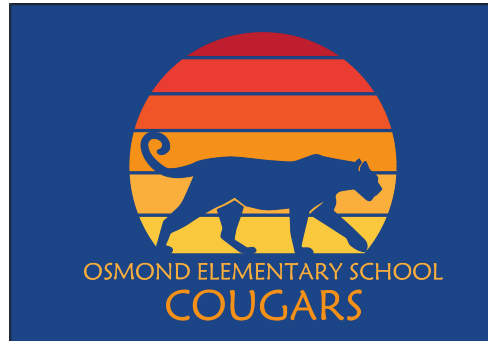


Osmond Elementary

3120 State Hwy 241, Afton, WY 83110

307-885-9457

Tyler Jack, Principal



School Mission Statement and Beliefs

**Guiding student success at the next level
through
Rigor, Relevance, Resilience, and Relationships**

We Believe. . .

- **Every person has value.**
- **All students can learn and achieve success at the next level.**
- **Lifelong learning is essential.**
- **Strong, supportive relationships are essential to learning, and we value the connections that help students thrive.**
- **All staff work together for the students' common good**
- **Parents are an invaluable asset in promoting student growth and independence.**
- **When expectations are high, everyone thrives.**
- **There is a common core of values that must be taught, modeled, and practiced. These values include: integrity, kindness, gratitude, cooperation, respect, and personal responsibility.**

School Motto - "If you're going to be here, be here"

School Mascot - *Cougar*

School Colors - *Blue and Yellow*

Osmond Elementary Bell Schedule

2026 - 2027

Start Bell - 7:55
First Release - 2:35
Second Release - 2:45

	Specials	AM Recess	Lunch	Lunch Recess	PM Recess
4th Grade	9:45-10:30	9:30-9:40	11:15-11:35	11:35-11:50	1:20-1:30

5th Grade	8:55-9:40	9:45-9:55	11:35-11:55	11:55-12:10	1:30-1:40
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6th Grade	8:05-8:50	9:55-10:05	11:55-12:15	12:15-12:30	1:40-1:50
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Early release at **10:25 a.m.** on 11/25 & 05/28

Planning Times

Teachers have planning times while their students are attending Specials. If you need to contact your child's teacher, this would be a good time as they will not be instructing students.

Attendance

The bottom line for all of us at Osmond Elementary is student achievement. A major factor in accomplishing this goal is attendance. Please make perfect or near perfect attendance a priority as regular school attendance helps develop a good work ethic for future years.

Wyoming state law (WY Stat § 21-4-101) requires regular attendance for elementary students. We understand that occasional absences are sometimes unavoidable, but we want to work together to help ensure your child stays on track. A letter noting attendance concerns will be sent home when a student reaches 11, 14, 17, and 20+ absences.

In cases where attendance concerns continue without resolution, schools may be required to share attendance records with the county attorney's office. However, our goal is always to work collaboratively with families to find positive solutions before that step is necessary.

Please refer to the attendance policy in the District Policy section at the back of this handbook.

Absences are excused through the office with a note or phone call (885-9457).

Release of Students

Definite procedures are followed to assure the safety of children who are released during the day.

- Written parental permission should be sent to the teacher or office stating the requested time of release. Please note the following: **if any person other than the parent or guardian is to pick up the child, the school must have a statement from the parent specifying the necessary information.** Phone calls will also be
- If a student needs to be dismissed early for medical or emergency reasons, the parent or guardian must come to the office and sign out the child. All children must be signed out in the office. Children will remain with the teacher until notified by the office personnel.

Bus Notes

A bus note is required for a child to go to any bus stop other than his/ her own regular stop. Children who wish to go to another student's home or to an alternate activity must bring a note from home. **Please remind your child that he/she will not be allowed to call home at the last minute to make after-school arrangements.**

If your plans change and you need to send your child to a different location, please call the school **before 2:00 p.m.** and we will gladly write them a note.

Change of Address/Phone Numbers

Please notify the office immediately if your address or telephone numbers change. It is vital for emergency care information to remain current.

Administration of Medications

When a child requires medication, the primary responsibility for administering such medication rests solely upon the parents. With that said, the school district recognizes there will be students, with short and long-term conditions, that may require the administration of medication during school hours. In order to meet those needs, the school district has updated its "Administering Medication to Students" policy. The revised policy is in the back of this handbook.

Common over the counter medications such as Tylenol, Ibuprofen, Zyrtec, Tums, Hydrocortisone, Bacitracin, Saline Drops, and Contact Solution can be administered at school if parents have given consent using the over the counter medications form.

Some key points are:

- Schools will not purchase medication for the purpose of providing to students.

- All medication required by students in school must be brought to school by the parent/guardian in it's original container, clearly labeled.
- Prescription medication must be accompanied by a completed LCSD#2 School Prescription Medication Administration Authorization form.
- Over the counter medication must be accompanied by a LCSD#2 School Medication Administration Authorization form.
- All medications are to be kept in the office.
- Older and responsible students may be allowed to self-medicate / self-administer upon written parent request, and approved by the school nurse and building administrator.
- Notification by the parent for self-medication must include their acknowledgement that the school bears no responsibility for ensuring the medication was taken.

Crisis Plan

We want our parents to know that safety is a top priority and drills for various scenarios are conducted regularly. Along with our fire evacuation drills, we conduct Hold, Secure, Lockdown, Evacuate, and Shelter-in-place drills in coordination with county officials. The protocols for these drills come from the "I Love You Guys Foundation." We also have a student and staff location system to ensure that all individuals are accounted for each time there is a drill.

Building security during school hours is always a precaution. Please be aware that only the front entry will be open during school hours. All visitors going beyond the office doors must check-in at the office and a visitor registration system as explained in the "Visitors" section.

Osmond Elementary has a Crisis Management Plan that includes the assignment of staff members to crisis and response teams. The teams are trained in their responsibilities and in the use of appropriate equipment. Each classroom is equipped with an emergency kit which contains a variety of supplies. Each classroom also has a two-way radio (and extra batteries that are rotated on a regular basis) to aid in communication in the event of our phone system being down.

If you have any questions or suggestions regarding Osmond's Crisis Management Plan or any related safety issue, please contact Mr. Jack.

Visitors

We request that students do not have friends or relatives who are not enrolled at Osmond Elementary School attend school with them. **All visitors (including parents) must come to the office before going to any classroom. We will screen the ID of all visitors going beyond the office doors with our visitor registration system.** After a successful screening, visitors will be issued a school badge to wear while they are in the building. When visitors leave the building, they must stop by

the office and sign out. These are required safety procedures. Parents are welcome and encouraged to attend any assemblies or ceremonies in support of their child.

Telephone Use

You may call the school at any time during school hours. The office will answer your call and help you the best we can. Please be aware that:

- All calls come directly to the office.
- **Calls will not be forwarded to the classrooms while class is in session as this disrupts the learning for all children.**
- We will take messages and give them to the students or teachers.
- The teacher will call you back at their earliest convenience.
- **Student use of school phones should only be for illness or emergency and requires permission from the teacher or secretary.**
- **Arrangements, such as visiting a friend's house after school, should be made before students come to school.**

Lunch and Breakfast

At Osmond Elementary School we have an excellent kitchen staff that serve nutritious and delicious breakfasts and lunches in a fully equipped facility. Students have the opportunity to participate in the federally subsidized program. If you qualify, we encourage you to enroll. Some grants and additional funding are tied to our percentage of students enrolled in the Free and Reduced Lunch Program.

Student Breakfast	\$2.00
Reduced Student Breakfast	\$0.30
Student Lunch	\$3.00
Reduced Student Lunch	\$0.40
Adult Breakfast	\$2.95
Adult Lunch	\$5.15
Extra Milk	\$0.75

Infinite Campus Internet Access

All students and parents have a confidential password and web ID that enables them to access grades, attendance and lunch status. Parents are able to pay their students lunch online if they wish. If you need help or have questions about this feature, please give the office a call. We will be happy to assist you.

Phone Policy

At Osmond Elementary, our top priority is creating a safe, focused, and respectful learning environment for all students. Over the past few years, we've seen an increase in distractions, disruptions, and concerns related to student cell phone and smart watch use during the school day. While we understand that many families want their child to have a phone for before- and after-school safety, these devices can become a source of bullying, academic distraction, and privacy concerns when used during school hours.

If students bring a phone to school, it must be **turned off** and **kept in their backpack** for the entire day. Phones are not to be accessed during school hours, including recess and lunch. If a student accesses their phone during the day:

- **First offense:** The phone will be given to the teacher and returned at the end of the school day.
- **Second offense:** The phone will be taken to the principal's office, and a parent or guardian must pick it up.
- **Repeated offenses:** The student may be prohibited from bringing a phone to school or required to secure it in a lock pouch upon arrival each morning.

Smart watches may be worn as **time-keeping devices only**. If a student uses a smart watch to text, call, take pictures, or access the internet during the day, it will be treated as a phone under this policy.

If you need to contact your child during the school day, please **call the front office**. We will get a message to them or have them call you back as soon as possible. Likewise, if a student needs to call home, they may come to the office and use the school phone.

We appreciate your support in helping us maintain a learning environment where students can be fully present, build positive relationships, and stay safe. By keeping phones and smart watches from becoming distractions, we give our students the best chance to focus on what matters most—learning, growing, and enjoying their time at school.

Students at Recess

Having consulted local medical professionals, we have been informed that there are few reasons that would make it necessary for students to stay inside the building during recess. **“Outdoor activity is vital to the health and welfare of students. Fresh air is important to their mental and physical well-being.”** Colds and flu are not caused by the cold air, but by bacteria and viruses which thrive in warm environments.

Colds and flu generally spread easier and are caught easier in a closed, warm environment. A student who has a slight cold, runny nose, or cough needs fresh air. He or she does not necessarily need to play hard while outside. When children are dressed properly, (hats, gloves, coats, boots, etc.) they will benefit from the fresh air just by getting out of the closed confines of the school.

Recesses are also a time when students should be outside so that teachers can prepare their materials and lessons for the next part of the day and take care of the many details that need to be done to make the day go smoothly for students.

To assist the school in promoting the health of students and to help recess times go smoothly, we would ask for parental help in the following ways:

- Send children to school dressed properly for the weather of the day. This means coats, hats, boots, etc., on cold or rainy days.
- We rely on parents to decide if their child is well enough to be in school. We will honor on a daily basis parent's requests for students to stay inside due to extreme circumstances. This must be in writing on the day of the request and a separate request for each day should be sent. For long-term requests a doctor's note should be sent.
- Encourage your children to take advantage of the chance to get fresh air and exercise while they are at school. Students will be expected to go outside for all recesses unless a note has been received for the day. These students will be permitted to go to the Media Center during recess to study, read, or browse as long as proper behavior is exhibited.
- Students will be allowed to stay inside the building during severe, wet, or cold weather.

Playground Rules

All students are expected to play safe games and treat themselves and others with respect. The teachers or staff person on duty will be in charge and all students will be expected to follow their directives.

The following are guidelines for safe playground fun, and all students are expected to adhere to them:

- All students should go straight to recess, everyone needs fresh air.
- Treat others and their property with respect
- Be respectful and responsible with school playground equipment. If you take it, you return it.
- Keep food indoors
- Snow and ice stays on the ground
- Keep hands and bodies to yourself

- Electronic devices in your backpacks, not at recess
- Field games with large groups should be played in the large field area
- Keep canopy area clear of balls and keep doors clear
- Activities should not include throwing one another in the air such as aerials and stunts
- No four-square on east side by classroom windows
- All balls picked up before going in (each grade)
- Line-up promptly when you hear the bell ring
- Remove hat when entering the building
- Sledding/snowboarding
 - A parent must bring your sled/snowboard it cannot go on the bus
 - Put your name on your sledding/snowboarding equipment
 - Keep your equipment outside on the bike racks
 - Use the natural hills, not the hills made from snow removal
- Areas that are off limits during recess
 - Adjacent church property including the parking lot and pavillion
 - Bleachers / climbing on backstop fence
 - Parking lot area unless using basketball hoops
 - Sides and front of school
 - By the shed or tree on the south side of playground

Parent Concerns

It is fair and logical that complaints, concerns, or problems be solved at the lowest level possible. We ask that when a person has a concern he/she make all reasonable efforts to talk to the people who are most directly involved. For example, if someone has a concern with a bus driver they should first talk to the bus driver. If efforts to resolve the concern are not successful then it would be appropriate to take the concern to the person next in line of authority in an attempt to solve the problem. It is our desire to address all concerns promptly.

Homework Policy

The homework policy reflects the expectations required of all teachers and students at Osmond Elementary. Individual teacher homework policies must meet the expectations of the school policy and may be more stringent depending on teacher preference.

The purpose of homework is to give students opportunities to:

1. Practice skills,
2. Prepare students for a new topic, or
3. Extend experiences on introduced material.

Homework will not be used to teach complex skills. It will generally focus on basic skills and material. Parents will rarely be asked to play a formal instructional role in homework. Instead, they are asked to create a home environment that encourages homework completion as well as reading each school night for at least 20 minutes.

As such, every student will have at least reading homework every weeknight.

In addition to reading time and any musical instrument practice time, some teachers will assign additional homework on weeknights. This should not exceed 20 minutes, as such **no child should have more than 40 minutes of**

homework/weeknight, unless they are making up work from days they have missed. If your child is taking longer than 40 minutes per weeknight to complete their homework please communicate with their teacher so that this can be adjusted.

For your child to be successful with homework, he/she needs:

- A place to do homework. If possible, your child should do homework in the same place, (and uncluttered, quiet space). Keep your child within eyesight.
- A schedule for completing homework. Set a homework schedule that fits in with each week's particular activities. Consistency is the key.
- Encouragement, motivation and prompting. It is not a good idea to sit with your child and do homework. Your child needs to practice independently and apply what he/she has learned in class. If your child consistently cannot complete homework alone, please contact the teacher.
- Reasonable time expectation. If your child seems to be spending too much time (over 60 minutes) each night on homework, please contact the teacher.

Emergency School Closure

There may arise occasions when it is necessary for school to be closed. It may involve one or all of the schools in the district. The school closure may happen before school starts or it may be a closure during the day. The reason may be for weather, power failure, civil defense, or some other reason. In case of a school closure, our primary concern will be to get the children home safely and to notify parents of the situation.

Procedure:

School will not be in session:

- Announcement on radio station (SWIFT 98.7 fm)
- Text blast to all parents/guardians. **(Be sure you are registered)**
- A telephone message blast to all parents/guardians

School dismissed after the day has started:

- Announcement on radio station (SWIFT 98.7 fm)
- Text Blast to all parents/guardians
- A telephone message blast to all parents/guardians
- Students who walk to school will be dismissed and instructed to go directly home, or will be kept at school
- Parents are advised to give their children specific instructions on what to do if school dismisses early
- Students who ride buses will be boarded on the buses and taken to their regular destinations. It will be the parent's responsibility to meet their children at the bus stop or have them come home similar to the end of a regular school day.

Parents should prepare their children for abnormal school closure situations:

- Review procedures children are to follow if school closes early
- Provide specific instructions on what to do at home in case of an emergency and what to do when arriving home if no one is there
- Provide numbers to call to get help.

Osmond Elementary Student Dress Code

Student Dress Code for Etna Elementary, Osmond Elementary and Star Valley Middle School (JICA-R)

1. General Expectations

All clothing must be clean, neat, and appropriate for a school environment. Attire should not be exaggerated, distracting, or disruptive to the learning environment.

2. Prohibited Content

Clothing, accessories, or tattoos displaying alcohol, tobacco, drugs, inappropriate language, or bathroom/sexual humor are not permitted.

3. Proper Fit & Coverage

Clothing must be worn properly and secured at the waist. Undergarments must not be visible at any time.

4. Pants & Holes in Clothing

Pants must be worn at the waist. Holes in pants must be no higher than finger length when standing with arms relaxed at the side, unless covered by fabric or worn with leggings/tights underneath so that no skin is visible.

5. Shorts, Skirts, and Dresses

Shorts, skirts, and dresses must be of an appropriate length. The hem should extend to a length that must end below the students finger tips when the student is standing up with arms relaxed at the side, and provide adequate coverage during standing, sitting, and movement. Shorter garments may be worn only if paired with leggings or compression shorts that meet the above expectations.

6. Tops & Upper Body Coverage

Clothing must fully cover the torso. Bare midriffs, low-cut tops (front and/or back),

lace/see-through shirts that expose undergarments or skin typically covered are not allowed. Sleeveless shirts or tank tops are not permitted. (No "sleeveless shirts or tank tops" is in effect at Osmond Elementary and SVMS. Effective at Etna Elementary starting the 2027-28 school year).

7. Revealing or Extreme Clothing

Clothing that is excessively tight, overly loose, sheer, or otherwise revealing is not permitted.

8. Footwear

Shoes must be worn at all times for safety. Footwear with wheels, noisemakers, or damaging features is not allowed. Appropriate athletic shoes are required during PE or fitness activities.

9. Outerwear & Personal Items

Heavy coats, backpacks, and large bags should be stored in designated areas (lockers, hooks, or cubbies). Light jackets, sweaters, and sweatshirts may be worn in class.

Full-length coats (e.g., trench coats/dusters) are not permitted.

10. Headwear & Accessories

Hats, bandanas, sweatbands, and sunglasses may not be worn indoors unless for approved purposes (e.g., religious or medical).

11. Jewelry & Accessories

Jewelry must be safe and non-disruptive. Items such as heavy chains, spike jewelry, chokers, or wallet chains are not permitted.

12. Hair & Appearance

Students may wear hairstyles and hair colors of their choice. Hair must be maintained in a manner that does not create a health or safety hazard and does not substantially disrupt the educational environment.

13. Costumes & Special Attire

Costumes, pajamas, and costume-like accessories (e.g., capes, masks, tails, flags worn as capes) are not permitted except on designated school-approved spirit or dress-up days.

14. Prohibited Items

Items such as skateboards, scooters, roller skates, and rollerblades are not allowed during the school day.

15. Administrative Discretion

Any attire or accessory that disrupts the educational environment or compromises safety will be addressed at the discretion of school administration.

16. Special Dress Days

Dress code expectations may be modified on approved special occasions as determined by the principal.

The following district policy is a part of the dress code for every building in LCSD#2:

Policy JICA- STUDENT DRESS AND APPEARANCE

1. Clothing appearance or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student is considered inappropriate for school. The dress and or grooming style of any student must not interfere with the educational process or safety of self or other students.

2. Students are not to wear clothing that reveals the body in an inappropriate manner as defined in each buildings' dress code procedure.

3. Heavy coats are to be left in a locker. Trench coats are not allowed.
4. Students are not to wear excessive jewelry, ornaments, or accessories, which distract from the learning environment or could be used as an instrument to cause harm to self or others.
5. T-shirts, tattoos, or any type of clothing or personal items bearing a reference to alcoholic beverages, tobacco products, drugs, drug related slogans and any other wording, drawing, pictures, symbols, etc. which in any way can be interpreted as suggestive, obscene, offensive or depicting violence are not permitted.
6. Undergarments should be worn in an appropriate manner and should not be visible.
7. Pants must be worn at the waist and not allowed to sag.
8. Students are required to wear appropriate and safe footwear at all times.

Exceptions to the dress code necessitated by religious practice will be considered individually by the building administrator.

Protocol for Dealing with Non-Compliance of the District Dress and Appearance Code

We believe that students and parents will use common sense in dress and appearance. We reserve the right to determine student compliance on dress code and appearance in relation to our policy.

We believe that within cultural norms and limits designated by the schools, students have a right to choose what they wear and how they appear. With every right comes a responsibility. With the right to choose what to wear and how to appear, comes the responsibility and the expectations to conform with generally accepted community, cultural standards of dress and appearance and not affront community standards.

Schools will train personnel in this protocol as the responsibility for ensuring compliance with the code rests on all school personnel. Because teachers and administrators interact most closely with students on a regular basis the primary responsibility for ensuring compliance will rest with them.

School personnel will be expected to communicate with students whenever they observe non-compliance with the code. In doing so they will be discreet and courteous, attempting at all times to preserve the dignity of the student.

Students who attend school or school functions (an activity designed primarily for students and not generally regarded as a public activity) dressed inappropriately will be required to change clothes before attending class or the school function.

Generally, schools will administer the dress code policy following their school discipline policy



STUDENT DRESS CODE HIGHLIGHTS FOR OSMOND ELEMENTARY, ETNA ELEMENTARY & SVMS

Our dress code helps maintain a safe, respectful and focused learning environment.



Appropriate dress helps students focus on learning, keeps everyone safe, and shows respect for our school community.

ACCEPTABLE
items may include:



PANTS must be worn at the waist. Holes in pants must be below fingertips when arms are relaxed at the side.



TOPS must fully cover the torso and provide shoulder coverage.



SHORTS, SKIRTS & DRESSES must come below fingertips when arms are relaxed at the side and provide adequate coverage during standing, sitting and movement.



NOT
ACCEPTABLE
items may
include:

No holes that extend above the fingertips unless leggings are worn underneath.



No shorts or skirts that are too short unless paired with leggings or compression shorts that come below fingertips.

No sleeveless shirts or tank tops



No bare midriffs, no low-cut tops (front and/or back), no lace/see through shirts

Hats, bandanas, sweatbands, and sunglasses may not be worn indoors unless for approved purposes (e.g. religious or medical). Footwear with wheels, noisemakers, or damaging features is not allowed. Appropriate athletic shoes are required during PE.



Skateboards and scooters are not allowed.



This is not the full dress code. Please refer to the school handbook for additional items not represented on this poster. The handbook can be found at osmond.lcsd2.org.

What is Title 1?

At Osmond Elementary we have a school-wide Title 1 program. Schools qualify for Title 1 services based on the percentage of enrolled students in economic need. This qualification is based on the number of students in the free and reduced-price lunch program.

Any student enrolled at Osmond, who needs extra academic help, is eligible for assistance. All students at Osmond complete a universal screener in reading three times per year. These test results along with teacher recommendations are used to identify students needing supplemental instruction.

At Osmond Elementary, we use the majority of our funds for our Title 1 paraprofessional team. With this team, we are able to offer small instructional groups to meet the needs of our students.

Teacher Qualifications

The Every Student Succeeds Act (ESSA) was signed into law in December 2015. Section 1112 (e)(i)(ii), addresses the parent's right to know.

You have the right to request information about the qualifications of your child's teacher, which includes state license status with approved subject areas, emergency/provisional status, and field of discipline.

You also have the right to request information about paraprofessionals if any are providing services to your child, and what their qualifications are.

Lincoln County School District #2 School Policies

The following pages contain copies of LCSD#2 policies that are of particular interest to parents. We are including them in the handbook in an effort to make them more accessible. All district policies may be found on the district website at <https://go.boarddocs.com/wy/lcsd2/Board.nsf/Public>

KB

PARENTAL RIGHTS

The Board of Trustees of Lincoln County School District #2, recognizes the right of parents to make decisions regarding the care and control of their children. This policy strives to outline the rights of parents related to notification and records of their students, including those rights described in W.S. 21-3-135. Parents and guardians will be notified annually of their right to file a complaint if they believe their rights as described in this policy have been violated. The procedures for filing a complaint related to the rights in this policy are described under policy KB- R- Parental Rights Complaints.

I. Definitions

As used in this policy the following terms shall have the aforementioned definitions.

“Actual knowledge” means notice of a change (as defined in this policy) to any school employee. An employee shall be deemed to have actual knowledge if: a) a person reports a purported change in a student’s health or well-being to a school employee, and the purported change is verified by a school employee with authority to investigate or determine whether the change has occurred; or b) an employee directly observes the purported change, and a reasonably observant person would notice the purported change.

“As soon as practicable”: Except in cases of suspected child abuse or neglect, “as soon as practicable” shall mean as soon as reasonably capable of being accomplished given the normal constraints involved with such an action and without undue delay. Unless otherwise specified by this policy, “as soon as practicable” shall mean not more than forty-eight hours or not more than two business days after the purported change is verified or observed by a School District employee, whichever is greater. For any change in a student’s health or welfare where a School District employee reasonably believes the change is the result of suspected abuse or neglect of the student which will result in a report to law enforcement or DFS, the phrase “as soon as practicable” shall mean after the School District reports the suspected abuse to law enforcement or DFS as required by Wyoming Statute 14-3-205, and after either law enforcement or DFS authorizes Lincoln County School District #2 to notify the parents.

“Change”: “Change” in a student’s educational, physical, mental, or emotional health or well-being is any change that meets one or more of the following criteria:

1. It poses a risk or threat to the student’s safety, health, or welfare, or to the safety, health, or welfare of others.
2. It is a mental health or medical condition that necessitates intervention or treatment at school or follow-up with a community mental health worker, therapist or medical provider.
3. It requires a modification of the student’s educational program, services, or supports, or the provision of additional or specialized services or supports, such as special education, counseling, health care, or social work.
4. It affects the student’s access, eligibility, participation, or performance in the School District’s education program, or academic, extracurricular, or co-curricular activities, or in assessments or evaluations.
5. It involves a disciplinary action, sanction, or consequence for the student, such as detention, suspension (in-school and out-of-school), expulsion, or referral to law enforcement.
6. It results from a complaint, allegation, or investigation involving the student, such as bullying, harassment, discrimination, or violation of rights.

“Day”: “Day” shall mean one business day.

“Gender Identity” shall mean an individual’s personal sense of their own gender.

“Health Screening Tool” shall mean any diagnostic assessment that detects pre-clinical mental or physiological illness or disease.

“Instruction”: “Instruction” means the action, practice or profession of teaching and includes planned teaching addressing gender identity or sexual orientation. The following shall not be included in “instruction”:

1. Responding to a question from a student during class regarding sexual orientation or gender identity as it relates to any topic of instruction; or
2. Referring to the sexual orientation or gender identity of any public figure, historic person or group, or fictional character where the referral provides necessary context in relation to a topic of instruction.
3. Student-generated schoolwork.
4. Student-to-student speech.
5. Classroom references to a person’s family.

6. Library books.
7. Extra-curricular, co-curricular or student clubs.
8. Dual enrollment courses taken at or from a college.

“Parent”: “Parent” includes parents, legal guardians, and legal custodians of students who are under eighteen (18) years old and who have not been emancipated.

“Sexual Orientation”: refers to an individual’s enduring pattern of emotional, romantic, and/or sexual attraction to others.

“Well-Being Questionnaire”: Means an instrument used to assess an individual’s overall well-being across various domains of life. It typically consists of a series of questions designed to measure different aspects of well-being, such as physical health, mental health, social relationships, emotional well-being, and life satisfaction. These questionnaires may use a variety of questions to gather information about an individual’s experiences, feelings, and perceptions related to their well-being. Well-being questionnaires do not include informal building-created processes or “quick checks” used to assess classroom or school climate.

II. Parental Notification of Changes in Student’s Health or Well-Being

Any employee who has actual knowledge of a change in a student’s educational, physical, mental or emotional health or well-being shall report the change to the school principal or his or her designee. The principal or designee shall determine who will notify the parent of the student. The School District shall notify a student’s parent or guardian as soon as practicable if a school district employee has actual notice of a change in the student’s educational, physical, mental or emotional health or well-being. The Building Administrator shall document the notification.

Nothing in this policy shall be construed to delay, modify or alter the obligation to report suspected abuse or neglect of a child to the Department of Family Services (DFS) or law enforcement pursuant to Wyoming Statute 14-3-205. If a School District employee reasonably believes the change is the result of suspected abuse or neglect of the student which will result in a report to law enforcement or DFS, the phrase “as soon as practicable” shall mean after the School District reports the suspected abuse to law enforcement or DFS as required by Wyoming Statute 14-3-205, and after either law enforcement or DFS authorizes Lincoln County School District #2 to notify the parents.

The Superintendent may adopt administrative regulations, procedures and criteria which further clarify or define whether a reported change constitutes a change in a student’s health under this policy.

Notification may be made via phone, personal/face-to-face conversation, Lincoln County School District #2 messaging system, text, or email or other methods approved by the Superintendent or principal.

Lincoln County School District #2 shall not adopt or implement any formal or informal rules, policies, practices or procedures that prohibit Lincoln County School District #2 personnel from notifying a student’s parent about the student’s educational, physical, mental or emotional health or well-being or a change in the student’s related services as authorized under Wyoming law.

When any parent asks a School District employee about the health or well-being of the parent’s child, School District employees shall not misrepresent or provide false information about the parent’s child.

School personnel shall encourage students to discuss issues that may arise related to their well-being with their parent or guardian. As appropriate, school personnel may facilitate discussions of such issues with parents. Lincoln County School District #2 shall not adopt nor implement any formal or informal rule, policies, practices or procedures which direct, encourage, or have the effect of encouraging, a student to withhold from a parent information about the student’s educational, physical, mental, or emotional health or well-being.

III. Parental Notification and Consent to Instruction

Lincoln County School District #2 strives to make parents aware of the curriculum and content of their student's education. In order to ensure transparency and allow parents to make informed decisions regarding their student's exposure to instruction related to sexual orientation and gender identity Lincoln County School District #2 staff will obtain written or electronic parental consent at least one (1) day prior to any training, courses, or classes that address sexual orientation or gender identity.

Parents will receive an overview of the content covered in the training or course, including objectives, materials, and planned discussions related to sexual orientation or gender identity. The overview will emphasize the educational purpose of the topic. Parents who wish to withdraw their consent for their student to participate in an instructional class must notify staff in writing at least one-day prior to the start of the anticipated instruction. Schools will provide alternative educational activities for students whose parents do not consent to the instruction of the subjects described in this section IV.

IV. Notification of Routine Health Care Services

Prior to each school year, Lincoln County School District #2 shall provide parents with notice of each routine health care service provided by Lincoln County School District #2. Parents shall be given the ability to withhold consent or decline any or all specific services. Consenting to a service does not waive the parent's right to access the education or health care records of the student, nor does it waive a parent's right to be notified of a change in the student's educational, physical, mental, or emotional health or well-being. First aid and summoning of emergency responders in case of sudden need will still be given to those students whose parents have exercised their right to withhold consent for routine healthcare services under this policy.

V. Student Well-Being Questionnaires and Health Screening Tools

Prior to administering any well-being questionnaire or health screening tool to students, Lincoln County School District #2 shall make available a copy of the questionnaire or information on the health screening tool and obtain written or verbal consent from the parent. Health screening tools that do not require parental permission include those health assessments required by federal law including audiology, vision, scoliosis and body mass index tests. If a parent does not want their child to participate in these required assessments, the parent must specifically notify their child's school in writing prior to the health screening.

VI. Student Records

Lincoln County School District #2 shall not prohibit parents from accessing any of their student's records created, maintained or used by the school district. Parents shall be provided access to their student's education, behavior, health and other records according to Policy JRA and JRA-R. Records shall be provided to parents within a reasonable time.

ADOPTED: June 12, 2024

Lincoln County School District #2

ADMINISTERING MEDICINE TO STUDENTS

Medications should be limited to those required during school hours, which are necessary to maintain the student in school, and those needed in the event of an emergency.

Except as provided in Policy JHCD, when a child must receive medication during school hours, the following procedures must be followed:

1. The school shall not furnish any medications under any circumstances, other than those identified in applicable standing orders as referenced in JHCD / JHCD-R. The school nurse does provide some first aid items for students with minor cuts and abrasions. Questions about basic first aid materials should be directed to the building administrator and school nurse.
2. Signed, written permission of the parents with written instructions to be on file in the school before any medication is dispensed. Signed, written instructions from either a physician and pharmacist must also be provided if the medication is a prescription medication. The instructions should include the name of the child, the quantity, frequency and duration of medication.
3. Each building principal, in collaboration with the school nurse, will authorize a primary designee and an alternate designee to administer medication provided by parent/guardian during school hours. The school nurse is responsible for training designees and supervision of their administration of medication.
4. The school nurse will check with the building principal and/designee weekly for new medication brought to school by the parent/guardian and/or for changes made by physician / parent.
5. Prescription medication:
Those required by students in school must be brought to school by the parent/guardian, in its original container, clearly labeled with the child's name, name of medication, time of day medication is to be given, duration it is to be given, and the physician's name; along with a completed LCSD2 School Medication Administration Authorization Form or applicable health plan. The school nurse may allow the initial administration of prescription medication to occur with a current pharmacy prescription label. Administration of prescription medication will not continue until the authorization form is completed.
6. Non-prescription / Over the counter (OTC) medication:
The medications outlined in applicable standing orders as permitted by Wyoming Statute §21-2-202 shall be administered when requested in writing by the child's parents on the LCSD2 Permission for Administration of Over-the-Counter Medication at School form.
7. Expired medication will not be accepted.
8. Except as otherwise allowed in this procedure, students must take all medication in the presence of the designated school personnel, including school sponsored trips.
9. For school-sponsored trips, the following procedure will prevail:
 - a. Parents or guardians will complete a form indicating the student's need for medication (name of medication, dosage, and condition requiring the medication).
 - b. Information form must be returned to sponsor prior to trip.
 - c. All medications must be in appropriately labeled containers.
10. All medication will be stored in a designated area that is to remain locked when not in use. Parent / guardian is responsible for picking up the medication at the end of the school year. The school nurse will properly dispose of any medication not picked up at the end of the year.

11. Medication administration records will be kept in the event a parent should have concerns as to whether a child has or has not received his or her medication for that day. Protocols set by the nurse will be followed in case of an error in administering medication.
12. Pursuant to Wyoming Statute §21-4-310, a student may possess and self-administer medication required for potentially life threatening conditions within a school of the District if a written statement is submitted to the District containing:
 - a. parental verification that the student is responsible for and capable of self administering of medication required for a potentially life threatening condition;
 - b. health care provider identification of the prescribed or authorized medication required for the potentially life threatening condition and verification of the appropriateness of the student's possession and self-administration of the medication;
 - c. the written verification required by this procedure shall be provided on the LCSD2 School Medication Administration Authorization Form or applicable health plan and shall require the signatures of the parent or guardian of the student and the student's physician or physician's representative.
 - d. Notification by the parent for self-medication must include their acknowledgement that the school bears no responsibility for ensuring the medication was taken.
13. Students not following any of the above procedures, including sharing of medication with peers, will result in immediate notification of parents, and potential disciplinary procedures.
14. In accordance with standards of nursing practice, the school nurse may refuse to administer, or allow to be administered, any medication, which based on his/her assessment and professional judgment has the potential to be harmful, dangerous and inappropriate. In this case the school nurse shall notify the parent/guardian and licensed prescriber and the reason for refusal explained.

Medication Defined

Prescription medication:

1. This medication will be administered with written orders and instructions from the student's physician detailing the name of the drug, dosage, route, times to be administered, precautions, potential reactions and when the medication is to be discontinued.
2. School personnel will administer no medication unless and until a medication consent form is completed and signed by the physician and the parent/guardian as outlined in JHCD / JHCD-R. It is the responsibility of the student's parent/guardian to see that the physician signs the consent forms.
3. Any change in dosage, time to be administered or discontinuation of administration must be in writing from the physician.
4. All consent forms must be renewed annually or anytime a medication is changed.

Non-prescription / Over the counter (OTC) medication:

1. The medications outlined in applicable standing orders as permitted by Wyoming Statute §21-2-202 shall be administered when requested in writing by the child's parents.
2. OTC Medications or dosage not included in standing orders.
 - a. This medication shall be administered when a medication consent form is completed and signed by the student's parent/guardian AND physician detailing the name of the drug, dosage, times of administration and when medication is to be discontinued. All consent forms must be renewed annually or anytime a medication is changed.
 - b. Non-prescription medications must be sent in the original labeled container with the student's name written on it. The school nurse has the flexibility based on professional judgment to ask for more information.

AMENDED: June 12, 2024

UPDATED: August 20, 2013

ADOPTED: September 12, 1991

APPROVED: October 19, 1988

Lincoln County School District #2, Wyoming

UNPAID STUDENT MEAL DEBT

The National School Lunch Program is an integral part of the total school program and will be governed by the same controls as any other division of the school program.

The superintendent or designee shall be in overall charge of the program for the district. Each building principal shall be responsible for the general conduct and control of students using the cafeteria. The Food Service Director and/or the Business Manager will be responsible for fiscal operation of the program as well as for state and federal accounting and reporting.

The food service program will be operated on a non-profit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures, and service of foods. The district will meet state and federal requirements necessary for participation in the National School Lunch Program.

Free and reduced meals will be available to families with qualifying incomes. Students will also be permitted to bring their lunch from home and to purchase beverages to supplement home-prepared lunches.

Receipts from the food services program will be used only to pay regular food services operating costs. Board policy EC does not allow for outside or community use of school kitchens.

The district expects that parents take financial responsibility for their student's meals and has adopted these procedures for collection of payment, which include, but are not limited to:

- Payment is expected in advance of the students eating each day and parents are expected to maintain a positive meal balance throughout the year.
- Below zero balances will be communicated to parents by the following medias: note sent home with student and automated recording through school announcement system by phone. If negative balance grows to \$10.00 the school principal will contact the parents directly to arrange for payment.
- If the child continues to arrive at the school without a packed lunch, or funds to purchase meals, the case will be considered for referral to the Department of Family Services.

Refunds for families withdrawing from the district may be processed through the office by filling out a voucher form. The request will be processed and paid after the next regular school board meeting and approval of bills. Graduating seniors may transfer leftover lunch balances to siblings or request a refund through the procedure listed above.

All students will receive a hot lunch if they have money in hand to pay for the lunch without regard to whether or not they have a charge balance. A la carte items may not be charged.

Parents will be responsible for paying for student's meals and any charges incurred prior to submission and approval of an application for free and reduced lunch (and after the Federal Guideline carryover period, if applicable). A new application must be submitted each school year. Applications may be sent home at the beginning of each school year, are posted on www.lcsd2.org under the Nutrition Services tab, and are available in each school main office. Meal benefits may be applied for any time during the year. Assistance with filling out an application may be obtained by contacting the district office.

All building administrators will be responsible for collection of any unpaid lunch balances at their buildings on or before the last day of school. Unpaid lunch balances may be carried over at the end of the school year as a delinquent debt and collection efforts may continue into the new school year. Once

it is determined that a delinquent account is not collectible, it shall be considered as a bad debt and treated as an operating loss, which cannot be absorbed by the non-profit food service account. The operation loss amount will be transferred from the general fund to the federal school lunch program when reclassified as "bad debt".

The district is committed to ensuring that all students have the opportunity to participate in the National School Lunch Program. Parents of a student with a negative balance may contact the Food Services Director for information and support in providing their child with a healthy, quality school lunch.

The district will provide a copy of this policy to all households at the beginning of each school year and to transfer students.

AMENDED: February 14, 2024

ADOPTED: June 8, 2017

Lincoln County School District #2, Wyoming

JICFA

HARASSMENT, INTIMIDATION AND BULLYING

Harassment, intimidation or bullying of students at school is prohibited.

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

1. Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage; or
2. Insulting or demeaning a student or group of students, causing substantial disruption in, or substantial interference with, the orderly operation of school; or
3. Is so sufficiently severe, persistent or pervasive that it creates a hostile environment that is intimidating, threatening or abusive for a student or group of students; or
4. Harming, insulting, or demeaning a student or group of students that are in a state or federal protected class (see policy ACA).

"Written" acts include, but are not limited to handwriting or typed communications and other forms of electronic communications, including, but not limited to: email, cell phone and pager voice, text, still photograph, or video messages, instant messaging, defamatory personal web sites, social networking sites, and online personal polling sites or journals, to support deliberate and harassing behavior that frightens, harms or embarrasses others and unreasonably impacts or disrupts the orderly operation of the school environment.

A "school" as defined in this policy includes a classroom or other location on school premises, a school bus or other school related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child.

Students shall conduct themselves according to the rules and policies of the school district and shall conduct themselves in a respectful manner toward staff and other students.

Students who engage in bullying, harassment or intimidation shall be subject to disciplinary action, up

to and including suspension or expulsion.

Students who witness harassment, intimidation or bullying of another student are encouraged to anonymously or otherwise report that conduct to a school staff member as soon as possible. Any staff member receiving a report shall forward that information to the administration or a trusted adult that works for the school district. The administration will then collect as much information as possible, including, but not limited to, a description of the conduct, date, time and location of the incident, and the names of the individuals involved.

The administrator or his/her designee conducting the investigation shall document the findings and conclusions of the investigation. Based on the findings, the administration shall take appropriate disciplinary action toward the student or students.

Retaliation or reprisal against a student or other individual who makes a good faith report or complaint of harassment, intimidation or bullying is prohibited and shall not be tolerated. Anyone who engages in such retaliation or reprisal against an individual who makes a report of harassment, intimidation or bullying shall be subject to discipline, up to and including suspension or expulsion. When the school determines that a student has been harassed, bullied or intimidated in violation of this policy, administration will implement steps or strategies to protect that student from additional harassment, intimidation or bullying and from retaliation.

Any student who is found to have made a deliberate or intentional false accusation, report or complaint is subject to discipline, up to and including suspension or expulsion.

At the start of each school year, every building principal shall ensure that the districts harassment, intimidation and bullying policy is reviewed with all students. This policy shall be included in the student manual or handbook and shall also be available to the public on the school district's website in a manner to be determined by the superintendent or his/her designee.

The school district shall incorporate training and education on this policy in its professional development programs and the policy shall be provided to volunteers and other noncertified employees of the district who have significant contact with students.

W.S. 21-4-312(a)(i)

AMENDED: March 4, 2020

ADOPTED: December 10, 2009

Lincoln County School District #2, Wyoming

JICI

WEAPONS IN SCHOOL

Possession of a weapon on school property or at any school-sponsored activity is prohibited. A person found to be in possession of a weapon on school premises before, during, or after school, or at any school-sponsored activity, will be subject to administrative and/or legal action. The Board of Trustees shall, subject to the case-by-case modification permitted by this subsection, require the district superintendent to expel from school for a period of one (1) year any student determined to possess, use, transfer, carry, or sell a deadly weapon as defined under W.S. 6-1-104(a)(iv).

Deadly weapons as defined in Wyoming statute are firearm, explosive or incendiary material, motorized vehicle, an animal or other device, instrument, material or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury.

Administrators or other delegated school officials, in their professional judgment, will confiscate any article

previously identified as a weapon as defined above. Articles previously identified above and any other article deemed a weapon will be confiscated and disciplinary and/or legal action will be taken. The appropriate law enforcement agency may be called.

The following conditions constitute interpretations that permit exceptions to the possession or use of weapons:

1. Weapons which are under the control of law enforcement personnel;
2. Weapons that are registered and handled in a legal manner for the purpose of education as authorized by the principal; and,
3. Weapons properly registered and handled during the community use of school facilities.

W.S. 21-4-305

AMENDED: May 10, 2012

AMENDED: June 22, 2006

ADOPTED: October 12, 1994

JRAA

NOTIFICATION OF FERPA

Under the direction of the Superintendent, school officials (Principal, Counselor, or principal's designee) of Lincoln County School District No. 2 will annually notify parents/legal guardians and eligible students (students who have reached the age of 18 years or who are legally emancipated) of their rights under FERPA (Family Rights and Privacy Act) to request information contained in student educational records.

Notification will be provided directly to parents and eligible students at the beginning of each school year and after any substantive change in such legislation. This notification will provide information concerning the following:

- The right to inspect and review student's educational records.

- The right to request an amendment of educational records.
 - Requests to amend educational records must be made in writing and prior to or at the completion of a grading period as to ensure adequate time for recording data to the record.
- Types of information the district has designated as directory information.
 - To ensure appropriateness of information and the legitimacy of personally identifiable information that may be disclosed to school personnel without parental or students' consent.
- Procedure to opt-out of disclosure of directory information.
- The right to file a complaint with the Family Policy Compliance Office in the United States Department of Education.

SEE PROCEDURE JRAA-R

AMENDED: May 10, 2012

AMENDED: July 18, 2007

ADOPTED: June 5, 2004 (PPRA content moved to JRAB)

STUDENT PRIVACY PROTECTION AND PARENTAL RIGHT TO INSPECT CERTAIN MATERIAL

Parental right to inspect surveys:

The parents of a student enrolled in Lincoln County School District #2 shall have the right to inspect, upon written request, a survey created by a third party before the survey is administered or distributed by the school to the student. Upon receiving such written request, the school shall provide the parent requesting such survey information, a copy of the survey prior to administering or distributing the survey to that parent's child.

The school district recognizes that students are not required to respond to surveys requesting certain types of information. Specifically, the student is not required to provide information regarding the following issues:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships; 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Upon the school's receipt of a survey requesting information described by any of the subjects above, the school district shall, within a reasonable time before distributing that survey, give notice to parents of the students to whom the survey is directed. This notice shall:

1. Describe the survey;
2. Indicate who will have access to the survey results;
3. Indicate whether the survey is anonymous;
4. Inform the parents of their right to inspect the survey; and
5. Notify the parents that their child is not required to respond to those particular subjects listed above.

If a parent desires that his/her child shall not take the survey, that parent must notify the school in writing of his/her request.

Occasionally, the school may administer surveys involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information, or for otherwise providing that information to others for that purpose. The school district shall notify parents at the beginning of the school year when such surveys may be administered, or when they are expected to be scheduled. In the event of the administration of such a survey, the school district will take measures to protect student privacy.

Each parent of a student at Lincoln County School District #2 shall have the right, upon written request, to inspect any instrument used in the collection of personal information in the above paragraph before the instrument is administered or distributed to the students.

Parental right to inspect instructional material:

Any parent of a student of Lincoln County School District #2 may, upon written request of the parent, inspect any instructional material used as part of the educational curriculum for the student. Such written request shall be delivered to the Principal's office. Upon receiving such written request, the Principal, or his/her designee shall respond to the written request by notifying the parent when he/she may inspect the requested material. The Principal or his designee shall respond within a reasonable time following the receipt of such written request, and shall make the requested materials available for inspection

within a reasonable time following receipt of such written request.

Physical examinations and screenings:

From time to time, the school district may deem it necessary to perform physical examinations or screenings on students. Such screenings may include, but not be limited to: hearing screening, vision screening, physical examinations, and other examinations or screenings for the general health and welfare of the students. Each year at the beginning of the school year, the school district shall directly notify the parents of the specific or approximate dates during the school year when the physical examinations or screenings are scheduled or expected to be scheduled including a description of each screening. The school district may require students to obtain physical examinations prior to participating in any athletic or extra-curricular activities. The school shall notify the parents of any non-emergency, invasive physical examination or screening that is:

- a) required as a condition of attendance;
- b) administered by the school and scheduled by the school in advance; and c) not necessary to protect the immediate health and safety of the student or of other students.

Parents who do not want their child to participate in such screening or examination must deliver written notice prior to the date of such scheduled screening or examination, and such written notice shall specifically state that the parent does not want his/her child to be subject to the particular screening or examination. The school district may also perform physical examinations or screenings without notice to the parents in an emergency situation where a student has been injured in a manner which required immediate attention.

SEE PROCEDURE JRAB-R

ADOPTED: July 18, 2007

Lincoln County School District #2, Wyoming

AC

NONDISCRIMINATION

Lincoln County School District #2 (the District) is committed to a policy of nondiscrimination in relation to race, disability, national origin, ancestry, creed, color, religion, sex, or age. This policy should prevail in all matters concerning staff, students, educational programs and services, and individuals with whom the school district does business.

The District shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including:

- a. respect for the individual, regardless of economic status, intellectual ability, race, disability, national origin, ancestry, creed, color, religion, sex, or age;
- b. respect for cultural differences;
- c. respect for economic, political, and social rights of others; and
- d. respect for the right of others to seek and maintain their own identities.

The District, in keeping with the requirements of state and federal law, will attempt to remove any vestige of prejudice and discrimination in employment, assignment, and promotion of personnel; location and use of facilities; in educational offerings and instructional materials.

All employees, students, and community members are hereby notified that this district does not discriminate on the basis of sex in educational programs receiving federal or state financial assistance and that it does intend to comply with Title IX of the educational amendments of 1972 and as subsequently amended. Any student or their parent, or employee who has a complaint relating to sex discrimination, sexual harassment, or Title IX, is referred to policy ACA and the procedures set forth therein.

A statement of nondiscrimination shall be included in the faculty and student handbooks and shall be published at least once a year in a newspaper of general circulation in the district. A Civil Rights Compliance Officer will be designated by the Superintendent.

Please see board policy ACB for more information regarding equitable participation for public and private school students.

AMENDED: February 9, 2022
AMENDED: November 10, 2017
REVIEWED: December 16, 2016
AMENDED: May 8, 2003
ADOPTED: December 20, 1979