

FORT WASHAKIE SCHOOL
Elementary and Middle School
Student & Parent Handbook
2021-2022



“I fought to keep our land, our water, and our hunting ground. In order for our people to keep them, education will be the weapon we need.” ~Chief Washakie

Fort Washakie Elementary / Middle School

90 Ethete Road

Fort Washakie, Wyoming

Phone: 307.332.2380

Fax: 307.332.3597

District Vision

For all students to *excel* and *succeed* while sustaining the knowledge, values, and history of our culture in a global society.

For all teachers to provide a *rigorous* and *relevant* learning environment that is *student-centered*.

District Mission

To prepare all students to reach their full potential and be prepared to meet the challenges of the 21st century.

Operating Procedures:

Collaboration

- Maintain culture and traditions
- Be actively engaged in learning throughout life
- Develop healthy and positive habits and relationships
- Learn in a safe and healthy environment

Work Ethic

- Be responsible, respectful and honorable
- Be prepared and productive

Innovation

- Gain the knowledge and skills to compete successfully and globally

Communication

- Be independent and critical thinkers
- Access and use information appropriately

FCSD #21 Board of Trustees

Carla Mann, Chairman
Wayland Large, Vice Chairman
Bonnie Washakie, Clerk
Orville St. Clair, Treasurer
Kay Ferris, Member
Deb Smith, Superintendent

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Fort Washakie School Staff

Central Office		
Position	Name	Email (XXX@fortwashakieschool.com)
<i>Superintendent</i>	Deb Smith	dsmith
<i>Athletic Director / After School Coordinator</i>	Michelle Ferris-Friday	mferris
<i>Office of Indian Ed</i>	Lynette St. Clair	lstclair
Pre - K Office Staff		
Position	Name	Email (XXX@fortwashakieschool.com)
<i>Middle School Principal</i>	Owen St. Clair	owstclair
<i>Elementary Principal</i>	Daryl Michael	dmichael
<i>PK-8 Assistant Principal</i>	Gale Rowan	growan
<i>Secretary PK- 8</i>	Jennifer Fienhold-Blackburn	jfienhold
<i>Registrar/JOM</i>	Jenine Foote-Durgin	jfoote
<i>Instructional Facilitator</i>	Ashley Archambault	aarchambault
<i>Assessment Cord.</i>	Nancy Herbst	nherbst
<i>Nurse</i>	Alicia Archambault	alarchambault
<i>Nurse Assistant</i>	Susan Bowdel	sbowdel
<i>Counselor</i>	Ross Hopeman	rhopeman
<i>Counselor</i>	Karen Harms	kharms
<i>Social Worker</i>	Calvin Weatherwax	cweatherwax
Special Education		
Position	Name	Email (XXX@fortwashakieschool.com)
<i>Special Ed. Director</i>	Brooke Enos	benos
<i>Special Ed Secretary</i>	Tracy Abeyta	tabeyta
<i>Case Manager</i>	Shannon Peschio	speschio
<i>Psychologist</i>	Taylor Jacobs (Pinnacle Behavior Solutions)	pinnaclebehaviorsolutions@gmail.com
<i>SPED Teacher PK-5</i>	Amber Littlejohn	alittlejohn
<i>SPED Teacher PK-5</i>	Madt Reed	mreed
<i>SPED Teacher PK-5</i>	Megan Clarke	mclarke
<i>SPED Teacher 6-8</i>	Christine Eberline	ceberline
<i>SPED Teacher 6-8</i>	Ronda Winge	rwinge

<i>Paraprofessional</i>	BethAnn LaPointe	blapointe
<i>Paraprofessional</i>	Venita Eckley	veckley
<i>Paraprofessional</i>	Kalee Hollingsworth	khollingsworth
<i>Paraprofessional</i>	Melanie Daniels	mdaniels
<i>Paraprofessional</i>	Jody Whiteman	jwhiteman
<i>Paraprofessional</i>	Denise Moss	dmoss
<i>Paraprofessional</i>	Jennifer Moss	jmoss
<i>Paraprofessional</i>	Annie Schuberth	aschuberth
<i>Paraprofessional</i>	Nicole Tatro	ntatro
<i>Pre - Kindergarten</i>		
Position	Name	Email (XXX@fortwashakieschool.com)
<i>Teacher</i>	Dana Harr	dharr
<i>Teacher</i>	Janice Walker	jwalker
<i>Paraprofessional</i>	Michelle Dunlap	mdunlap
<i>Paraprofessional</i>	Danielle Sorrels	dsorrels
<i>Kindergarten</i>		
<i>Teacher</i>	Alisha Sears	asears
<i>Teacher</i>	Renee Crooked Arm	rcrookedarm
<i>Teacher</i>	Tanya Phillips	tphillips
<i>Paraprofessional</i>	Patricia O'Neal	poneal
<i>Paraprofessional</i>	Cathy Owen	cowen
<i>1st Grade</i>		
Position	Name	Email (XXX@fortwashakieschool.com)
<i>Teacher</i>	Leslee Ayers	layers
<i>Teacher</i>	Kristi Jones	kjones
<i>Teacher</i>	Elizabeth Booth	ebooth
<i>Paraprofessional</i>	Annette Velarde	avelarde
<i>Paraprofessional</i>	Mercedes King	mking
<i>2nd Grade</i>		
Position	Name	Email (XXX@fortwashakieschool.com)
<i>Teacher</i>	Ryan Harder	rharder
<i>Teacher</i>	Kerry Noonan	knoonan
<i>Teacher</i>	Jennifer Platt	jplatt
<i>Paraprofessional</i>	Diana Richards	drichards
<i>Paraprofessional</i>	Joan Sage	jsage
<i>3rd Grade</i>		
Position	Name	Email (XXX@fortwashakieschool.com)
<i>Teacher</i>	Iva LeClair	ileclair

<i>Teacher</i>	Marvin Kehrwald	mkehrwald
<i>Teacher</i>		
<i>Paraprofessional</i>	Diane Ferris	dferris
<i>Paraprofessional</i>	Barb Osborne	bosborne
4th Grade		
Position	Name	Email (XXX@fortwashakieschool.com)
<i>Teacher</i>	Jill Widmar	jwidmar
<i>Teacher</i>	Michelle Oberly-Blackburn	moberlyblackburn
<i>Teacher</i>	Reva Lobatos	rlobatos
<i>Paraprofessional</i>	Keri Myers	kmyers
<i>Paraprofessional</i>	Illa St Clair	istclair
5th Grade		
Position	Name	Email (XXX@fortwashakieschool.com)
<i>Teacher</i>	Rosalie Brockie	rbrockie
<i>Teacher</i>	Rhiann Layton	rlayton
<i>Teacher</i>	Whitney Sutt	wsutt
<i>Paraprofessional</i>	Shannon Stephenson	sstephenson
<i>Paraprofessional</i>	Tiffany Baldez	tbaldez
6th Grade		
Position	Name	Email (XXX@fortwashakieschool.com)
<i>Teacher</i>	George Abeyta	gabeyta
<i>Teacher</i>	Kailyn Washakie	kwashakie
<i>Teacher</i>		
<i>Paraprofessional</i>	Alivina Apodaca	aapodaca
Middle School		
Position	Name	Email (XXX@fortwashakieschool.com)
<i>Science Teacher</i>	Mark Roy	mroy
<i>ELA Teacher</i>	Krista Snyder	ksnyder
<i>Math Teacher</i>	Elizabeth Smith	esmith
<i>Social Studies Teacher</i>	Robert Glovan	rglovan
<i>Intervention Teacher</i>	Kasih DeWitt	kzamora
<i>Intervention Teacher</i>		
<i>Paraprofessional</i>	Monica Aragon	maragon
Specials Teachers		
Position	Name	Email (XXX@fortwashakieschool.com)
<i>PE Teacher 6 - 8</i>	Adam Brasel	abrasel

<i>PE Teacher Pk - 6</i>	Brandi Hamilton	bhamilton
<i>Art Teacher Pk - 6</i>	Melissa Elk	melk
<i>Art Teacher 6 - 8</i>		
<i>Music Teacher Pk - 8</i>	Spencer Clark	sclark
<i>Wood Shop 6 - 8</i>	Nathaniel Penn	npenn
<i>Computer Technology</i>	Terry Gallinger	tgallinger
<i>STEM Lab</i>	Lara Locke	llocke
<i>Librarian</i>	Robin Levin	rlevin
<i>Shoshone Language/Culture Teacher Pk - 5</i>	Joette Thayer	jthayer
<i>Shoshone Language/Culture Teacher 6 - 8</i>	Rubena Tillman	rutillman
Title 1		
Position	Name	Email (XXX@fortwashakieschool.com)
<i>Title 1 teacher</i>	Diane Trembly	dtrembly
<i>Title 1 teacher</i>	Taya Larson	tlarson
<i>Title 1 teacher</i>	Tom Heron	theron
<i>Title 1 teacher</i>	Jill Ooten	jooten
<i>Title 1 teacher</i>	Amber Williams	awilliams

This handbook contains the rules and expectations for Fremont County School District #21 students. The handbook references and contains some district policies, but not all of them. All FCSD #21 student policies apply to all K-12 students. These and other district policies can be found on the District Website: <http://www.fortwashakieschool.com/District/Department/47-Board-of-Education/1854-Untitled.html>

It is important that parents and students review this handbook cover to cover. When finished, please sign the acknowledgement page at the rear of the handbook. This tells us that you have read and discussed the rules of our school. Review it from time to time; it is a great tool to help keep you focused.

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, persons with disabilities, employees and all union or professional organizations holding collective bargaining or professional agreements with Fremont County School District #21 are hereby notified that this school does not discriminate on the basis of race, sex, color, national origin, age or disability in admission or access to, treatment or employment in its programs or activities. Any person having inquiries concerning the schools compliance with the regulations implementing Title VI, Title IX, and The Americans with Disabilities Act (ADA) or Section 504 is directed to contact:

PK-5 Principal
307-332-2380
90 Ethete Road
Fort Washakie, Wyoming 82514

Student Rights

Students have the right to...

- a meaningful education that will be of value to the student as a life-long learner.
- consult with teachers, counselors, administrators and anyone else connected with the school if they so desire, without fear of reprisal.
- be treated fairly by other students and by school personnel, and shall not be subjected to unreasonable punishment.
- physical safety, safe buildings, and sanitary facilities.
- a meaningful school experience and the right to voice their opinions, through representatives of the student council, in the development of such an experience.
- free elections of their peers in student council, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the district.
- be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the FCSD #21 Board of Education and school.
- participate in school activities, provided that they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.
- due process in conformance with this handbook and FCSD #21 Board policies.

Know Your School System

The School Board sets the general philosophy and overall policies for the school corporation. In general, the Board's duties are as follows:

- ✓ Set policies, rules, and regulations that provides a good educational atmosphere.
- ✓ Decide what curriculum the schools will use.
- ✓ Provide a budget to assure quality education for each student.
- ✓ Follow state and federal laws.
- ✓ Ensure that the superintendent carries out Board policies.

The Superintendent manages the day-to-day operations of the schools. He/she has the responsibility to:

- ✓ Plan a curriculum and activities to meet the needs of all students.
- ✓ Provide the materials, personnel, and facilities necessary to carry out a good educational program.
- ✓ Establish policies and rules of attendance and behavior that create a conducive learning atmosphere.
- ✓ Make future plans, based on the needs of the students.

The Principal usually oversees the education of a group of students in a specific school. The principal's duties include:

- ✓ Seeing that the instructional program is effective and meets the curriculum requirements.
- ✓ Developing and maintaining a rapport with students, parents, and teachers.
- ✓ Solving any school related problems students, staff, parents, or members of the community may have.

- ✓ Keeping parents informed about school programs, rules, and staff.
The Teacher:
- ✓ Is the first contact for information about student progress and challenges.
- ✓ Develops and maintains rapport with students, parents, and teachers.
- ✓ Creates and maintains an atmosphere that supports teaching and learning for every student.
- ✓ Supports continuous improvement in the classroom.
The Activities Director:
- ✓ Is the first contact for information relating to athletics, activities, and fundraisers.
- ✓ Responds to questions concerning CHSAA regulations and eligibility.
- ✓ Supports a positive learning experience for both coaches and participants in our activities programs.
- ✓ Oversees and coordinates school programs including concessions and work study.
The Counselor:
- ✓ Assists students through class presentations, individual conferences and group meetings.
- ✓ Provides resources and guidance for vocational choices, life skills, personal crisis, or educational concerns (such as college selection, high school course selection, or scheduling conflicts).
- ✓ Supports students through scheduled appointments (students need to obtain a pass for this time).
- ✓ Locates additional support services as needed on a case by case basis for students and their families

Discrimination and Harassment Grievance Procedure

Definitions

Grievance: A complaint involving an alleged violation, interpretation, or application of any article of Part 86, Rules and Regulations, Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. § 1681 et seq., and its implementing regulation at 34 C.F.R. Part 106, Title VI and Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, as amended, and/or Section 504 of the Rehabilitation Act of 1973.

Student: Any person enrolled as a student in any school and/or educational or recreational program authorized by the School District.

Employee: Any full time or part-time teacher, secretary, clerk, custodian, cleaner, administrator, or other person receiving compensation for services rendered to the School District.

Compliance Officer: The person designated by the School District to coordinate efforts to comply with Title VI, Title VII and Title IX Rules and Regulations, the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

The district's Compliance Officer is:

Deb Smith
Superintendent
90 Ethete Road
Fort Washakie, WY 82514

Superintendent: The Superintendent of Schools or his/her designated representative.

Discrimination: Discrimination includes the use of race, color, weight, creed, national origin, religion, religious practice, ethnic group, political affiliation, gender (including gender identity, expression or nonconformity to gender stereotypes), sex, sexual orientation, age or disability as a basis for treating another in a negative manner.

Discrimination also encompasses harassment on any of the aforementioned bases (including sexual and gender based harassment, sexual assault and sexual violence), which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.

Level One (1) Procedure:

Student, Employee, and/or Third Party

a. Any student or employee in the School District, as well as any third party, who wishes to file a grievance (complaint) regarding discrimination (including, but not limited to, discrimination based on sex or gender, or harassment) is encouraged to make such a request in writing on forms available in any of the school offices or online. Such forms must be forwarded to the District's Compliance Officer. However, nothing herein shall prevent an individual from making a verbal complaint of discrimination.

Compliance Officer

a. The Compliance Officer shall initiate and coordinate a thorough and impartial investigation and shall review any evidence that has been presented by the grievant, the alleged offender and any of their witnesses and attempt to meet with the grievant, the alleged offender and any named witnesses. The Compliance Officer will also attempt to meet with any individual that the Compliance Officer believes will aid in the investigation.

b. Within sixty (60) days of the receipt of the grievance, the Compliance Officer shall make a finding in writing that by a preponderance of the evidence, discrimination based on the grievant membership in a protected category (including, but not limited to, gender or disability) has or has not occurred and shall inform the grievant and the alleged offender in writing of the outcome of the investigation. (Should the Compliance Officer be unable to render his/her decision in the specified amount of time, the Compliance Officer shall notify the grievant of such delay). In the event the Compliance Officer finds that there has been a violation, s/he shall propose a resolution of the complaint. Possible disciplinary sanctions for employees include counseling, suspension or termination, in accordance with all applicable laws and collective bargaining agreements. Possible disciplinary sanctions for students include detention, in or out of school suspension, or other penalties in accordance with the District's policy.

Complaints of Sexual Harassment, Including Sexual Violence

a. In addition to the procedures above, the District will comply with any law enforcement requests for cooperation regarding investigations of sexual harassment, including sexual violence. Such cooperation may require the District to temporarily suspend the fact-finding aspect of a Title IX investigation while the law enforcement agency is in the process of gathering evidence. The District will promptly resume its Title IX investigation as soon as notified by the law enforcement agency that it has completed the evidence gathering process.

b. During the investigation process, the District shall make available to the grievant information on obtaining counseling or other support as needed. If the grievant is a student, the grievant should inform the District of any classes the grievant is taking with the alleged offender so that the District can address any issues that may result during the investigation. Such interim measures shall not disproportionately impact the grievant.

Level Two (2) Procedure:

If the grievant or alleged offender is not satisfied with the finding of the Compliance Officer, or with the proposed resolution of the grievance, the grievant or alleged offender may, within thirty (30) days after s/he has been notified of the Compliance Officer's findings and/or proposed resolution, file a written request for review by the Superintendent of Schools.

The Superintendent of Schools may request that the grievant and the alleged offender, as well as the Compliance Officer, student, third party or any member of Fremont County SD #21 staff present a written statement setting forth any information that such person has relative to the grievance and the facts surrounding it.

Within thirty (30) days from the date a review was requested, the Superintendent shall render his/her determination in writing. (Should the Superintendent be unable to render his/her decision in the specified amount of time, the Superintendent shall notify the grievant or alleged offender of such delay). Such determination shall include a finding that there has or has not been discrimination based on the grievant membership in a protected category, and/or a proposal for equitably resolving the grievance. The grievant and the alleged offender shall be informed of the outcome of the Superintendent's determination.

The District acknowledges that while it would like students and employees to raise issues of discrimination pursuant to this Regulation so that they can be addressed by it, any employee or student has the legal right to immediately make a complaint to the appropriate governmental entity.

An employee may file a complaint with the following agencies:

The Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-582, or (303) 844.5695.

A student may file a complaint with the following agencies:

The Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-582, or (303) 844.5695.

Please take notice that the failure to file a complaint with these agencies within the statutory period may result in the loss of your legal rights.

Prevention and Correction:

The District will take all necessary steps to prevent discrimination and harassment in all forms. If the grievance process concludes in a finding of discrimination or harassment, the District will take all necessary steps to correct any discriminatory effects and prevent the reoccurrence of any discrimination or harassment.

Non-Retaliation:

The District prohibits any retaliatory behavior, including, but not limited to intimidation, reprisal, and harassment, directed against grievant and/or witnesses in an investigation pursuant to this grievance procedure. Follow-up inquiries shall be made to ensure that discrimination has not resumed and that the grievant and/or witnesses have not suffered retaliation.

Confidentiality:

The confidentiality of investigations cannot be guaranteed, but a good faith effort shall be made to maintain confidentiality.

(See Appendix E for Grievance Form)

General Information

School Hours

Classes begin at 8:30 am and dismiss at 3:30pm.

Before and After School Policy

Students are supervised from 7:30 to 3:35pm. From 7:30 – 8:25am students are to be in the cafeteria for breakfast. Students may be in other parts of the building if adult supervision is agreed to prior that morning. By 8:25 am, students are expected to have finished breakfast and be preparing to arrive to classes ready and on time. After 3:35pm, students must be participating in sports, tutoring, activities, or using the cultural center to remain on campus. The bus runs at 3:35pm following school and 5:30pm following sports or after school activities.

Closed Campus

Fort Washakie School has a closed campus. This means students are expected to be in class according to their schedule. Being anywhere other than adhering to his/her schedule is truancy and may be sent through the local court system. For the safety of our students they will not be allowed to leave the school without permission, even for lunch. Permission will not be given unless there is a verbal or written statement from the parent requesting that the student be allowed to leave school grounds. Students must check in at the main office when arriving late, checking out, leaving or returning to school after being checked out.

Cell Phone Use

Cell phones and other personal electronic devices are not allowed in class. We encourage that all personal electronic devices stay home. We are able to provide an assortment of technology and have landlines in every room. If there is an emergency, please contact the front office and we will connect students to their family/guardian with ease.

Between the hours of 8:00am and 3:30pm, cell phones should be placed in lockers or in a classroom charging station locker. If your child has a phone in any other location during school hours, a staff member will expect the student(s) to turn in their phone or the phone may be confiscated by the staff member. While a student may have their phone returned at the end of the day, to address chronic issues the school will keep the phone for additional days and/or require that the parent/guardian come to the school to pick up the phone.

Copyright and Privacy & Social Media

FCSD #21 is a public school. However, the privacy rights of all individuals on campus should be respected. Recording, possessing, accessing, using, and/or posting information or photos/videos about students or staff to a social media site violates the rights of others. Students should be respectful of these rights.

Likewise, students should realize that using Social Media sites or Text Messages to harass, bully, intimidate, and/or embarrass a fellow student will result in disciplinary action at school. The staff at FCSD #21 are dedicated to ensure the safety of all students. This includes being safe from bullying in all of its forms.

Dress Code

Good personal appearance is conducive to a positive learning atmosphere. It is each student's responsibility to come to school clean and properly dressed. Apparel must meet with health and safety codes, be in good repair,

and not interfere with the educational process. Any questions concerning appropriateness of dress will be handled on an individual basis. Any form of dress that may cause disruption to the educational process as determined by FCSD #21 administration is subject to confiscation.

Any clothing/back pack item or accessory that is deemed by school officials to advocate, represent, promote or advance gang activity, violence, racism, sexual behavior, obscene language, alcohol, or drug usage or distribution is prohibited. Identification and confiscation of such items will be at the discretion of FWHS and/or FCSD #21. Confiscated items will either be returned to the student when they leave school for the day, parents may be required to bring clothing for the student or the student may be sent home. Additionally, FWHS and/or FCSD #21 authorities may prohibit specific clothing or other items at their discretion, including (but not limited to) the following:

- Clothing which creates an offensive environment by the display of slogans, objects or pictures which are sexually suggestive, or which promote the use of drugs, alcohol.
- Immodest clothing; spaghetti straps, short shirts, sleeveless shirts, exposed bellies, extremely tight fitting, see through or exposed under garments, etc as deemed inappropriate by administration.
- Shorts and skirts must extend to the fingertips when arms and fingers are straight to sides of body. Proper footwear (shoes, sandals, etc) must be worn in the building.
- Belts that overly extend past the buckle and hang down.
- 'Heely' shoes or roller-skates in the building.
- Pants must not fall below hip bones.
- Chains and spikes are not permitted.
- No hats, visors, bandanas or other head covering will be worn in the building and will be left in lockers / classrooms during the normal school day.
- Sunglasses or dark glasses should not be worn in the buildings- unless a doctor's note is provided.
- Red, blue or any other color deemed by building administration to be associated with gang behavior.
- Due to allergies and asthma issues, perfumes, body sprays, etc should only be applied before school. If these items are being sprayed in the hallways, they will be held until the end of the school day. Repeat occurrences will result in items being held for longer periods of time or until guardian pick up.
- Backpacks, fanny packs, purses, etc are to be left in lockers during school hours.

Drug and Gun Free School Zone

Fremont County School District #21 is a Drug and Gun Free School Zones. Fremont County School District #21 is drug, tobacco, vape, and alcohol free campus. There is no “smoking area” for students on our campus. Under federal and state laws, anyone found to be in possession of prohibited substances or firearms in a Drug Free or a Gun Free School Zone is subject to stiff penalties that are in addition to any other federal, state or local penalties.

Emergency Procedures

Emergencies may be issued for fires, lock-downs, stay-puts, evacuation, tornadoes and earthquakes. Our district conducts drills for various emergency situations so that students and staff will be prepared. Emergency procedures are posted in each classroom. In all cases, students will follow the instructions of the nearest staff member. If you are visiting our school during an emergency or drill, please follow the instructions of the staff.

- *Life Threatening Emergencies:* CALL 911- notify the principal, admin and security so the appropriate emergency procedure can be implemented.
- *Stay-Put/Hold:* Classroom doors will be closed and there will be no traffic in or out of classrooms. Outside doors will be closed to visitors.
- *Evacuate:* Alarm will sound or Evacuation notice will be announced and people will calmly follow the emergency route according to the nearest staff member.
- *Lock-Down:* When a “Lock-Down” command is issued all outside exits will be closed and locked. Classroom doors will be closed and window blinds pulled. Students will report to the area designated by the teacher and remain silent. Teachers are responsible for taking roll and reporting any missing students.
- *Lock-Out:* When a “Lock-Out” command is issued all outside exits will be closed and locked. Within the building, classes will continue as normal.*Emergency Evacuate:* Should an “Evacuate” command be issued staff will immediately evacuate the school while taking note of any missing students. Staff will use their judgment on the safest route for evacuation based on the district emergency response plan.
- *Shelter:* Guidance will be given based on the appropriate hazard or emergency

Parent Contact

In the event of an emergency, parents/guardians will be contacted through text, call, or email by the automated messaging system within Infinite Campus with a description of the emergency and instructions in case of dismissal. Our district website and other news authorities will also be updated. Please do not call the school and overload the phone lines or come to the school to find your child. Our district has emergency procedures in place to keep your child as safe as possible. If student release occurs, a location and checkout area will be communicated to parents. Staff will use a student list to release students. Parents will be asked to provide identification and sign out students.

Dismissal Regarding Weather Related

In the event of dismissal or closed school due to bad weather, notification will be posted on our website, sent through Infinite Campus and local news agencies.

Gang Activity/Hazing/Secret Society

Membership in secret clubs, societies, or organizations is prohibited. The school will refuse to recognize and allow any activities connected with these organizations to be associated with any phase or part of the school program. (FCSD #21 District Policy Code: JICF)

Students will not be allowed to promote these organizations during any part of the school day or during their school activities. This restriction shall cover all types of activity relating to these organizations' membership, recruitment, wearing of distinguished clothes or emblems, and any other action by members of secret organizations. This includes any article of clothing or an accessory in the color of red, blue or any other color associated with a gang color that leads a school official to believe a student is affiliated with such a gang.

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, whistling, cat-calls, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangements, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, presents a danger to the educational process. Use of electronic devices, including cell phones or social media, to promote gang activity is prohibited on or at any activity related to our campus. Gang activity, hazing and secret societies are contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which may cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students, are prohibited. These activities are prohibited whether or not the initiation or hazing event is associated with a recognized or accepted school club, class or activity or whether it is associated with an unrecognized or improper gang, club, or activity.

Interrogations or Searches

Books, lockers, desks, and all other storage facilities, equipment and/or other materials provided by the school remain school property even though utilized by students. The school retains the right to check, inspect or search these materials, facilities or property at any time to verify their condition, orderliness, cleanliness, and/or content. Students may be issued a combination or a lock for a locker or storage facility, however this does not give the student any particular right of privacy in such locker or facility. (FCSD #21 Board Policy Code: JIH)

Interrogations of students by school personnel and searches of their property may occur on school grounds whenever it is determined by school authorities that there is a reasonable basis for the interrogation or search. When there is reason to believe that contraband, illegal and/or prohibited items are on a student's person, the principal and/or an assistant or designee may authorize a search of the student's clothing, bag, purse, jacket, etc. for the purpose of removing such items.

Lockers

Lockers are the property of Fort Washakie School. Student lockers must be kept tidy. Students must refrain from placing any stickers or adhesive items that might damage the locker surface. Valuables taken from lockers or

damaged in lockers are not the school's responsibility. Any item or accessory that is deemed by school officials to advocate, represent, promote or advance gang activity, violence, racism, sexual behavior, harassment, obscene language, alcohol, or drug usage or distribution is prohibited.

Technology

Acceptable Use, Opportunities and Risks of Computer Network Use

FCSD #21 believes the value of information, interaction and benefits that access to the district's computers and the Internet offers far outweighs the potential hazards of its use, and that more would be lost by not providing its students, faculty and staff access to this technology and information.

An inherent risk of making these global network resources available is that some users might encounter sources that could be considered controversial or inappropriate. Because global information resources are transitory and uncontrolled, the school cannot predict or totally control what users may or may not locate. The District has chosen, on a "best effort" basis, to limit access only to educationally appropriate resources. This "best effort" basis would include, but not be limited to, the following: Staff supervision, Security software, and User training. FCSD #21 does not support or condone access to educationally inappropriate resources. Users must utilize good judgment when accessing global information resources and be wary of the integrity and content of the information resources, regardless of the source of the technology.

The district may provide students with a student e-mail account that can be accessed through any computer with Internet access. The district may review all files, including electronic communications that are created on, stored on or sent to, from or via the computer network. The district reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the district's computer network. Evidence of illegal activity may be reported or turned over to appropriate authorities. No use of the district's computer network is guaranteed to be error-free and totally dependable, therefore it cannot be held liable for any unforeseen difficulties that may arise. The district cannot be held accountable for information that is retrieved through the use of technology.

User Conduct and Responsibilities

Guidelines for access to the district's computer network and/or participants in remote learning systems within this document apply to all students, administrators, faculty, staff and other employees of the district. These guidelines are not all-inclusive. A user who commits any act of misconduct not specified may also be subject to disciplinary action. Disciplinary actions are consistent with district policies governing such behavior, such as its policy on student behavior and staff contacts.

The district's computer network and remote learning systems are part of the educational curriculum and not intended to be used as a public forum for general use. Access to the computer network is a privilege - not a right - and carries with it responsibilities. All users of the district's computer network are expected to abide by district policies and rules of behavior. These guidelines are provided here so that users are aware of the responsibilities that the use of technology places upon them.

Users have the opportunity to access the district's computer network for educational or professional purposes only. Exercising that privilege requires that the user accept the responsibility for all material they access, view,

download and/or produce. It is necessary for users to evaluate the validity of the information they access via the district's computer network and acknowledge the source of information when appropriate.

All users of the district's computer network and/or participants in remote learning systems are representatives of FCSD #21 and should act accordingly. Guidelines for acceptable use include, but are not limited to, the items listed below. Users will:

- Use appropriate language.
- Avoid offensive or inflammatory dialogue.
- Adhere to copyright rules and assume that any software that they did not create is copyrighted (unless it is labeled "freeware" or "public domain").
- Not reveal any personal information (i.e., address, phone number, etc.) for themselves or others.
- Note that e-mail is not guaranteed to be private. People who operate the school information systems do have authorized access to e-mail; others may have access if authorization has been provided by appropriate school personnel.
- Use technology only for legal activities.
- Be responsible at all times for proper use of their access privileges and avoid impersonation, anonymity or unauthorized sharing of security measures and/or their account(s).
- Take responsibility for any technology-related activities that they borrow or are used under their account or password.
- Maintain integrity of technological resources from viruses, physical abuse, potentially damaging messages, etc.
- Respect the rights of others to utilize technological equipment by not utilizing it for non-school purposes. Abide by any and all policies and procedures of networks, systems and information resources linked by and through school technology.

Unacceptable use of the district's computer network will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action. Examples of network misuse are any that:

- Disrupt the proper and orderly operation and discipline of the school.
- Threaten the integrity or efficient operation of the district's computer network.
- Violate the rights of others.
- Are socially inappropriate or inappropriate for a student's age or maturity level.
- Are primarily intended as an immediate solicitation of funds are illegal or for illegal purposes of any kind.

Violations of these guidelines and/or district policy will be dealt with seriously. Consequences may include, but are not limited to, loss of access to the district's computer network and/or online remote learning systems. Users are subject to additional consequences as described in the district's policies and regulations. Illegal activities may also result in referral to law enforcement officials.

District Responsibilities and Confidentiality

The district reserves the right to monitor and log the use of its technology and computer network, monitor network utilization by users, and examine user files and materials as needed. Therefore, users cannot expect

absolute privacy from district personnel as it relates to the use of the district's computer network. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files, by persons outside or from persons inside FCSD #21. FCSD #21 reserves the right to deny individual users access to specific technology as a consequence of misuse.

Valuables at School/Lost and Found

Do not leave valuables unattended: FCSD #21 is not responsible for lost or stolen items. If you choose to bring anything valuable, we suggest that you put your name on the items you have. In the event you lose an item, or someone steals it, it is helpful if it can be identified. If you have any lost articles, please check with the main office.

Volunteering

We welcome parent volunteers. Volunteers must pass a background check to work with students.

Registration

Pre-Kindergarten – Fort Washakie is proud to operate a pre-kindergarten program that offers stimulating educational activities designed to prepare learners for entry into kindergarten. The Pre-Kindergarten program is offered to children who are four years of age and not currently enrolled in any other preschool programs (i.e. Head Start, CHILD Project, Shoshone & Arapahoe Early Intervention Program). **Enrollment preference will be given to students residing within District 21 boundaries.**

Kindergarten – State Law W.S 21-4-302 provides that, “A pupil may register for Kindergarten in public school of this state in the year in which their 5th birthday falls on or before September 15th.”

Students who attended FCSD #21 the previous year are rolled over into the next year in our student information system. Our office staff will meet with students in the spring to assist in registration for classes the following year. An *Update of Information Card* may be required at the start of a new school year so we may update information in our systems. Out of district students are admitted on a case-by-case basis and will need to complete an enrollment packet for review. Upon acceptance of admittance, the principal and other office staff will meet with the student.

Updated Parental Contact Info at All Times

If your last name, street address, or phone number changes at any time during the school year, please notify the office immediately. It is very important for us to keep our records up to date and also to be able to contact a parent or guardian in case of emergency. In the event of an emergency, or situation that requires immediate attention from parents/guardians (i.e., suspension, discipline, medical emergency etc.) if we can't call a parent/guardian or emergency contact, police and the Department of Family Services will be contacted.

Documents Required

- School Enrollment Form
- Title VII Student Eligibility Form

- Student Internet Use Agreement Form (This form gives parental permission for the child to use the internet at school for educational purposes)
- Media Permission Form
- Trip permission
- Health
- Sealant Consent
- Home Language Survey
- Student Emergency Information Form
- Immunization Record
- State Certificate of Birth
- Certificate of Indian Blood (CIB) (need for JOM)
- Social Security Card
- Court custody information (if applicable)
- Transcripts
- Physical for sports (if applicable)

Immunizations Required

Wyoming Statute 21-4-309

“(a) These regulations shall apply to all pupils attending, full or part time, any public or private school or child caring facility. (b) No School Administrator or Child Caring Facility Administrator shall retain any pupil thirty (30) days after entry without official written documented proof of immunization according to the schedule published by the State Health Officer except when there are exemptions as noted in these regulations. Pupils who are exempt from immunizations shall remain in school during an appeal process unless there is a vaccine-preventable disease outbreak as defined by Section 5(c) of this Chapter. “

The following immunizations are required for enrollment in Wyoming:**DT/DTaP** - Five (5) valid doses are required of diphtheria/tetanus/pertussis-containing vaccines. If a fourth (4th) dose of DTaP vaccine was administered on or after a child’s fourth (4th) birthday, and at least six (6) months has passed since the third (3rd) dose, a fifth (5th) dose is not required.

- **Tdap** - 7th to 12th Grade students: One booster dose is required of diphtheria/tetanus/pertussis containing vaccine.
- **Polio** - Three (3) or four (4) valid doses are required of inactivated poliovirus vaccine (IPV). Children who receive three (3) doses of IPV before the fourth (4th) birthday should receive a fourth (4th) dose before or at school entry. The fourth (4th) dose is not needed if the third (3rd) dose is given on or after the fourth (4th) birthday. If all four (4) doses are given after six (6) weeks of age and are all separated by at least four (4) weeks, a fifth (5th) dose is not needed, even if the fourth (4th) dose was administered before four (4) years of age.
- **MMR** - Two (2) valid doses are required of measles/mumps/rubella (MMR) vaccine. The 1st dose must have been on or after their 1st birthday and the 2nd dose at least one month after the first dose.
- **Hepatitis B** - Three (3) valid doses are required of hepatitis B vaccine.
- **Varicella** - Two (2) valid doses are required of varicella (or verification by a health care provider of disease after 1 year of age).

In addition to the above, the following immunizations are required for pre-kindergarten (Pre-K) enrollment in Wyoming:

- **Rotavirus** - Two to three (2-3) valid doses are required of Rotavirus.
- **Pneumococcal** - Four (4) valid does are required of Pneumococcal.

Please note that valid doses are those given in correct intervals as recommended by the Advisory Committee on Immunization Practices and the Centers for Disease Control and Prevention. If you have any questions about immunizations, please contact your school nurse or contact the Department of Health Immunization Program at 307-771-2188.

You can follow the address below for information related to immunization exemptions:
<https://health.wyo.gov/publichealth/immunization/mandatory-immunizations/immunization-exemptions/>

Attendance Policy

Regular school attendance is essential for a student’s academic and social development and success in school. As situations arise that preclude a student’s attendance in school, please contact the front office.

Excessive Absences

Excessive absences are defined as less than 80% attendance. In order to prevent excessive absences, FCSD #21 will make a good faith effort to work with the family to increase attendance. Excessive absences are reported to the Tribal Prosecutor and Truancy Board where the parent must appear.

Statute

Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. A typical school day is filled with learning that is not limited to books, i.e. group projects, discussions, and lab work. Paperwork can be made up, but valuable learning opportunities cannot. However, when children are sick, they should stay home from school.

The Shoshone & Arapaho Law & Order Code Nov. 1, 2004: Section 7-7-3 Truancy

(1) No person under the age of eighteen (18) years of age shall be:

- a) Wayward or habitually disobedient; or*
- b) Truant from school or home.*

(2) As used in this Section:

- a) “Truant” means to stay away without permission of those with authority to grant such permission; and*
- b) “Wayward” means to habitually turn away from what is right or proper.*

(3) Any person found in violation of section (1)

- a) (a) or (b) shall be deemed guilty of an offense and disposition of such child taken pursuant to the Children’s Code, Title III, Ch. 4, Section 14 or Ch. 5, Section 16*

Excused

Absences must be excused according to Board policy. A note or call to the office either in advance of the absence or the morning the student is absent is recommended. If you call before the school office opens, please leave a message on the secretary's voice mail at (307) 332-2380. Any absence from school without appropriate medical / legal documentation, to include day and time of visit and return (i.e. Student cleared to return to school on ___/___/___ at time __:__), shall be considered an unexcused absence. Other extenuating circumstances will be determined on a case by case basis as approved by school administration.

Tardies

A student is marked tardy when he/she enters class after the tardy bell. After five minutes following the period bell, the student is considered truant. Excessive tardiness will result in consequences deemed appropriate by building administration.

Hall Passes

Students must be issued a hall pass, in accordance with the building system, by their teacher in order to leave the classroom. It is considered truancy to not attend class or to leave without teacher permission. Students who abuse the pass privilege will have it revoked for a period of time.

Student Checkout

Fort Washakie School has a closed campus. For the safety of our students they will not be allowed to leave the school without permission from the student's parent or guardian. Permission will not be given unless there is a verbal or written statement from the parent/guardian requesting that the student be allowed to leave school grounds. Parents/Guardians must sign out students in the main office. Students must be signed out at the main office when leaving and sign in when returning to school.

Visitors

Parents are encouraged to visit and volunteer incorporation with the classroom teacher. All visitors must check in at the main office of the building. Visitors should not attempt to gain access through any other door (ie commons, lunchroom, exits and playgrounds)

Withdrawal From School

Withdrawals and Transfers

Students who withdraw from school or plan to move outside of the school district should contact the secretary to receive the proper forms and information necessary to complete an accurate withdrawal process. This includes *variance* forms.

Returning Materials

Students must return all books, material, and equipment prior to withdrawal or at the end of the school year. Fees will be assessed for missing materials.

Grades

Progress Reports

Grades will be sent out quarterly throughout each semester. They will be mailed or emailed to the address provided at enrollment.

Grading Scales

K - 4		5 - 8	
Advanced Proficient (AP)	93-100%	A	90 - 100%
Proficient (P)	80-92.9%	B	80 - 89.9%
Basic (BA)	65-79.9%	C	70 - 79.9%
Below Basic (BB)	0-64.9%	D	60 - 69.9%
		F	0 - 59.9%

Parent/Teacher Conferences

Parent/Teacher Conferences are offered at the midpoint of each semester. Conferences are a very important way to check on your child. Teachers may provide work samples, in-class and/or third party assessment-scores, and suggestions as to how your child can improve his grade.

Parent Portal Infinite Campus

Our school offers a method to check your child's attendance and grades. Sign-up in the frontoffice. There is also an app available. Please ask us for more details.

After School Programs

FCSD #21 offers an after school program Monday through Thursday from 3:30 PM - 5:00 PM. After school program will include tutoring / homework help and enrichment opportunities. The buses will be departing from the school at 5:00 PM. Parents may also pick up their students at any time during the after school program. For any questions or concerns with the after school program, please contact Mrs. Michelle Ferris-Friday.

Services and Activities

Food Services

FCSD #21 provides breakfast and lunch free of charge to all students. Breakfast is served from 7:30- 8:25 am. All students must enter their lunch number prior to receiving their tray as this is how the school is reimbursed for meal costs. Please do not take food or drinks out of the cafeteria area. In the case of food allergies, please notify the school nurse who will alert cafeteria staff.

Counseling (Disclosure Statement)

Counselors provide individual and small group counseling as well as individual, small group and classroom guidance activities. They also conduct assessment activities; consult with parents, teachers and others as needed; provide an information management service to the school, provide referrals, and manage programs and services to benefit students.

The counselor may use strategies to help students reach their goals and resolve problems to make their school experience a success. If students require more intensive help, it may be suggested the student seek assistance outside the school with a therapist or counseling agency. School counselors can help coordinate services in some cases. When a student seeks counseling services outside the school setting Fremont County School District #21 will not accept the responsibility for payment of the therapist's services.

- Students have a right to know the purpose, goals, techniques, and rules of procedure under which you may receive counseling.
- Counselors will treat you with respect as a unique individual and are concerned about your educational, career, emotional and behavioral needs, and will seek to encourage your development in each of these areas.
- Counselors are required to protect the confidentiality of information received in the counseling relationship as specified by federal and state laws, written policies and ethical standards. Counselors will also protect the confidentiality of your school records and release personal data only according to prescribed laws and school policies.
- For any of the following matters, legally and ethically, counselors may break confidentiality and involve others who can help:
- If mandated by a court of law. If disclosure is required to prevent clear and imminent danger to you or others.
- Where potential or actual occurrence(s) of abuse and/or neglect of minors, persons with disabilities, and senior citizens.
- Information will be given to a person who is at high risk of contracting a disease from you that is communicable and fatal, provided you have not already informed that person or if you are not intending to do so.
- Confidentiality cannot be guaranteed in a group counseling setting due to the nature and composition of a group. All group members are asked to observe confidentiality and not reveal personal information outside the group setting.
- Counselors will respect the inherent rights and responsibilities of a student's parents and may share information about you with them. We recognize that all parents (custodial and noncustodial) are vested with certain rights and responsibilities for the welfare of their children by virtue and according to the law.
- All national and state laws pertaining to the ethical treatment of minors will be abided. The guidelines of the American Counseling Association Code of Ethics will also be strictly followed. Fremont County School District #21 counselors will follow the policies, procedures, and standard practices as mandated by the State of Wyoming Department of Education and the Fremont County School District #21 School Board Policy.

Extra-Curricular Activities

Current Sports Offered

Cross Country Running, Volleyball, Basketball, Track, Wrestling and Field and Football are offered for 7th and 8th grade. Youth sports are for 5th and 6th grade with Cross Country Running, Volleyball, Basketball To participate in Wyoming High School Sports, an annual sports physical is required as well as a medical release per season for Wyoming High School Activities Association.

Sports Philosophy

Fort Washakie School will afford each student athlete the real opportunity to achieve their potential by giving them the access to the goods, services, social, and cultural capital of our society while also affirming each individual's culture and talents and the groups with whom they identify with.

FWS/FWMS Athletic Program Objectives

1. Treat opponents with respect.
2. Play hard, but play within the rules.
3. Exercise self-control at all times, setting a positive example.
4. Respect officials and accept their decisions without gesture or argument.
5. Win without boasting, lose without excuses, and never quit.
6. Remember that it is a privilege to represent his/her school.

Fort Washakie School student athletes and activity participants will recognize they are accepting additional responsibilities, in addition to their academic requirements, in order to participate and compete. By accepting this, they agree to hold themselves to a high standard and represent themselves, their peers, and the school to the highest standard.

Eligibility

Eligibility is contingent on many aspects including age, grades, health and number of practices. Our Athletic Director may be contacted for further questions regarding sport policy.

Academic Eligibility: Per athletic eligibility criteria, students have passed in five (5) solid courses subjects during the immediate preceding semester to participate in activities for the current semester. Eligibility for each sport will be determined using the current semester grade on a weekly basis. Students must have fewer than two (2) Ds or one (1) F core classes (English, math, science or social studies or electives). Eligibility will run Monday – Sunday and will be checked and determined at 9:00 AM on the first school day of each week. The process of verifying grade accuracy will rest with the teacher. If the student has two or more Ds or one or more Fs, they are ineligible for all competition for the week. A list of ineligible athletes will be generated and sent to the Principal, Counselor, Athletic Director, Teachers, and Coaches. A student may only have exemption from this criteria if there was approval by school administration by the end of the previous week.

Other Clubs and Activities

Ski Club, Student Council, Science Fair, Traditional Club, After-school tutoring, Community Outreach, and Enrichment opportunities.

Health

Community and Widespread Health Concerns

FCSD# 21 will be following Tribal/County/State and CDC guidelines as they pertain to the COVID-19 pandemic. We expect these guidelines to change over time and will do our best to keep students/parents/guardians/staff advised as necessary. Watch for updates on our website, Facebook and communication sent to homes.

Emergency/Illness/Injury

If a student is sick (such as but not limited to fever, vomiting, diarrhea) the student is encouraged to stay home until well. Please call our school's main office as soon as possible to excuse your student from school.

There are times when students will experience accidents with injuries on the school campus. The school procedures are:

- The school nurse will treat minor injuries. If the injury appears to require a doctor's attention, emergency care will be sought, and an attempt will be made to telephone the parent(s)/guardian(s) immediately.
- In cases of illness, the school nurse will attempt to determine the nature of the illness. In the case of a minor illness and a parent cannot be reached, the student will remain in the nurse's office until time to go home. If the illness appears serious, the parent(s)/guardian(s) will be contacted by telephone immediately to take their child home or to the hospital. If the parent(s)/guardian(s) cannot be reached and the school nurse deems the situation an emergency, emergency care will be sought. The school will not routinely transport children to the hospital or to their home.

Medication

Students who have breathing disorders may carry and self-administer handheld inhaler devices, provided that the student's name is on the prescription label on the medicine container and the parents or guardians of the student provide documentation authorizing possession and self-administration by the student.

Cough drops, Tylenol, ibuprofen, and prescription drugs are not to be dispensed by teachers or in the possession of a student during the school day. If a student needs to take any of these items, they are to be checked into the Nurse's Office for safe keeping and dispensing. The nurse or nurse's assistant will have a form to be completed by the parent or guardian. See Appendix F for Standing Orders for Over the Counter Medications.

- Medications should be administered at home if at all possible.
- If you are sending any medication that is to be given to your child during school, Medication Consent must be filled out including name of medication, dose, frequency, duration, side effects of medication and parent/guardian signature before medications can be administered at school. A Medication Consent form is included in the registration packet or can be obtained at the nurse's office.
- Prescription medication must be brought to school in a container properly labeled by a pharmacist or physician. A non-prescription (over the counter) medication must be in the original container.
- The medication will be kept in a locked cabinet in the nurse's office. Records will be maintained on medications administered including date, time, and dose. The individual who administered the medication will sign the record.

- The school nurse, the building administrator, or a staff member designated by the building administrator may only distribute medication.
- Any staff member may refuse to administer medication for undisclosed reasons.
- Parents are asked to instruct children not to “share” medication with others.
- If medication is for emergency use only, such as a bee sting kit, parents/guardians must demonstrate proper procedures to the person or persons responsible and leave complete instructions provided by the physician for administration.

Services Provided

Health Screenings for most students include: one screening for vision and hearing. Indian Health services assist with the health screening for height, weight, BMI, B/P, waist and hip circumference and percent of body fat.

Notice of Policy (JLCE)

The school nurse shall develop a plan for annually informing parents/guardians, students and staff about this policy and specifically:

- The availability of Naloxone to treat opioid drug overdoses and what it does;
- The symptoms of opioid drug overdoses;
- How students and staff should report suspected overdoses;
- The protection from criminal prosecution provided by law for persons who report a suspected overdose using their real name and remain with the overdosing person until emergency medical services (EMS) or law enforcement arrive, as well as for the person whose overdose they report.
- The protection from civil liability provided by law for persons who report overdoses or administer Naloxone in overdose emergencies.

This policy (JLCE) does not create a duty on the part of the Fremont County School District #21 and/or its personnel to administer Naloxone.

Child Abuse/Neglect

As required by federal and state law, all suspected incidents of child abuse and/or neglect will be reported. In our district, the report must be taken to the principal and if he/she is not available, it is then given to his/her designee. The principal may then assign the nurse, counselor, social worker or school psychologist to obtain more information. However, since the school is not an investigating agency, all suspicious incidents will be reported to social services and/or law enforcement. The referring staff member is responsible for ensuring this process has been completed. Outside agencies may speak with students during school hours when abuse is suspected. When the appropriate agency has been contacted regarding child abuse by a school official, the name of the reporting person will be kept confidential. This policy is to protect the child as well as the person reporting the abuse.

McKinney-Vento: Children and youths in transition

Children and youth living in the following situations may be considered to be in transition:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

Eligible students have the right to:

- Go to school, no matter where they live or how long they have lived there;
- Stay in the school that they were attending before being in transition, the school they last attended, or the local enrollment school if that is their choice and it is in the best interest of the child;
- Enroll in school immediately, even if they do not have all the paperwork, such as school or medical records or any other documentation required by the school district to enroll;
- Unaccompanied youths must be accorded specific protections, including immediate enrollment in school without proof of guardianship;
- Be provided transportation to or from the child’s school of origin; Access the same special programs and services that are provided to other children, including special education, migrant education and vocational education;
- Receive the same public education that is provided to other children, including preschool where applicable. (Your child cannot be separated from the mainstream school environment because they are in transition. They cannot be segregated in a separate school, separate programs within a school, or separate settings within a school);
- Parents, guardians, and unaccompanied youths have the right to dispute an eligibility, school selection, or enrollment decisions.

If you believe your children may be eligible, contact the local liaison or building principal to find out what services and supports may be available. There also may be support available for your preschool-age children.

Local Liaison: Owen St. Clair
 owstclair@fortwashakieschool.com
 (307) 332-5983

State Coordinator: Shannon Cranmore
 shannon.cranmore@wyo.gov
 (307) 777-3672

If you need further assistance with your children’s educational needs, contact the National Center for Homeless Education at 1-800-308-2145, homeless@serve.org or at www.serve.org/nche edu.wyoming.gov/homeless

[Library/Cultural Center](#)

In the FWS building we have a branch of the K-8 Culture Center and Library called the “Reading Room” where students may study and collaborate. Students in the Reading Room must have adult supervision to be in this area as it is not staffed by a full time media specialist. Fremont County School District owns, staffs, maintains, and operates the FCSD #21 library system. All FCSD #21 school district policies, school rules, and expectations apply to those using the library.

We expect FWS students to adhere to the following expectations and guidelines when using the library at any time:

- Represent FWS with respect
- Recognize that all school rules apply
- Use the library for what it is intended: research, reading, study, communication and the pursuit of education
- Be respectful to all staff and follow their directions

Student Conduct

As a student at Fort Washakie School, students are expected to have the self-discipline required to respect the rights of other individuals. All activities are considered to be an extension of the school day regardless of their location. Therefore, all school policies should be respected and observed.

Fremont County School District #21 neither condones nor tolerates harassment, bullying, or discrimination of students by employees, other students, or non-employees. Any employee or student who engages in any form of harassment of students will be subject to disciplinary action

Positive Behavioral Interventions and Supports

SOAR: Safe On task Awesome attitude Respectful

School Wide Expectations	Follow adult direction Use kind words and actions Keep hands, feet, and objects to self Use all equipment & materials appropriately	Wait your turn Ask permission Use appropriate voice Give personal space	Give your best effort all the time Choose to fully be here and benefit Try to learn something positive from every situation	Follow school rules Remind others to follow rules Take proper care of all personal belongings & school equipment Be honest Clean up after yourself
Classrooms	Do what is asked right away Keep hands, feet, and objects to self Listen when others talk Wait to talk if others are visiting Practice good hygiene	Have appropriate materials Complete assignments on time Keep your space neat Work should be clean and readable Clean up what you mess up Put chair away when not being used	Be positive Give your best effort Be polite Stay focused – be present Expect the best	Get enough sleep Be ready to work Ask questions + permission Use passes to leave Sit with feet on floor Sit up straight
Hallways	Keep hands, feet and objects to self Walk quietly Stay with your class Report any spills or damage Hold doors Listen to and obey adults	Use quiet voices Stay to the right Walk in single file line when with a class Allow others to pass Line up on opposite wall when waiting for class or restroom Keep your head uncovered	Be positive and polite Be safe Be courteous	Always have a hall pass Enjoy displays with eyes only Stay inside where you are safe and seen
Playground Recess	Keep hands, feet and objects to self Listen to and obey adult directions Report any damage to equipment Include everyone Play fairly	Walk to and from the playground Use the bathroom prior to recess Stay away from others who are playing Slide down the slide only – use the stairs Swing with bottoms in the seat Monkey bars go one way Use equipment as it is intended Line up when directed to do so	Be positive Try to work things out in a friendly way Think of others first	Dress for the weather (boots, gloves, snow pants, etc.) If you bring it out – take it back Keep the playground clean Report any dangerous objects to an adult Take care of your personal property
Cafeteria	Stay in line with class Keep hands, feet and objects to self Keep hats off Use quiet voices Try everything on your tray Use please and thank you	Sit with your class, teacher and teacher's aide at assigned table Follow teacher's directions Exit orderly and quietly No food is to be taken out of the cafeteria	Choose to enjoy the moment Treat everything as your own Be friendly to all	Use tongs at the salad bar Eat what you take Report any spills Treat your body right – no candy, gum or soda pop

SOAR: Safe On task Awesome attitude Respectful

Bus	Follow directions of the driver and aides Keep hands, feet and objects to self Say thank you to driver	Sit in your assigned seat Once you are on the bus stay on the bus Ask first to open/close windows Wait for driver to come to a complete stop before you get up	Be friendly to all other passengers Think of the bus as the privilege that it is	Show up on time Clean up after yourself Obtain written pass to change stops No animals or hazardous materials
Special Events and Assemblies	Be attentive – eye contact, ears listening, and quiet Keep hands, feet and objects to self Respond when appropriate Use respectful words (excuse me, please, thank you)	Enter and exit with your class Sit in assigned area with your group Sit on your bottom Keep exits clear Applaud appropriately	Be there – get all you can out of the opportunity Be a great host Show school spirit and good sportsmanship	Assist elders Help others if you are able Leave the area neater than when you came Pack it in, pack it out Be a great example to others Report problems
Arrival & Dismissal <i>(bike racks, parking lots, entrances, exits)</i>	Give and return greetings when entering/exiting Show respect for younger or disabled students by giving them space and time to move Walk quietly with hands to yourself	Enter and exit through main entrance Check in when late and go to class quickly Wait in designated areas Be aware of traffic Be sure you are checked out if leaving early Only go to the bus with a teacher, aide or other school official	Be ready to learn Be proactive – learn all you can each day See yourself in a positive light Choose to make today better than yesterday	Arrive on time ready to learn Be where you are supposed to be and go where you are supposed to go – no loitering Be off school grounds by 5:00 PM

Bus Conduct

The right of students to ride a school bus is contingent upon their good behavior and their observance of established regulations. The driver of a school bus shall be responsible for the safety of students on the bus. It is the bus driver's duty to notify the principal if any student persists in violating the established rules of conduct. After warnings have been given to the student and his parent, the principal may withhold from the student the privilege of riding the school bus. (FCSD #21 Policy Code: JICC)

All students who ride school buses operated by or for the district are expected to abide by the following regulations on both activity trips and regular routes (FCSD #21 Board Policy Code: JICC R):

1. Be on time at the designated school bus stops -- keep the bus on schedule;
2. Stay off the road at all times while waiting for the bus;
3. Wait until the bus comes to a complete stop before attempting to enter;
4. Be careful in approaching bus stops;
5. Bus riders are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop;
6. Keep hands and head inside the bus at all times after entering and until leaving the bus;
7. Assist in keeping the bus safe and sanitary at all times;
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident;
9. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender;

10. Bus riders should never tamper with the bus or any of its equipment;
11. Keep books, packages, coats, and all other subjects out of aisles;
12. Help look after the safety and comfort of small children;
13. Leave no books, lunches, or other articles on the bus;
14. Do not throw anything out of the bus window;
15. Bus riders are expected to be courteous to fellow pupils, the bus driver, and any others with whom you come in contact;
16. Bus riders are not permitted to leave their seats or stand while the bus is in motion;
17. Horse play is not permitted around or on the school bus;
18. Absolute quiet should be maintained when approaching a railroad crossing stop;
19. In case of a road emergency, children are to remain in the bus;
20. Emergency doors will be used only in time of emergency;
21. Absolutely no profane language will be tolerated on the bus;
22. The use of tobacco is not permitted on any school bus;
23. The driver will not discharge riders at places other than the regular bus stop, at the home, or at school unless by proper authorization from the parent or guardian;
24. Riders should cross the road, when necessary, after getting off the bus (at least 10 feet in front of the bus), but only after looking to be sure that no traffic is approaching from either direction;
25. Be alert to the danger signal from the driver.

Bullying

FCSD #21 recognizes the negative impact that bullying, in person or by electronic means, can have on the health and safety of students and the learning environment. Bullying includes intimidating, threatening, abusive, or harming conduct that is objectively offensive and: (1) there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; (2) Occurs in a pattern or is a continued behavior; and may (3) materially and substantially interfere with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Reporting Procedures:

- Victims: All students who believe they have been the victims of bullying shall promptly report the bullying to a school staff member. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- Families: All parents who become aware of any bullying are encouraged to report the bullying to a building administrator or designee. This would include parents of victims, perpetrators or bystanders.
- Witnesses: All students who witness bullying shall immediately report the bullying to a school staff member. Any school staff who witness bullying shall immediately intervene and take appropriate action to stop the bullying.
- Staff: A teacher, volunteer, educational contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal or designee immediately for appropriate action.
- Administrators: A principal or designee who observes bullying or receives a verbal report of bullying shall document and promptly investigate the matter. When possible administrators shall seek to discuss bullying with the victim in a place where the victim feels secure. The initial discussion with the victim shall not take place in the presence of the offending student(s). If more than one student is involved in perpetrating the bullying, the administrator shall talk to each of the offending student(s) separately. After the investigation has been completed, the building principal shall take appropriate action

SCHOOL-WIDE BEHAVIOR OFFENSES	Detention / Loss of Privileges	ISS (1-5 DAYS)	1-2 Days OSS	3-5 Days OSS	6-10 Days OSS	EXPULSION	POLICE &/OR SRO
Disrespectful behavior toward staff, profanity, obscene gestures, insolent remarks	p	p	p	p	p		
Inappropriate or profane language , verbal abuse toward another student	p	p	p	p			
Insubordination or defiance of staff	p	p	p	p			
Continued willful insubordination, chronic misbehavior or open defiance of staff		p	p	p	p	p	
Inappropriate physical contact	p	p	p	p	p	p	p
+Fighting and/or physical assault of another student		p	p	p	p	p	p
Intimidation, bullying or hazing		p	p	p	p	p	p
Inciting others to violence , disruption or disobedience		p	p	p	p	p	p
Promoting or participating in gang related activities , wearing gang or violence related clothing		p	p	p	p	p	p
Threats of physical aggression toward staff			p	p	p	p	p
Physical assault on Staff			pp	p	p	p	p
+Throwing objects that can cause injury or cause property damage	p	p	p	p	p		p

Legend:

+ = Restitution required

p = There will be a consequence. The severity of the incident will determine the exact consequence.

SCHOOL-WIDE BEHAVIOR OFFENSES	Detention / Loss of Privileges	ISS (1-5 DAYS)	1-2 Days OSS	3-5 Days OSS	6-10 Days OSS	EXPULSION	POLICE &/OR SRO
Disrespectful behavior toward staff, profanity, obscene gestures, insolent remarks	p	p	p	p	p		
Inappropriate or profane language , verbal abuse toward another student	p	p	p	p			
Insubordination or defiance of staff	p	p	p	p			
Continued willful insubordination, chronic misbehavior or open defiance of staff		p	p	p	p	p	
Inappropriate physical contact	p	p	p	p	p	p	p
+Fighting and/or physical assault of another student		p	p	p	p	p	p
Intimidation, bullying or hazing		p	p	p	p	p	p
Inciting others to violence , disruption or disobedience		p	p	p	p	p	p
Promoting or participating in gang related activities , wearing gang or violence related clothing		p	p	p	p	p	p
Threats of physical aggression toward staff			p	p	p	p	p
Physical assault on Staff			pp	p	p	p	p
+Throwing objects that can cause injury or cause property damage	p	p	p	p	p		p

Legend:

+ = Restitution required

p = There will be a consequence. The severity of the incident will determine the exact consequence.

SCHOOL-WIDE BEHAVIOR OFFENSES	Detention / Loss of Privileges	ISS (1-5 DAYS)	1-2 Days OSS	3-5 Days OSS	6-10 Days OSS	EXPULSION	POLICE &/OR SRO
Terrorism – intent to commit violence					p	p	p
Possession/huffing and/or under the influence of alcohol, controlled substance, or any other drug or dangerous substances				p	p	p	p
Distribution of alcohol, controlled substance or any other drug , including a drug prescribed by a doctor or dangerous substances					p	p	p
Possession and/or use of tobacco products, vaping devices, or nicotine delivery devices	p	p	p	p	p		p
Constructing/possession of drug paraphernalia				p	p	p	p
Possession, display or handling of weapon or dangerous object			p	p	p	p	p
False fire alarms, bomb threats, incendiary fireworks or devices, improvised explosive devices, dummy bomb devices		p	p	p	p	p	p
Unspecified or other inappropriate behaviors	Administrator Discretion						
Legend: + = Restitution required p = There will be a consequence. The severity of the incident will determine the exact consequence.							

Additional Information Regarding Discipline Resolution

Suspension/Expulsion

The Board of Trustees may suspend or expel a student from school for up to one year for any reason authorized by the Wyoming Education Code, specifically including, but not limited to:

- continued willful disobedience or open defiance of the authority of school personnel;
- willful destruction or defacing of school property during the school year or any recess or vacation;
- any behavior which in the judgment of the Board of Trustees is clearly detrimental to the education, welfare, safety or morals of other pupils, including the use of foul, profane or abusive language or habitually disruptive behavior as defined by W.S. '21-4-306(b);
- torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or a teacher with physical violence; for misconduct set out in Policy (JIC).

The Board delegates to each principal the right to suspend a student for not more than ten (10) school days on the grounds listed above. Only the Board may expel a student unless otherwise expressly provided for in Board policy. The Superintendent shall be notified of all out-of-school suspensions and cases which warrant expulsion consideration. Prior to suspending a student from school, the principal shall inform the student of the reasons for the suspension and the evidence against him and shall give the student a chance to present his version of the charges against him and to present evidence on his behalf. (FCSD #21 Board Policy Code: JKD-JKE)

Oral notice will be given immediately, if possible, and written notice within twenty-four (24) hours to the student's parents and guardian stating the reason for the suspension or contemplated expulsion.

No student may be suspended for more than ten (10) days or expelled without an opportunity for a hearing, if requested. The hearing shall be held in accordance with the procedures set forth in the Rules of Practice Governing Hearings and Contested Cases found in Policy BEE-R.

Police Referral

In the instances that student conduct may have violated state statute and/or Tribal Law, the incident will be referred to the appropriate agency for review.

Appendix A: FERPA/PPRA

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) FCSD#21 *Notification of Rights under FERPA For Elementary and Secondary Schools*

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

- The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.
- Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, the School discloses education records, including disciplinary records relating to suspension and expulsion, without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District has developed and adopted policy/administrative regulation JRAC, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. School District will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of

participation in the specific activity or survey. School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any nonemergency, invasive physical examination or screening as described above.
- Parents who believe their rights have been violated may file a complaint with:

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

Fremont County School District #21 will make available to the public directory information pertaining to students at Fremont County School District #21. Directory information includes the following:

- * the student's name,*
- * address,*
- * telephone listing,*
- * date and place of birth,*
- * participation in officially recognized activities and sports,*
- * weight and height of members of athletic teams,*
- * date of attendance,*
- * the most recent previous educational agency or institution attended,*
- * and degrees and awards received.*

If you are unwilling to allow any or all of the above-described directory information to be released without your consent, you must notify the Office of the Superintendent within thirty (30) days from the date of this notice.

Appendix B: Student & Parent Sign Off Sheet 2020-2021

Dear Parent and Student:

Welcome back to another exciting school year. Part of our school year begins with the teaching of the student/parent handbook. This helps students understand expectations that allow for smooth running of all school operations. As part of policy, we require each student to sign for a copy of the handbook. Parents are also asked to sign off indicating that they too have reviewed the handbook. Should you have questions about any part of the handbook, please contact Mr. Ray, High School Principal, at 307-332-0142.

The signature form simply indicates that both student and parent have reviewed the handbook and understand all expectations and rules posted in the handbook.

If you have already signed this document with the enrollment packet, you do not need to submit another copy.

Student Signature: _____ Printed Student Name: _____

Student Grade: _____ Date: _____

Parent Signature: _____ Printed Parent Name: _____

Parent e-mail: _____

Appendix C: Opt-Out Form for *Positive* Student Image Publishing

Classroom activities and school events are sometimes photographed or videotaped by the school or media groups (newspaper, television, university, district public relations, etc.). In Addition, the district or school may want to post articles, video or photography on district websites in order to promote *positive* school events and activities.

This form applies to classroom activities and school events that are not open to the public. Public events such as sporting events, theatre productions, etc. are open to the public and are not covered by this form.

If you DO NOT want our child's photograph, video and/or electronic image to be published for news media or school publicity purposes, please complete this form and return it to your child's school by September 30, 2020.

Note: *Under FERPA, student photographs can be considered directory information, which is information that does not require written consent from the parent or eligible student prior to disclosure. FERPA requires the district to notify parents and eligible students of their right to refuse disclosure of directory information. 34 C.F.R. 99.37(a)(2).*

[] I *do not* wish to have my child photographed or videotaped for purposes of news coverage of school district publicity.

Signature of parent/guardian _____

Printed name of parent/guardian _____

Student's Printed Name _____

Student's current grade level _____ Date _____

Appendix D: Adult Student Release of Information to Parents 2020-2021

As a student of adult age, 18 years or older, I understand I have the right to privacy of my information, and to be able to answer for myself in school related concerns. Knowing this, I consent for the school district to continue to involve my parent(s)/legal guardian(s) in my school related information and communications in the same manner as it would if I were still a minor.

Student Signature

Date

Printed Student Name

Parent/Guardian Signature

Date

Printed Parent/Guardian Name

Appendix E: Discrimination and Harassment Grievance Form

Name of Complainant: _____

Student Employee Third Party

School or Department: _____

Statement of Complainant:

(Attach another sheet if needed)

Solution Suggested by Complainant:

(Attach another sheet if needed)

Signature of Student/Employee/Third Party

Date Submitted

PLEASE FORWARD TO THE COMPLIANCE OFFICER

Nondiscrimination Statement:

Fremont County School District # 21 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title IX and Section 504 may be referred to Fremont County School District # 21, Deb Smith, Civil Rights Coordinator, 90 Ethete Road, Fort Washakie, Wyoming, 82514 or (307) 332-5983 or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-582, or (303) 844.5695.

Appendix F: Standing Orders for Over the Counter (OTC) Medications

PAIN / FEVER	
Medicate for fever if: <ul style="list-style-type: none"> Temperature is greater than 100.4 degrees F and student cannot be immediately dismissed to parent/guardian. 	Medications may be administered in the dosage indicated: <u>Acetaminophen</u> - by mouth per weight/age dosing every 4-6 hours <u>Ibuprofen</u> - by mouth per weight/age dosing every 4-6 hours. <u>Other</u> - _____ _____
Medicate for pain if: <ul style="list-style-type: none"> Non-medicinal care is ineffective or unavailable. AND Student has not been medicated in the past 4-6 hours. 	Medications may be administered in the dosage indicated: <u>Acetaminophen</u> - by mouth per weight/age dosing every 4-6 hours. <u>Ibuprofen</u> - by mouth per weight/age dosing every 4-6 hours. <u>BioFreeze or Muscle Rub</u> - apply as indicated <u>Other</u> - _____ _____ NOTE: For pain that is not relieved by medication, is persistent for two or more days, or for pain recurring weekly or more often, notify school nurse and parent/guardian.
STOMACH ACHES / NAUSEA / HEARTBURN	
Stomach ache: <ul style="list-style-type: none"> Document time of onset, duration, quality, severity, and location of pain. Assess temperature and if fever is present, may dismiss student from school. Consider non-medicinal care (crackers, peppermint, rest, or use of the bathroom) for minor pain in the absence of fever. Nausea / Vomiting: <ul style="list-style-type: none"> Assess temperature and if fever is present, may dismiss student from school. Consider non- medicinal care (soda crackers, peppermint, rest, or use of the bathroom) in the absence of fever. If vomiting occurs, dismiss student from school until vomiting has subsided for 24 hours. Heartburn: <ul style="list-style-type: none"> Consider non-medicinal care (soda crackers and/or water). 	Medications may be administered in the dosage indicated: <u>Antacid</u> - by mouth per weight/age dosing every 6 hours <u>Other</u> - _____ _____ _____ NOTE: For pain that is not relieved by medication, is persistent for two or more days, or for pain recurring weekly or more often notify school nurse and parent/guardian.
COUGH	
<ul style="list-style-type: none"> Assess temperatures and if fever is present, may dismiss student from school. Consider non-medicinal care (water, rest, pepper mint). 	<u>Cough drops:</u> dissolve 1 drop in the mouth slowly every 2 hours as needed <u>Other</u> - _____
MINOR WOUNDS	
<ul style="list-style-type: none"> Assess wound for purulent drainage, redness, heat, blisters, or broken skin. Notify school nurse and parent/guardian if signs or symptoms of infection are present. 	For wounds vulnerable to infection and/or with the presence of signs of minor infections apply: <u>Antiseptic Wash</u> - cleanse wound as needed <u>Antibiotic ointment</u> - apply to wound 1-3 times per day as needed

<p>NOTE: Do not apply to severe wounds or puncture wounds unless directed by physician.</p>	<p>First aid (benzocaine) spray - apply to wound 1-3 times per day as needed Other - _____</p>
<p>MILD BURNS AND SUNBURN</p>	
<ul style="list-style-type: none"> ● Assess burn for purulent drainage, redness, heat, blisters, or broken skin. ● Notify school nurse and parent/guardian if signs or symptoms of severe burn or infection are present. <p>NOTE: Do not apply to burns with blisters or broken skin.</p>	<p>Burn gel - apply to affected area 1-3 times per day as needed. First aid (benzocaine) spray - apply to wound 1-3 times per day as needed Antibiotic Ointment - apply to affected area 1-3 times/day as needed. Other - _____</p>
<p>INSECT BITES</p>	
<ul style="list-style-type: none"> ● Assess insect bite for blistered, open, or irritated skin. ● Discontinue use and notify parent/guardian if a burning sensation occurs, rash develops, condition worsens or persists for several days. <p>NOTE: Do not apply to blistered, open, or irritated skin.</p>	<p>Calamine - apply to affected area 3-4 times per day as needed *Cleanse area with soap and/or water and dry before each application. Diphenhydramine spray/gel - 3-4 times per day. First aid (benzocaine) spray - apply to affected area 1-3 times per day as needed 1% Hydrocortisone - apply 3-4 times a day as needed *Do not apply to areas larger than 10 inches by 10 inches unless by physician's orders. Avoid face, eye, eyelid and oral contact. Other - _____</p>
<p>RASHES / SKIN IRRITATION / INFLAMMATION</p>	
<ul style="list-style-type: none"> ● Notify parent/guardian of extensive or prolonged rash or skin irritation. 	<p>1% Hydrocortisone - apply 3-4 times a day as needed *Do not apply to areas larger than 10 inches by 10 inches unless by physician's orders. Avoid face, eye, eyelid and oral contact. Vaseline/petroleum jelly - apply topically as needed Skin lotion - apply topically as needed Carmex/medicated lip balm - apply 3-4 times daily as needed Other - _____</p>
<p>OTHER</p>	
<p>Antihistamine - school nurse and/or parent/guardian direction for treatment of allergic reactions: by mouth per weight/age dosing Benzocaine 10-20% (Orajel) - apply topically for mouth lesions 3-4 times per day as needed Eye wash solution/saline - apply as needed for eye irritation Mentholatum Aromatic Vapors - adults and children over 2 years and over, apply to affected area not more than 3-4 times a day.</p>	

Standing Orders: Allergy/Anaphylaxis

Anaphylaxis is a severe and potentially life threatening allergic reaction that may involve various areas of the body (such as skin respiratory tract, gastrointestinal tract, and cardiovascular system). Onset may be sudden or may occur up to four hours after contact. Severe, even fatal reaction can occur in previously unidentified individuals.

Common Causes of Anaphylaxis (NOTE: any substance is capable of causing an anaphylactic reaction):

- Drugs: most commonly antibiotics and pain medications
- Foods: most commonly peanuts, milk, eggs, tree nuts, fish, shellfish, soy, and wheat (foods may be contaminated with an allergen from cooking or serving or may be hidden ingredients)
- Insect Bites: most commonly bees, yellow jackets, wasps, hornets, and fire ants
- Latex

Steps for treating an allergic reaction:

1. Act quickly.
2. Locate and refer to the Individual Healthcare Plan (IHP), if available.

3. If there is no Individual Healthcare Plan - follow the Standing Orders below.
4. Notify school nurse or nurse back up.

STANDING ORDERS: ALLERGY/ANAPHYLAXIS TREATMENT PROTOCOL

<p><u>Mild reactions (symptoms may include):</u> Mild hives, itching, localized swelling (NOT including face, tongue, or mouth), runny nose, and sneezing</p>	<p><u>Protocol:</u></p> <ol style="list-style-type: none"> 1. Contact school nurse or nurse back up. 2. Administer Benadryl (diphenhydramine) if there is no allergy or contraindication to Benadryl. <ol style="list-style-type: none"> a. Administered by mouth per weight/age dosing listed on the container. 3. Other Medication - _____ 4. Contact parent/guardian and advise follow-up with physician.
<p><u>Severe reactions (symptoms may include):</u> Lung: short of breath, wheeze, repetitive cough Hear: pale, blue, faint, weak pulse, dizzy, confused Throat: tight, hoarse, difficulty breathing/swallowing Mouth: obstructive swelling (tongue and/or lips) Skin: hive over body OR Combination of symptoms from different body areas: Skin: hives, itchy rashes, swelling (eyes, lips) Gut: vomiting, cramping pain, diarrhea HEENT: runny nose, sneezing, swollen eyes, phlegmy throat Other: confusing, agitation, feeling of impending doom <u>EpiPen Instructions</u></p> <ol style="list-style-type: none"> 1. Refer to instructions on device. 2. Remove safety cap. 3. Firmly push tip into outer thigh. 4. Hold in place for 3 seconds. 5. Gently massage area for 30 seconds. 	<p><u>Protocol</u></p> <ol style="list-style-type: none"> 1. Do not hesitate: it is safer to give epinephrine than to delay treatment. 2. Give Epinephrine: <ol style="list-style-type: none"> a. For an infant: Call EMS and ask for further instructions. b. For a patient <66 pounds administer Junior EpiPen (0.15 mg epinephrine) c. For a patient >66 pounds administer Adult EpiPen (0.3 mg epinephrine) 3. Call 911. 4. May repeat dose (if available) in 5 minutes if symptoms worsen or there is no improvement. 5. Stay with patient until EMS arrives. 6. If available administer O2 by face mask at ____ liters/min. 7. Administer CPR if needed. 8. Notify parent/guardian. 9. Document

NARCAN/NALOXONE PROTOCOL AND STANDING ORDERS

RECOGNIZE:

- Observe individual for signs and symptoms of opioid overdose.

<p>Symptoms of suspected opioid overdose:</p>	<p>Suspicion of opioid overdose based on:</p>
<ul style="list-style-type: none"> ● Respiratory depression evidenced by slow respirations or no breathing (apnea) ● Unresponsiveness to stimuli (such as calling name, shaking, sternal rub) 	<ul style="list-style-type: none"> ● Presenting symptoms ● History ● Reports from bystanders ● School nurse or staff prior knowledge of person ● Nearby medications, illicit drugs or drug paraphernalia

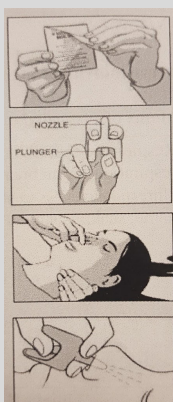
Opioid High vs. Opioid Overdose

<p align="center">Opioid High</p>	<p align="center">Opioid Overdose</p>
<ul style="list-style-type: none"> ● Relaxed muscles ● Speech slowed, slurred, breathing ● Appears sleepy, nodding off ● Responds to stimuli ● Normal heart beat/pulse ● Normal skin color 	<ul style="list-style-type: none"> ● Pale clammy skin ● Speech infrequent, not breathing, very shallow breathing ● Deep snorting or gurgling ● Unresponsive to stimuli (calling name, shaking, sternal rub) ● Slowed heart beat/pulse ● Cyanotic skin coloration (blue lips, fingertips) ● Pinpoint pupils

RESPOND:

- Call for help immediately - Dial 911.
 - Request Advanced Life Support.
- Assess breathing: Perform rescue breathing or CPR if needed.
 - Place person on their back.
 - Tilt their chin up to open the airway.
 - Check to see if there is anything in their mouth blocking their airway, such as gum, toothpick, undissolved pills, syringe cap, Fentanyl patch.
 - If present, remove it.
 - If using mask, place and hold mask over the mouth and nose.
 - If not using mask, pinch their nose with one hand and place your mouth over their mouth.
 - Give 2 even, regular-sized breaths.
 - Blow enough air into their lungs to make their chest rise.
 - If you are using a mask and don't see their chest rise, out of the corner of your eye, tilt the head back more and make sure the seal around the mouth and nose is secure.
 - If you are not using a mask and don't see their chest rise, out of the corner of your eye make sure you're pinching their nose.
 - Breath again.
 - Give one breath every 5 seconds.

➤ **Administer naloxone via Intra-Nasal Narcan:**

Tilt head back and give spray (4 mg) into one nostril. If additional doses are needed, given in the other nostril.	
Remove NARCAN Nasal Spray from the box. Peel back the tab with the circle to open the NARCAN Nasal Spray.	
Hold the NARCAN nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.	
Gently insert the tip of the nozzle into either nostril. Tilt the person's head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into one nostril , until your fingers on either side of the nozzle are against the bottom of the person's nose.	
Press the plunger firmly to give the dose of NARCAN Nasal Spray. Remove the NARCAN Nasal Spray from the nostril after giving the dose.	

- Place person in recovery position (lying on their side).
- Stay with the person until help arrives.
- Seize all illegal and/or non-prescribed opioid narcotics found on victim and process in accordance with school district protocols.

NOTE: Using naloxone in patients who are opioid dependent may result in severe opioid withdrawal symptoms such as restlessness or irritability, body aches, diarrhea, increased heart rate (tachycardia), fever, runny nose, sneezing, goosebumps (piloerection), sweating, yawning, nausea or vomiting, nervousness, shivering or trembling, abdominal cramps, weakness, and increased blood pressure. **Risk of adverse reaction should not be a deterrent to administration of naloxone.**

REFER:

- Have the individual transported to the nearest medical facility, even if symptoms seem to get better.
- Ensure parent/guardian is notified.
- Document
- Follow up with treatment referral recommendations.

References

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<http://www.mass.gov/eohhs/docs/dph/substance-abuse/core-competenceis-for-naloxone-pilot-participants.pdg>.

Standing Orders for Acute Respiratory Distress

- | | |
|--|---|
| <ol style="list-style-type: none">1. Place patient in a position of comfort.2. Assess:<ol style="list-style-type: none">a. Vital signsb. Breath soundsc. Oxygen saturation3. Observe for:<ol style="list-style-type: none">a. Rapid breathingb. Shortness of breathc. Severe wheezing or coughingd. Difficulty speakinge. Pale or ashen skinf. Diaphoresisg. Nasal flaringh. Chest retractionsi. Cyanosis of lips or mucous membranes4. Obtain history including:<ol style="list-style-type: none">a. Activity at onsetb. Associated painc. Recent respiratory infections, fever, or chills | <ol style="list-style-type: none">1. Call 911/EMS Services: Must be called regardless of response to treatment.2. Administer: oxygen per mask or nasal cannula at ___ liters/minute if indicated.3. Document:<ol style="list-style-type: none">a. Vital signs: before and after medicationb. O2 saturation and lung sounds: before and after medicationc. Time of medication administrationd. Patient historye. Changes in patient status4. Notify administration and patient emergency contacts. |
|--|---|

d. Medical history including bronchitis or asthma e. Current medications	
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Licensed Provider Printed: _____ Date: _____

Licensed Provider Signature: _____

**Original signed orders on file in District Nursing Coordinator's office.*