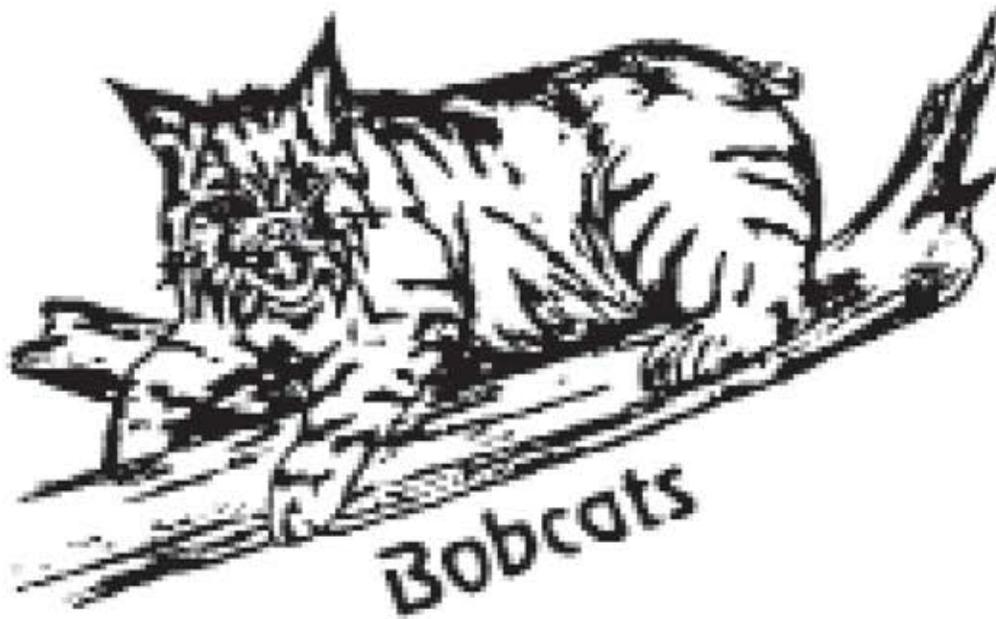


# Bar Nunn Elementary School



**Student/Parent Handbook  
2017-18**

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# Welcome to Bar Nunn Elementary School!

Dear Students and Parents:

We hope this school year will be both educationally profitable and enjoyable. It is our desire that we work hand in hand to help each child grow to his/her fullest potential. This goal can be achieved with the help and cooperation of the pupil, parent, and teacher.

The Student-Parent Handbook is intended to communicate answers to the most frequently asked questions and to provide written communication of the school rules. The school rules are implemented for the physical safety and well being of our children and also to ensure a smoothly operating school with an optimum learning climate. Specific lists of school rules are displayed and discussed in each classroom.

We are asking that every parent read and discuss this handbook with their child(ren) and then sign and return the enclosed questionnaire. By signing this questionnaire you are not indicating that you agree with all our rules and policies, only that you have read through this handbook with your child(ren).

The first bell rings each day at 8:45 a.m. and classes dismiss at 3:30 p.m. Please make arrangements for your child's arrival after 8:00 a.m. each morning, unless they ride a bus. Supervision on the playground is provided beginning at 8:00 am and our Reading / Homework Lab is open at 8:00 am.

As your child's principal, I look forward to working with you. I hope every parent will take the opportunity to visit the school often during the school year. We welcome and encourage parent participation and look forward to seeing each of you.

Sincerely,

René Rickabaugh  
Principal

## **PHILOSOPHY AND OBJECTIVES OF THE EDUCATIONAL PROGRAM**

Bar Nunn Elementary School, as part of the Natrona County School District #1, is dedicated to making available a superior quality of education that may be earned by each of its students. We teach the state and district standards at each level.

The curriculum is a balanced one, based on the best available knowledge that we have concerning learning, child psychology, and the concept of general education. To help students achieve the standards, Bar Nunn School is implementing the research proven program of Success For All Reading. The reading program uses a curriculum based on research and effective practices in beginning reading and an appropriate use of cooperative learning. We review student progress with eight week assessments. The program provides reading tutors, preschool and kindergarten components, and a Solutions Team. Our Math program is the district selected My Math which uses a constructivist mathematics approach based on the standards of the National Council of Teachers of Mathematics. Our Language Arts instruction consists of Six Traits+1 Writing, Step Up to Writing, Reading Horizons, and Houghton Mifflin Language Series.

To quote Dr. Slavin, one of the authors of Success For All, Bar Nunn Elementary "maintains a relentless focus on the success of every child. Success comes from coordinating human resources around a well-defined goal, constantly assessing progress toward that goal, and never giving up until success is achieved." Our program is a school-wide, coordinated, and proactive plan for translating positive expectations into concrete success for all children.

Further, we attempt to provide an atmosphere that will create in the student a desirable attitude toward learning, and to develop a respect and an appreciation for work well done. We teach Second Steps Social Skills to facilitate positive peer and adult interactions.

We believe that mastery of the basic elements is essential for participation in the modern world, and that development of ethical and moral values has a function in the school if students are to become valuable, contributing members of society.

The students of Bar Nunn Elementary School deserve the best we can give them. They, in turn, are expected to give their best. Parents, also, have a valuable role to play in the encouragement and support they lend to their children and to the school. We welcome parent volunteers and visitors. Your support is a key to our success with students.

# **Bar Nunn Elementary School**

## **We Choose Success!**

**Vision:** We will be a school of integrity where learning with passion, curiosity, and motivation is pervasive (everyone, everywhere, all the time) and compulsive (irresistible).

**Mission:** We exist to create a motivational learning environment at Bar Nunn School for everyone, everywhere, and all the time.

**Beliefs:** We believe to accomplish our vision and mission, Bar Nunn School staff, students, and parents need to be nice and student centered. We need to demonstrate enthusiasm, passion, integrity, accountability, high expectations, effective communication, and collaboration in our work to build our strongly motivational learning environment.

### **Bar Nunn School Improvement Goals**

**Goal 1:** By May of 2019, Bar Nunn School will increase the percentage of our students, K-5, reading at or above grade level to 90% as measured by the NWEA Reading Growth Assessment and 85% as measured in the state accountability model using PAWS grades 3-5.

**Goal 2:** By May of 2019, Bar Nunn School will increase the percentage of our students, K-5, reaching math proficiency to 90% as measured by the NWEA Math Growth Assessment and 85% as measured in the state accountability model using PAWS grades 3-5.

**Goal 3:** By May of 2019, Bar Nunn will achieve an overall stakeholder satisfaction rating of 90% from annual climate surveys of students, parents, and staff.

## **DISCIPLINE POLICY**

Bar Nunn Elementary School believes that a safe, nurturing environment is achieved through effective, consistent discipline. Our discipline policy is based on working together as a team with parents, staff, and students. Our building policy is designed to set clear expectations, provide knowledge of appropriate choices and awareness of consequences. Therefore students become responsible for themselves and their actions and take pride in their self-conduct both in and out of the classroom. We believe discipline IS NOT punishment. Our building policy is based on the district's student discipline policy. Procedures outlined in the district policy will be followed, as well as building level procedures.

These core beliefs outline the professional actions and attitudes of all staff members in this school:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be handled with natural and logical consequences instead of punishment whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
6. Students are encouraged to request a conference with the principal whenever consequences appear to be unfair.
7. School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

### **DISCIPLINE AND CLASSROOM MANAGEMENT PROCEDURES**

The behavior expectations for Bar Nunn students are the following:

- Be Safe
- Be Respectful
- Be Responsible

We believe that students who are making good behavior choices should receive some recognition. We will follow these procedures to promote positive behavior choices and minimize the disruptions to teaching and learning:

1. Each classroom will have a positive reinforcement system. This will be the “Ladder” system. Each classroom will have a ladder with rungs worth varying point values, with a bonus rung for students exemplifying good behavior. Students will start in the middle of their ladder on the rung labeled “Good Work.” Throughout the day they will move either up or down the ladder, depending on their behavior. At the end of the day they will chart their points. Younger classrooms may have daily point rewards, while older children may accumulate weekly totals for rewards on Friday. Each teacher will notify parents of how this ladder will work in his/her classroom. Teachers will also give out blue Bobcat Bucks to students who are exhibiting appropriate behaviors. These bucks will be used for classroom rewards or may be used at the school store.

2. Quarterly Award: Students who do not receive an office referral, bus citation, have 5 or less Purple Warning referrals, or more than 1 ORB referral during the quarter will be invited to attend the Quarterly Celebration. This celebration will vary from quarter to quarter and can be an ice cream party, movie and popcorn, roller skating party, etc. The year’s celebrations will be publicized for students and parents.

3. Mystery Motivator Drawing: Students who are “Caught Being Good” can earn a ticket for the weekly Mystery Motivator Drawing in the office. Every Wednesday (Winning Wednesday) the office will randomly draw names of students to receive prizes. This is a Mystery Drawing because the prize is not revealed until the drawing.

4. Monthly Principal Reward Breakfast: Students with good behavior all month, defined by no office referrals, no bus citations, no more than 2 Purple Warning referrals, and no ORB room referrals will be invited to attend the “Doin’ It Right” breakfast hosted by the principal and staff. Families are welcome to attend with their student(s). Invitations are sent home prior to each breakfast. Teachers will send home WOW slips each day your child gets to WOW on the classroom ladder. Please sign and return these because we do a special drawing to select families to honor with special attention and prizes at the monthly breakfast from these returned WOW slips.

**Each student is a unique individual with unique personal, social, and educational needs. Therefore, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique situations. Should positive intervention fail and students need further intervention to maintain appropriate behavior, in general, the following sequence of consequences will be used:**

### **Classroom Level Sequence**

Preventative Steps: Teachers and staff will utilize a bank of options to redirect students with no punitive consequence. Examples of this are: 1) coupling statement; 2) quiet, individual interaction; 3) proximity- 4) hallway chat; 5) individual or team points; 6) or other individual teacher options. If further intervention is needed, the next step will be:

### **Classroom or Playground/Low Level:**

1. Warning examples – hallway chat, verbal warning, movement on ladder, walk with supervisor, etc.
2. In class or playground relocation/ Time Out (Maximum of 5 min.)
3. Purple Warning Referral: This is a loss of recess without a formal office referral. This is used when the student/staff is in a setting that the ladder is not available, such as playground, lunchroom, field trips, etc.

### **If this is not effective, the next step will be:**

Recovery: A student will be sent to an out of class recovery area when other preventative measures have not been successful and they are interfering with the learning of others. Students will be required to fill out a ‘Think It Through sheet and complete their classroom re-entry conference before returning to class. Once the ‘‘Think It Through’’ sheet is completed and the student’s behavior is appropriate, he/she may return to class. Multiple referrals for recovery will result in an at risk/solutions team referral and the possibility of an individual behavior plan.

If students cannot refocus or receive multiple referrals to recovery in the same day, the next step will be the Remedial Level Sequence.

### **Remedial Level Sequence**

When students continue to have trouble despite all classroom efforts, the next step will be the ORB (Opportunity for Replacement Behaviors) Room.

The parameters of the ORB room are as follows:

- Extended out-of-class recovery
- Teaching interactions will be at a minimum until the student is calm and ready to problem solve.
- Teaching interactions will be around needed social skills and problems solving skills.
- Students will calm down, work appropriately with the ORB staff and demonstrate satisfactory behavior before re-entering the classroom community.
- The ORB staff will contact the parents by phone to inform them of their child’s behavior and situation.

If this intervention is not successful, the next step will be the office.

### **Office Referral**

If a student receives an office referral, the following sequence is followed: The student's intervention report is reviewed and the administrator selects from the following action options:

- Office Teaching Interaction
- Natural Consequences, such as cleanup
- Apology
- Office Time Out
- Cool Downs (Loss of Recess)
- Parent Phone Call or Conference
- Community Service
- Assigned Time in Another Classroom
- Alternative Work Room Assignment
- Behavior Contract with Office
- Referral to Solutions Team
- After School Detention
- Sent Home for the remainder of the day
- Assignment to Safe Schools Suspension Lab
- Law Enforcement Contact
- Other

### **Office Referral Protocol**

- Students who receive three office referrals in one quarter will be automatically referred to the Solutions Team for review and initial intervention.
- If a class needs to be removed due to a student's behavior, that student will receive an automatic extended recovery or suspension, either in-school or out-of-school.
- If a child does not deescalate within a reasonable amount of time, he/she will receive an out-of-school recovery time either to Safe Schools Suspension Lab or home.
- Absolutes: The following behaviors will result in an automatic office referral: Sexual Harassment, Profanity with malice, Weapons, Physical Aggression, Theft, Alcohol/Drugs, and Vandalism

### **Playground Referral Protocol**

For students who have infractions on the playground, the following consequences may be applied:

- Warning from staff
- Removal from equipment for the day or week

- Walk with the playground teacher for 1 or more recesses
- Placed on the blue bench or in the recovery area
- Loss of a recess without Office Referral
- Office Referral for Principal Intervention
- Other

### **Suspension Process**

If a suspension is deemed appropriate by the principal or designee, suspensions lab will be contacted to set up the dates. The principal or designee will contact the parents and review the expectations and the number of days of suspension.

Upon returning to Bar Nunn School, the student will participate in a reentry conference with the principal and teacher for the purpose of team planning to prevent further issues.

### **Crisis Management Response Process**

The purpose of this process will be to manage student behavior that has escalated beyond responding to the classroom management system. It is designed to keep all students and staff safe and minimize the learning disruption. In these situations, staff will use the following code system.

Code 1:     *Need principal or designee assistance in classroom ASAP.*  
(Chronic non-compliance, mild threats)

Code 2:     *Need principal and pupil service staff assistance in classroom ASAP.*  
(Physical aggression, physical or verbal confrontation, leaving classroom)

Code 3:     *Need full crisis team in classroom NOW*  
(Clear danger to self or others, assaultive, weapon)

### **The Process:**

#### Step 1:

Contact the office via the intercom or call 0 and state code 1, 2, or 3 to (Your name)’s room. If the crisis occurs somewhere else, state your location.

#### Step 2:

Crisis Team Entering the Room: Person/persons entering the room ask the teacher, “May I help you?” Teacher states (for example), “Billy has chosen to go to the office and needs assistance.” At this point, the principal or designee will be in charge of the situation. The teacher’s main responsibility is to facilitate the rest of the class, continuing with instruction or removing the class upon request. If the student does not comply, the principal or designee may request the teacher to remove the class to another location. Physical contact should be made only if the student attempts to harm self or others.

Step 3:

Termination of Crisis: When calm, the student will be escorted to the principal's office.

Step 4:

Crisis Intervention Debriefing: At the end of the day or as soon as possible, the Crisis Team should meet to debrief regarding the incident.

**BREAKFAST / LUNCH PROGRAM**

Our breakfast / lunch program in Natrona County School District #1 and at Bar Nunn School consists of a Hot Breakfast / Lunch Program, sack lunches (brought by the individual students) and students who go home for lunch. Free and reduced price meals are available for those families who qualify. Milk is available to those students bringing their lunches at a cost per carton. Parents are welcome to eat breakfast or lunch with their son/daughter at an additional cost.

**STUDENTS EATING LUNCH AT SCHOOL ARE RESTRICTED TO THE SCHOOL PROPERTY DURING THE LUNCH PERIOD.** Students violating this rule will face disciplinary action.

**STUDENTS ARE NOT PERMITTED TO TAKE ANOTHER STUDENT HOME FOR LUNCH UNLESS BOTH PARENTS HAVE SENT THEIR WRITTEN PERMISSION TO SCHOOL AND THESE NOTES ARE APPROVED BY THE TEACHER(S) AND PRINCIPAL.**

Students living near the school who wish to go home for lunch may do so but are expected to be back at school prior to the tardy bell. Parents: Please inform your child's teacher if your child will regularly go home for lunch so they may be dismissed promptly to give them the full time necessary for travel and time to eat. There are two lunch periods, each 40 minutes in length.

Breakfast will be served from 8:20 - 8:40 am

**LUNCH SCHEDULE**

Lunch #1 11:50 a.m. - 12:30 p.m.

Lunch #2 12:05 p.m. - 12:45 p.m.

If you wish to pick up your child for lunch, please report to the office.

*\*In accordance with Federal Law and U.S. Dept. of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Bldg, 1400 Independence Ave., SW, Washington DC 20250-9410, call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.\**

## RECESSES AND WARM CLOTHING

We believe that children need fresh air and exercise each day, even during the cold winter months. Therefore, children are expected to go out-of-doors for recesses, properly dressed for the weather. Students need warm outer clothing, gloves, caps or hoods, and foot wear.

When extreme temperatures or weather conditions occur, the following protocol will be followed:

- When the still air temperature or wind chill combine to produce an outside temperature of +10F or lower, children will be kept indoors, and will be out no longer than 10 minutes.
- When sustained wind speed exceeds 30 mph, children will be indoors, and will be out no longer than 10 minutes.

If a child is ill, and upon returning to school is not fully recovered, we ask for a note from a parent advising us of the situation, whereupon the child will be kept in the building for **no more than 1 day**. For long term permission to remain inside, we must have a doctor's request, stating the reason, the length of time, and any other special requests.

## ADVERTISING

Commercial advertising material or religious material will not be distributed to the students, and the students may not distribute this type of information to other students. Information that relates to the students and the school such as scouting, brownies, PTA, YMCA, community recreation, and 4-H will be permitted with approval. Most information must be cleared through the superintendent's office.

## AFTER SCHOOL SPORTS

Bar Nunn Elementary School participates in the Elementary After-School Sports Program. This program consists primarily of girls' and boys' volleyball and basketball. This program is for 5th grade boys and girls only. Practice is held in the school gym after school for no longer than one and one half hours. During practice sessions **ONLY** those participating students are allowed in the gym. The seasons are divided into girl and boy seasons, each lasting about six weeks. If coaches cannot be found, teams will not be formed

Games and tournaments are played at the Casper Recreation Center. All participating students are expected to conduct themselves in their very best manner at games.

We ask that adult spectators please conduct themselves in a mature and responsible manner. Many of our referees are young and inexperienced and will make mistakes. The objective of this program is to provide the students with the opportunity to learn team cooperation, the love of physical activity, sportsmanship,

and the fundamentals of volleyball and basketball. Winning is good, but our primary objective is teaching sportsmanship.

**A PARENT OR LEGAL GUARDIAN MUST ACCOMPANY STUDENT SPECTATORS AT GAMES.**

**Students with discipline or behavioral citations may be ineligible to compete.**

**ASSEMBLIES**

During the school year several assemblies will be presented to all students through a variety of programs such as musicals, puppet shows, dance groups, etc. If you do not wish for your child to attend, please notify us and a supervised study area will be provided.

**ATTENDANCE**

Regular attendance at school is extremely important if the student is to do well in school. The attitude of a child towards education is reflected in his/her attendance habits. A child who misses school regularly misses the discussion in class and cannot keep up with his/her daily assignments. It is extremely important that your child not develop the habit of missing school as research shows that a child who misses school in his younger years will also be absent from work as an adult.

Our attendance procedure will be to refer any student with more than 3 absences in a month to our Solution s Team. This team is designed to develop interventions to help get the child to school.

**When your child is absent from school, a note explaining the absence must be sent to the teacher upon his/her return to school.**

If we do not receive a phone call or written note describing the reason for a particular absence, we have no choice but to record an unexcused absence. Bar Nunn's attendance procedure will be to refer any student with more than three unexcused absences in a month to our At Risk Team. This team is designed to develop interventions to help get the child to school.

**VERIFYING ABSENCES**

**Please call the school office each morning between 7:30 am and 9:00 am if your child is going to be absent from school.** If a call is not received from you, and your child is absent, we will phone you to verify the absence.

This simple verification procedure should insure the safety of students and eliminate unexcused absences. Your help in phoning us will save a great deal of secretarial time and is greatly appreciated. **The office phone number is 253-4000.**

## **BACK TO SCHOOL NIGHT (Title 1 Annual Meeting)**

Bar Nunn School holds Back to School Night each September. During this time, our mission, vision, goals, student achievement, and parent activities are shared. In addition, teachers review the Student, Parent, Teacher, Principal Compact, their classroom procedures and curriculum, plus their qualifications during this evening.

We review our Title 1 plan for the year, school goals, student achievement information, budget and parent involvement activities at an April School Improvement Meeting to establish the next year's plan.

### **BICYCLES**

Bicycles may be ridden to school and must be parked in the area provided. Students will not be allowed to ride their bicycles during any recess period. Students found ignoring traffic and safety laws face losing their bicycle riding privileges for one week on the first offense, one month for the second offense and for the remainder of the school year on the third offense. **BICYCLES, SKATE BOARDS, ROLLER BLADES, AND ROLLER SKATES ARE NOT TO BE RIDDEN ON THE PLAYGROUND.**

### **BOOK FINES**

Natrona County School District #1 Board Policy states that a pupil shall be held responsible for damage to, loss of, or failure to return books. The following applies to all students:

1. A repair or replacement cost shall be charged for lost textbooks, library books, and books that have been damaged by water or are torn;
2. Fines must be paid by the student when assessment has been made;
3. Authorized school personnel may assess a fine for a damaged book or lost book on a judgmental basis;
4. We are always happy to have a 'lost' book returned rather than receiving the money. Money will be refunded if a book is found.

### **BUILDING SECURITY**

The side entrance doors at Bar Nunn are locked (for outside entrance only) at all times for security reasons. The main lobby doors are the only doors that are unlocked for entrance from the outside. We ask that **anytime you come into the building, first stop at the office** and let us know who you are and how we may help you. **We ask that ALL visitors please report to the office first and receive a visitor badge.** Our building security is not to inconvenience you; it is to protect the children.

Before and After School: In an effort to maintain the highest level of security and supervision for our students, we are requesting that parents drop students off outside in a previously arranged spot or by the north doors where ALL students will be expected to exit. The increased congestion in the hallways at these particular times makes it difficult to know who should or should not be there. If you need to speak with your children's teachers, please obtain a visitor's badge from the office. If you do not obtain a visitor's badge expect to be stopped and redirected to the office by a member of our staff.

### **BUILDING USAGE**

The use of buildings and equipment by non-school organizations or individuals must be cleared through the principal. Organizations or individuals wanting to use the building for non-school functions must meet with the principal and complete the appropriate building usage forms. No teacher or other school personnel is to allow any student access to any part of the building without adequate supervision.

### **BUS STUDENTS**

The rules established by the Natrona County School District #1 will be strictly enforced. Students and parents of students who ride a bus should become familiar with the rules. A copy of the rules is given to each bus student when they receive the authorization to ride a bus.

**IT IS A PRIVILEGE, NOT A RIGHT TO RIDE THE BUS.** A student's fourth (4th) bus citation results in the loss of bus riding privileges.

### **COMMUNICATION**

Each year our PTA purchases school-to-home folders. These come home each day and contain homework, completed work and teacher/school notes. Our building homework policy is in the folder. Please watch for this folder and ask for it each day. Thursday will be the day that a majority of the school information flyers will come home in that folder.

### **DOGS**

Students and parents are asked to make certain their dogs are not allowed to follow students to school. Even friendly dogs can become dangerous on a playground because of activity and noise. We will usually summon Metro Animal Control office to pick up any dogs on school property because of the serious nature of their presence.

### **FIELD TRIPS**

A teacher may use field trips during the school year to strengthen students' knowledge of a particular subject by viewing a place of business, museum, state or national park etc. Parents are often asked by the teacher to assist in supervising the

students. The best behavior is expected of all students when on a field trip. All regular classroom and school rules apply to the students on a field trip.

Parents will always be notified of an upcoming field trip unless the activity is part of the regular school curriculum, such as trips to the planetarium. Parents will be asked to sign a permission form at the beginning of each school year which gives their children permission to attend school sponsored field trips.

Parents using their own automobile will be asked to provide information about the car's owner, driver, and insurance.

### **ILLNESS**

#### **IF A CHILD IS PICKED UP FROM SCHOOL BY THEIR PARENTS, THE STUDENT MUST BE PICKED UP FROM THE PRINCIPAL'S OFFICE.**

A child who is feeling ill is to contact the teacher, and the teacher will then send the child to the office. If a student has a temperature or is not feeling well, the child's parents will be called and the child will be permitted to leave with the parents. Please sign them out at the office.

### **IMMUNIZATION**

Under the laws of the state of Wyoming (W.S. 21-4-309), your child is required to be properly immunized against vaccine preventable disease as designated by the State Health Officer. Your child may be conditionally enrolled in school for 30 calendar days.

Waivers may be obtained only from the State or County Health Officer upon submission of written evidence of religious objection. For medical exemption to the administration of any vaccine, please have your physician complete the proper section of the immunization form. The **MINIMUM** immunization required for school attendance is listed on [natronaschools.org](http://natronaschools.org).

### **PARENT-TEACHER CONFERENCES**

Conferences are held two times each year. The first is at the conclusion of the first nine (9) week grading period and the second is in the spring. The conferences are one of the most effective methods of reporting student progress to the parents. It is our hope that parents always feel welcome in our school. We invite you to come in at anytime, but especially for Parent-Teacher Conferences.

### **PARENT TEACHER ASSOCIATION**

The Bar Nunn Parent Teacher Association (PTA) provides assistance and programs, which benefit our students and our school. Visitors are always welcome at our meetings. We hope everyone will join and become active in the Bar Nunn PTA. Our PTA pays for the cost of only \$3 per family. So all you do is sign up.

## **PARTIES**

Special room parties are scheduled each year. These parties are planned and supervised as a joint effort of the teacher and the room volunteers. Generally, these parties are held the last hour of the school day. Should a need exist for an individual room to deviate from this time schedule, a note will be sent home for your information. The three yearly parties are: Halloween, Christmas, and Valentine's Day.

Birthday parties will be permitted for kindergarten students only. This is in accordance with School Board Policy #5133. It is difficult to justify time taken from instruction for a party for each child in a classroom. Treats may be distributed to every class member at the end of the day in all grade levels. Please notify the classroom teacher and arrange things before sending treats.

If you do not want your child to participate in any of these parties, please inform the school in writing. The school and teachers will make arrangements with you for your child during these times.

## **PETS (BRINGING THEM TO SCHOOL)**

Animals are only allowed in the classroom for instructional purposes or for those students who require them as part of an IEP, per Board Policy 6900. Please speak with the principal before bringing animals to school.

## **PICKING UP YOUR CHILD DURING SCHOOL**

If it is necessary for a parent to pick-up their child during the school day for a doctor appointment or because of an illness, you are asked to please pick up the child at the main office and sign them out. If you pick up your child at noon or during recess, the teacher and office personnel must be notified. If student pick-ups are not cleared properly, it may lead to much confusion as the teacher, secretary and principal may not know what has happened to the child.

Recognizing that appointments may not always be outside of regular school hours the following guidelines may be of assistance:

1. Send the student to school before or after the appointment when at all possible. Students who arrive late or who must leave early for an appointment will not be counted tardy or absent providing a note of explanation accompanies the child;
2. Please try to send a note to the teacher in advance when at all possible. This eliminates classroom interruptions and allows the teacher time to plan ahead for that student.
3. Please try to avoid appointments between 9:00 – 11:00 am, so your child does not miss their reading block of instruction.

## REPORT CARDS

Report cards will be distributed at the end of each nine week grading period. They will be given to the parents during parent-teacher conferences at the end of the first nine week grading period and distributed to the students at the end of the other three grading periods. The report card dates will be advertised in the calendars and announced in the newsletters.

## SAFETY

With school in session and many children crossing busy streets as they travel to and from school, we ask that you please discuss with your child(ren) the importance of obeying traffic laws and the safe routes to use when walking to and from school. Parents should advise their children on traffic safety, bicycle safety, pedestrian safety, and expectations on arrival and departure times. We will have the same conversations with children here at school on numerous occasions throughout the school year.

I realize that it is necessary for many of you to also deliver and pick up children. For those of you who do, I need your assistance. It is extremely important that you arrange, with your children, a delivery and pick-up location that will not interfere with the bus loading zones. Typically, parents pick students up at the side parking area by the bus pick up section.

**NOTE: *Students should ALWAYS go directly home after school, report in to the parents, babysitter, or whomever is responsible---and then plan their after school activity.* STUDENTS SHOULD NOT GO TO SOMEONE ELSE'S HOME AFTER SCHOOL UNLESS THE PARENTS KNOW THE PLANS.**

**ACCEPTING RIDES, CANDY, MONEY, ETC., FROM STRANGERS IS A VERY REAL DANGER TO CHILDREN. AT NO TIME SHOULD CHILDREN ACCEPT FAVORS FROM ANY PERSON UNLESS THEY ARE WELL KNOWN AND PARENTS HAVE GIVEN PERMISSION.**

## SCHOOL NURSE

A school nurse is provided for all schools in the Natrona County School District #1. The nurse is responsible for checking the general health of a student (eyes, ears, throat, and teeth). The nurse works in the area of communicable diseases, accidents, and illnesses that occur at school. The nurse is scheduled in the building on a part-time basis. **If a child has a temperature of 100° or higher he/she will be sent home. This is done to prevent the spread of illnesses.**

Human Growth and Development Sessions will be provided for 5th graders. Parents will be informed when these sessions will occur. If you do not wish to have your child(ren) participate, please notify us in writing, after you've received the notice of these sessions. If you have questions you may contact our school nurse.

**\*\*Parents/Guardians understand that the Natrona County School District will protect my child's health information (Form SS-H-06) as prescribed by the Family Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) and that the information will be shared with individuals working at or with the NCSD for the purpose of providing appropriate educational and school health services. Wyoming law prohibits the Natrona Co. School District from making further disclosures of health information. This authorization shall become effective immediately and shall remain in effect until revoked. Parents understand that they may revoke, in writing, this authorization at any time. \*\***

**MEDICATION POLICY is listed in the District Handbook pages.**

### **SCHOOL PICTURES**

Individual packet pictures are taken of students each fall and spring, plus class pictures. This is a completely voluntary program. Every student has their picture taken whether or not they intend on purchasing the pictures, these are used for school and home projects during the year.

### **SPECIAL EDUCATION**

Special education programs are available for those students who show a need for special education according to local, state, and federal guidelines. We have one resource room in our building for those students who meet the criteria. In addition, Bar Nunn has 2 specialized district programs for students with behavior problems that interfere with their learning. Physical, Occupational, and Speech therapy, as well as other related services, are available for qualified students.

### **STUDENT DRESS**

Special dress is not required of students. However, tennis shoes are needed for P.E. classes that are held in the gym. Dark soled gym shoes are not recommended. Shorts that are no higher than the mid-thigh are allowed. A good rule of thumb is the shorts **MUST** reach the end of fingertips when the arms are hanging straight down. Cutoffs, “short” shorts, halter-tops, tank tops, half shirts, and biker shorts are not permissible. Shirts, badges, and other signs of a vulgar nature are not permitted. Students will be sent home to change clothes if the signs are disruptive or offensive. In addition, extremely baggy clothes may be determined a disruption and students will be sent home to change. “Wheelie” shoes are also not permitted. Students will be asked to remove the wheels and pick them up in the office at the end of the day. Please see additional information in the school district’s dress code policy.

## TELEPHONES / ELECTRONICS

Telephones for student use are located in the classrooms and the office. Students need to use the classroom telephone whenever possible. **Students who wish to use the office telephone must ask permission from their teacher and have a telephone pass obtained from their teacher before using the telephone in the office.** Exceptions may be made before and after school at the discretion of the office staff. Students are to use the telephone only when necessary and are not to use the telephone to make social arrangements after school.

**Students are not permitted to keep cell phones or other recreational electronics with them at school because they become a distraction in the classroom. They will be asked to turn them in to their teacher or the office for safe keeping and then may have them after school for their use. Thanks for your cooperation and support. See additional information in the school district's policy.**

## TRACK DAY

Each year the Physical Education Department of our school organizes a 'Track Day' for all students. We encourage every student to participate unless there is a medical reason for not participating.

## VISITS TO THE SCHOOL AND CLASSROOM

Parents are always welcome and encouraged to visit our school. Please check with the teacher ahead of time as the class may be involved with a special project. It is recommended that visits be for no more than one hour or one class period and that you visit several times rather than in one large block of time. Many of the teachers appreciate and request parent assistance within the classrooms. The teacher and you arrange your scheduled work times.

## VOLUNTEERING

All volunteers are encouraged and welcome at Bar Nunn Elementary. Per district policy, every volunteer will be required to be fingerprinted and have a background check prior to volunteering.

We ask that you please check in at the office, sign in, and obtain a visitor's sticker (badge). Parents of Preschool students are required to give 2 hours per week of volunteer time. This time is documented with the preschool teacher. Please see Preschool teacher for volunteer requirements.

**BAR NUNN ELEMENTARY SCHOOL  
2017-2018  
BELL SCHEDULE**

<b>8:45 a.m.</b>	<b>FIRST BELL</b>
<b>8:50 a.m.</b>	<b>TARDY BELL</b>
<b>9:30 - 10:30 a.m.</b>	<b>4th &amp; 5th Grade Reading Block</b>
<b>10:30 a.m. – 12 p.m.</b>	<b>1st - 3rd Grade Reading Block</b>
<b>3:30 p.m.</b>	<b>SCHOOL DISMISSED</b>

**PRESCHOOL SCHEDULE**

<b>8:45 – 11:30 a.m.</b>	<b>Morning Session</b>
<b>12:45 – 3:30 p.m.</b>	<b>Afternoon Session</b>

