plans within the safety and security manual,
 - The district Safety and Security Committee as well as the DPS Safety Committee meet on a regular basis to review the safety plans and make necessary changes to ensure student and staff safety.
 - All DPS classrooms have emergency bags with medical kits, safety plans, and other materials to support the safety of students and staff in case of an emergency,
 - CCSD #1 works closely with other emergency personnel within the community and county to ensure the collaboration of all agencies.
3. Emergency drills occur at least one time per month and are documented in Raptor at a district level,
 - Staff and students are trained through the [A.L.I.C.E. Program](#) for intruder support and reaction strategies,
 - Information regarding drills will be shared with parents by the classroom teacher
4. In case of an actual emergency, parents would be notified through the following:
 - School Messenger, REMIND, TV/Radio, district webpage, DPS Facebook page, other emergency broadcasting systems,
5. All entries at DPS are locked at all times with the exception of the front entrance which is a security vestibule which connects to the front office. Outside visitors are NOT allowed within the building without checking into the front office before entering the building.
6. At any time if a parent has a question or concern regarding the safety and security within the district or school, they are encouraged to set up a meeting with the building principal.



Safety and Security

Inclement Weather and School Cancellation or Day Adjustments:

1. Any school cancellations or adjusted start/end times will be communicated to all families through School Messenger, REMIND, TV/Radio, district webpage, DPS Facebook page, etc
 - This message will be sent out in a timely manner before school starts or before the end of the school day to give families adequate notice in order to plan.
 - Busing information will also be released through these communication programs
 - If a two-hour early release or late start is deemed appropriate, this means all services will run just at a two-hour adjustment from the normal scheduled times.
 - If school is cancelled, information will be sent out from classroom teachers and the school regarding school work requirements and activities for the day,
 - If a pandemic occurs, the school will move into an adaptive learning program and all changes will be adequately communicated with families, students and the community.
2. Students will go outside for recess 2-3 times per day unless ...
 - If the "real feel" temperature is 10 degrees Fahrenheit or lower students will be kept inside,
 - If it is raining, lightning, and/or extremely windy outside,
 - Other safety necessities that would require students to stay inside
3. Students are required to wear a coat if the temperature is 50 degrees Fahrenheit or lower,
 - Coats are optional if the temperature is above 50 degrees
 - If students do not have a coat, they are given a loaner coat to use in order to go outside with their classmates

It is essential for parents to check school communication messages from teachers and the school often in order to ensure they are updated regarding changes, events, or activities.

Bullying Policy: CCSD #1 is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons. It is also committed to staying free from harassment, intimidation, bullying or cyber bullying.

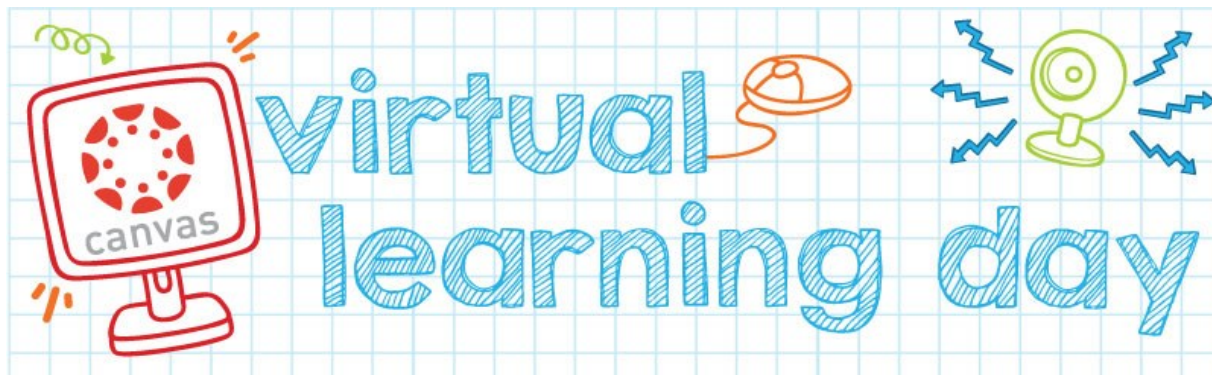
[District Policy: JICFA: Hazing, Bullying, Cyber Bullying, Harassment](#)

[District Policy: JICFA-R\(1\): Hazing, Bullying, Cyber Bullying, Harassment—Complaint Process](#)

Virtual Day Guidance

In the event of a school closure resulting in a TEMPORARY Virtual Day:

1. Teachers will utilize Canvas and Zoom as the primary instructional delivery tools. Assignments and/or participation activities will be posted by 9:00 am each day.
 - Students will receive instruction in the guaranteed and viable curriculum through the Canvas learning management system platform.
2. Teachers and support staff may be working from schools or from home depending on individual circumstances.
 - All appropriate support services will be delivered to students
3. Attendance will be tracked through student participation in Canvas,
 - Students must log into Canvas on the day of the temporary virtual day,
 - Attendance will be recorded in PowerSchool for morning and afternoon.
 - If a parent excuses the absence, the parent must email the teacher and DPS secretary,
 - Absences excused by the parent will be submitted as an excused absence in PowerSchool, any unapproved absences by the parent will be submitted as an unexcused absence in PowerSchool.
4. Participation may be either synchronous (assigned Zoom or virtual face-to-face session) or asynchronous (completion of activities on Canvas),
 - Teachers will communicate the expectations for learning each day on Canvas.



Grading and Assessment

Grading:

1. DPS supports standards-based grading which is based on a scale of 1-4,
 - 1: Emerging—needs significant adult support regarding the standard,
 - 2: Basic—has a basic understanding of the standard however needs adult support to apply,
 - 3: Proficient—understands and can apply the identified standard,
 - 4: Advanced—is able to apply the standard at a deeper level (compare, contrast, project, analyze, etc).
2. No percentage or letter grades are given, only proficient scores on the 1-4 scale,
3. Grades are progressive and continue to update throughout the entire year as the student shows growth,
4. Report cards are sent out four times per year at the end of each quarter,
5. DPS classroom teachers will communicate student progress, concerns, and celebrations throughout the year to keep parents updated regarding student performance and growth.
 - Parents/guardians can request a parent meeting with the teacher and/or other staff at the Primary School to discuss student concerns or to resolve a situation.
 - Families requiring multiple copies of records, report cards, or student work must notify the office or teacher with the appropriate names and addresses.

Assessment:

1. Students will be given preassessments to determine pre-existing knowledge, quick checks to determine growth in a standard, and post-assessments to determine overall mastery of the standard.
2. Summative scores will be recorded in PowerSchool and used to determine the overall grade within each standard. As students improve on a proficiency score, the lower score is replaced, giving the most accurate indicator of the student's ability within the standard.
3. Assessment scores will also be shared with parents/guardians on a regular basis by the classroom teacher.

Student Conduct and Expectations

Douglas Primary School Expectations:

Expectation	Offense	Consequence
~ <u>Noncompliance</u> : Students shall follow directions given by all school personnel.	1st.....	Re-teaching and warning
~ <u>Disruptive/Uncooperative/Inappropriate Behavior/Language</u> : Students are expected to treat others with respect and not interrupt the learning environment.	2nd—3rd.....	Refocus in Opportunity Room, Rethinking wkst, and parent Contact
	3rd—4th.....	Opportunity Room—1 full day, parent contact
	4th & Beyond..	Opportunity Room—2+ days, parent meeting, and referral for additional behavior supports
~ <u>Physical Aggression</u> : Students shall settle differences by using appropriate words and actions.	1st—2nd.....	Refocus in opportunity room with Rethinking wkst, and parent contact,
~ <u>Stealing Vandalism</u> : Students are expected to respect the property of students, staff, and guests.	2nd—3rd.....	Opportunity Room—1 full day, parent contact
~ <u>Lying/Misleading</u> : Students are expected to be honest.	3rd—4th	Opportunity Room—2 full days, parent meeting, and referral for additional behavior supports
Possession and/or use of any dangerous object that could be used as a weapon (strictly prohibited on school grounds, buses, or during school activities). Includes weapons (or threat of), illegal substances, or sexual misconduct.	1st	Alternative suspension from 1-10 days and/or Out of School suspension from 1-9 days, parent meeting and referral for additional behavior supports.

1. District policy and general rules of conduct for students are applicable for all district schools and facilities to insure the rights and welfare of all students and families are upheld. When rules are violated, the district will take appropriate actions.
2. The principal has the overall responsibility to direct the staff to guide and counsel individuals and groups within each school. The staff is responsible maintaining proper order and discipline and uniform enforcement of established standards.
3. The school will fully uphold the all policies within the CCSD #1 Policy Handbook:
 - [Student Conduct: Policy JIC](#)
 - [District Student Policies](#)

Positive Behavior Intervention and Support

What is PBIS?

PBIS is a school wide effort to promote student responsibly and discipline while maximizing class learning time. Positive behavior supports refer to programs and practices that increase the likelihood of appropriate and positive behavior occurring within the school setting. Douglas Primary strives to build a positive school climate where all students can all learn and grow!

Components to Douglas Primary's PBIS program include:

The School Wide Behavior Matrix and Expectations: The matrix details the behavior expectations across all school settings and are tracked in LIVESCHOOL daily.

Student Recognition and Celebration Room: a system to acknowledge and encourage all students for making appropriate behavior choices with built in school behavior incentives, celebrations, and recognitions.

Office Disciplinary Referrals: a follow-up tool for students who choose to not follow school rules, major infractions only! This information is documented within PowerSchool as a student record.

Opportunity Room: An alternative area for students to refocus and review school rules outside of the classroom environment. This allows students to review behaviors and practice acceptable behaviors before returning to the classroom.

Interventions and Support Services for students whose academic skills or behaviors put them at risk for school failure and/or social difficulties.

Kelso's Choice Strategies and Second Step Curriculum, promoting student choices and using words to solve problems.

LIVESCHOOL Behavior Tracking Program used within all classroom settings to recognized positive behavior choices and prompting students to redirect behaviors. Parents have access to daily LIVESCHOOL reports and comments for each school day.



Family Compact Agreement

Children learn best when families and schools work together to support the child's education. The following compact clarifies what families and schools can do to help children learn. It reminds everyone of their responsibility in the learning process. We invite you to become involved in your child's education.

SCHOOL'S RESPONSIBILITY

As a school that believes every child can learn, we will:

Respect and value the uniqueness of each child.

Provide quality teaching and lessons that promote active learning.

Communicate frequently with families on your child's progress.

Uphold high expectations of academic achievement and positive behavior.

Demonstrate professional behavior and a positive attitude.

Provide a safe, nurturing environment.

FAMILY'S RESPONSIBILITY

As a family that believes our child can learn, we will:

Make sure our child attends school regularly, is on time, and is prepared to learn.

Read with our child every day and support any teacher-directed home activities.

Attend parent-teacher conferences and communicate frequently with our child's teachers.

Respect, love and encourage my child's growth and ideas.

Volunteer at our child's school and attend special activities.

CHILD'S RESPONSIBILITY

As a child that believes I can learn, I will:

Come to school prepared and ready to learn.

Always do my best in my work and behavior.

Show respect for my school, others and my self.

Read at home every day.

Follow the school rules and expectations.



CCSD #1 ELL Plan

Home Language Survey-

The first step in the identification of a student as an English Language Learner (ELL) is a home language survey. Home language surveys are completed for every student upon enrollment. CCSD#1 uses the TransAct Home Language Survey, (*see appendix A*) which includes questions about country of birth, languages spoken by the student and the family, and language the family wants school notices in. All students who are new to the district complete the home language survey as a part of the enrollment process. The original home language survey is filed in each student's accumulative file. If it is stated on the home language survey that a language other than English is spoken in the student's home or has impacted the student's language, the school office staff sends a copy to the ELL Coordinator in order to start the initial English language proficiency screening assessment process.

English Language Proficiency Screener-

The second step in identifying whether or not a student is an English language learner is to use an English language proficiency screening assessment. If on the home language survey a student indicates that a language other than English is spoken by the student, student's parents / guardians, or if a language other than English may have influenced the student's language, Converse County School District # 1 administers the W-APT English language proficiency screening assessment for students in Pre-Kindergarten through 12th grade. This is administered within 28 days of enrollment at the beginning of the school year or within 12 days if student enrolls in the middle of the school year. The original screener and results are kept in the student's ELL file in the ELL office. Copies are sent to the school for the accumulative file and to the classroom teacher/paraprofessional.

Parent Notification of Identification and Placement in ELL services-

In accordance with federal law, Converse County School District # 1 notifies parents of students identified as ELLs that their student has been identified as an ELL and placed in ELL services within 30 days of enrollment at the beginning of the school year or within 14 days if student enrolls in the middle of the school year. This notification includes the right that parents / guardians have to refuse the ELL services offered by the district. Converse County has an ELL Coordinator who translates important parent communications

based on school or parent request. (*See appendix B*)

Converse County School District's Procedures to Meet Equitable Access Requirements—All students are provided equitable access to curriculum, services, activities, honors/ awards, and environment.

Converse County School District's Procedures to Meet Notices to Parents and Parent Education Requirements -

District forms / mailings are provided in various languages to provide communication in home languages. The district has access to TransAct, which is a service that provides translation to many forms and documents in multiple languages. The ELL Coordinator is available to translate documents and communications to parents upon request. At least two weeks' notice needs to be given for written communications and when possible for oral communications. In order to arrange the translating services, call the ELL Coordinator at 358-6187.

CCSD #1 Sex Offender Access Request Protocol:

The following criteria is required by all sex offenders requesting access to any campus within Converse County School District #1:

1. Registered sex offenders must contact the building principal requesting permission for access to the school/campus. This request can be initiated by phone or email to the building principal.
2. After initial contact, the individual principal will inform the registered sex offender of required next steps (in-person meeting, pick up documentation, etc.).
3. This permission will then be provided in written form and available for the individual sex offender.
4. It is the responsibility of the offender to obtain the written documentation based on the recommendations of the principal.
5. Request to attend special events outside of the initial letter must be submitted to the principal in writing, either handwritten or through email, at least two (2) school days prior to the event. A. Special events include, but are not limited to: sporting events, performances, parent teacher conferences, culminating events and other extra curricular events. B. If the event is held on another campus, the offender must obtain special permission from the specific principal of that campus to attend the event.
6. This process is required each school calendar year at each campus. Letters / permission expire at the end of the academic school year.
7. Any offense or lack of compliance will immediately be reported to the local law enforcement. It is the right of each principal on each campus to determine the level of access for the offender.

If there are any questions, please feel free to contact the individual schools or Central Administration Office at 358-2942.

Important District Policies

CCSD #1 School Policy Manual

Notification of Rights under FERPA For Converse County School District No. 1

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

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

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

The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents of eligible students may ask Converse County School District #1 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible students of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provide to the parent or eligible student when notified of the right of a hearing.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contacted to perform a special task (such as an attorney, auditor, medical consultant, or such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Dept. of Education
600 Independence Ave., SW
Washington, DC 20202-4605

District Restraint and Seclusion Policy: JKA Restraint and Seclusion

Important District Policies

[CCSD #1 School Policy Manual](#)

NON-DISCRIMINATION STATEMENT

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call 202-72-05964 (voice and TDD). USDA is an equal opportunity provider and employer.

Converse County School District #1 is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, disability, veteran status, marital status, or age in its hiring practices. CCSD #1 operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973.

OCR Statement

Converse County School District #1 is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, disability, veteran status, marital status, or age in its hiring practices. CCSD #1 operates in Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973.

Contact for information or support:

Tanya Seeds - DPS Principal
615 Hamilton St.
Douglas, WY 82633
307-358-2942