Students leaving school during school day:

Students needing to leave school during the school day must have parent or guardian permission. For the protection of the students, an adult must sign students out at the office. Unless we have a note or a call from a parent, we will not release a student to another adult unless they are listed as an emergency contact.
CIVIL RIGHTS COMPLIANCE

Fremont County School District #25 does not discriminate on the basis of race, color, national origin, sex, age, disability, or handicap in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, and section 504 may be referred to Fremont County School District #25 Compliance Officer, 121 N. 5th West, Riverton, Wyoming 82501, or to the Office of Civil Rights, U.S. Department of Education, Federal Bldg., Suite 310, 1244 Speer Boulevard, Denver, Colorado, 80204-3582

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974 provides that the parents of all students under 18 years of age and all students over 18 or attending post secondary school have the right to see, correct and control access to their individual student records.

The Family Educational Rights and Privacy Act of 1974 also prohibits general distribution of school records without parental consent, but provides for the release of directory information. Directory information released from Riverton Schools may include the following: “Student’s name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended by the student.”

If you do not wish to have this information released, you must notify the principal of the school your child attends.

A more detailed explanation of this act is printed in the School District Policy Handbook. This information is available at the District Administration Office.

The state of Wyoming provides Hathaway Merit and Need Scholarships to Wyoming students attending the University of Wyoming and Wyoming community colleges. Every Wyoming student who meets the merit requirements can earn a Hathaway Merit Scholarship. Contact your school counselor for more information.
School Day

The bell to admit students rings at 7:53 a.m. and students are marked tardy if they are not in their seats each day by 8:00 a.m. with the exception of 8:45 on Wednesdays. Dismissal is at 3:00 p.m. The school office is open from 7:30 a.m. until 4:00 p.m. Monday through Thursday and 7:30 a.m. until 3:30 p.m. on Friday. When students arrive at school in the morning, they are to go directly to the playground (located west of the building by the gymnasium).

Attendance Policy

Fremont County School District No.25 believes that in order for schools to favorably affect student achievement it is imperative that students be in attendance 100% of the time. This expectation is the same that any future employer might have. Therefore, it is the policy of Fremont County School District No. 25 to reasonably expect that a student should be in attendance every student day.

Absences, both excused and unexcused, will be considered, just like in the work place, in assessing a student’s overall performance.

Parents are encouraged to make arrangements to secure academic work when a student will be absent for more than one day. The building principal is the final decision making authority regarding absences.

Parents should contact the school secretary at 857-7070 by 8:30 a.m. if a student will be absent. If we do not hear from you, we will place a call to you. This is to ensure your child’s safety. Excessive tardies or absences will not be tolerated. Parents will be notified when absences are affecting their child’s learning.

Breakfast and Lunch Program:

Breakfast Program: Breakfast will be served at 7:30 each day. If a student qualifies for free or reduced lunch, he/she will also qualify for free or reduced breakfast.

Lunch Program: Nutritious hot lunches are available for students. It is the responsibility of the parents to provide lunch or money for their child.

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<th>Prices:</th>
<th>Breakfast</th>
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<th>Reduced</th>
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<tr>
<td>Daily</td>
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<th>Lunch</th>
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<td>Monthly</td>
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Students will have a lunch account. All monies will be deposited into his/her account. **Students will not be allowed to charge more than two meals.**
Students carrying lunch may purchase milk for 40 cents in the cafeteria. Adults may also purchase lunch in the cafeteria for $2.70. To enter, use the driveway located on Park Street. You may park in one of the visitor spaces or in the parking lot.

Students may go to lunch with their parents, but we ask that students return on time for their next class. Please check your child out at the office and have them check back in when they return. If the parent invites a classmate to join them for lunch, the school must have written or verbal permission from the student’s parent or guardian.

School Snacks/Nutrition

School District #25 recently adopted a new policy regarding nutrition and physical activity for students. The policy is designed to “facilitate learning through the support and promotion of good nutrition and physical activity:”

The policy states, “all foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the district nutrition standard. Emphasis should be placed in foods that are nutrient dense per calorie.”

Rendezvous School has revised their policies of using food as rewards. For example, Accelerated Reader rewards included candy, pop, root beer floats, etc. We will replace these items with 100% fruit juice, popcorn and other healthy snacks.

We ask that parents support the policy by sending healthy snacks for school parties or birthday treats. Some suggestions are listed below:

- fresh fruit
- fresh vegetables
- granola bars
- multigrain cereal bars
- animal crackers
- pretzels
- chex mix
- baked chips
- water
- milk
- 100% fruit juice
- cookies (Fig Newtons, oatmeal raisin)

District Nutrition Standards

Nutrition Standards Intent/Rationale:

Fremont County School District #25 strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, the district has adopted the following nutrition standards governing the sale of food, beverage, and candy on school grounds. Schools are encouraged to study these standards and develop building policy using the following District Nutrition Standards as minimal guidelines.
Food:

A. Encourage the consumption of nutrient dense foods, i.e. Whole Grains, Fresh Fruits, Vegetables, and Dairy Products.
B. Any given food item for sale prior to the start of the school day and throughout the instructional day, will have not more than 30% of its total calories derived from fat.
C. Any given food item for sale prior to the start of the school day and throughout the instructional day, will have no more than 10% of its calories derived from saturated fat.
D. Nuts and seeds with minimal added fat in processing (no more than 3 grams of added fat per 1.75 ounce or less package size) are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat.
E. It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these Standards. (e.g. tournaments, concessions, etc.)

Beverages:

A. Only milk, water, and beverages containing 100% fruit juices with no added artificial or natural sweeteners may be sold on school grounds immediately prior to and throughout the instructional day in all district facilities.

Candy:

A. Candy is defined as any processed food item that has:
   1. Sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose (dextrose), high fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar (sucrose), syrup) is listed as one of the first two ingredients and
   2. Sugar is more than 25% of the item by weight
B. Vending sales of candy will not be permitted on school grounds.

Telephone Use:

Students may use the telephone for any emergency. Phone calls for social reasons such as asking to stay overnight with a friend will be discouraged. Encourage your child to make plans prior to coming to school. Messages will be delivered to your child at the end of the school day. Please call with messages by 2:15 p.m. so that we can be sure to get them to your child before they leave. Please try to make any after school arrangements prior to your child arriving at school.

Cell Phones:

Students bringing a cell phone to school are to leave the phone in their locked locker in the off mode. Cell phone use during the school day will have disciplinary consequences. Confiscated cell phones must be picked up by a parent.
Field Trips:

Educational field trips will be scheduled to enhance our classroom experiences. You will be informed in advance. Many times we will ask for parent involvement to help with supervision. If you signed the permission form for field trips on the registration card, you will not have to sign again for each trip. The exception will be if they involve after school hours where special transportation is required or are out of town trips.

Accident Insurance:

School District No. 25 does not offer an accident insurance program. You will have the option of purchasing insurance through a private insurance company. We will be sending home information on this.

Nurse:

Our nurse’s office sees many children each day! Most are for minor injuries, sometimes just for a reassuring hug. If an injury or illness is of a serious nature, we will call you immediately or call the emergency number you have given us. That is why it is so important to update your emergency number anytime it may change.

Medication:

If you child is required to take medication of any type during school, a form signed by the parent and doctor must be on file in the school office. Detach the form in the back of this handbook and bring it back to the office. A doctor’s note is necessary for any student to be excused from physical education for more than one class. If a child has been restricted from activity by a physician, we require a note from the doctor stating the student may resume participation in physical activities.

If a student has an accident or bloody nose that results in blood getting on clothing, parents will be contacted to bring in clean clothing for their child. If your child is prone to nosebleeds, you might want to send a clean shirt or outfit to keep in his/her locker.

Parent Visits:

Parents are welcome to visit their child’s class. We do ask that you make an appointment with your child’s teacher and check in with the office when you arrive and pick up a visitor’s badge.

For the safety of our students, most entrances are kept locked during the school day. The entrance kept open is by the cafeteria and leads directly to the office. Please sign in at the office where you will be given a Visitor’s Pass.

Student Visits:

Students are not permitted to bring visiting friends or relatives to spend the day with them at school. However, it is permissible to join them for lunch. Please have them check in at the office.
Supplies:

School District No. 25 will furnish textbooks and workbooks. Your child’s teacher will inform you of any other needed supplies.

Lockers:

Rendezvous students will be assigned an individual locker and lock. Lockers are to be used for school related items only. They are to be kept clean and neat at all times. If lockers are not kept clean or there is a suspicion of illegal or dangerous materials in lockers, school personnel will check the lockers. Expensive items or money should not be kept in lockers.

Backpacks:

Backpacks should be sized to easily fit into the lockers. Those with wheels do not fit well and they also pose a tripping hazard in the hall. Since backpacks are frequently forgotten on the playground or in the lunchroom, be sure the student’s name is clearly marked so that the office can get them returned to their rightful owner.

In the interest of student safety, lockers and backpacks are subject to search.

Dress and Appearance:

Cleanliness – Personal hygiene is an educational experience. It is important that students have clean clothes, bathe regularly and practice good dental hygiene. Students who need help with health or hygiene concerns should be referred to the school nurse.

Clothes – Children should be dressed in clothing appropriate for school. Shorts may be worn but they should be long enough to reach finger length when arms are down along sides. Clothing advertising liquor, tobacco or drugs are not appropriate. Likewise, clothing or buttons with inappropriate or suggestive language are not to be worn. Students should not wear halter tops, tops that have spaghetti straps or expose the midriff, or tank tops that have oversized armholes or are low cut in the front or back, or see through clothing. Hats, bandanna wraps, or other head coverings are not to be worn in the building. Any clothing that would show undergarments is not to be worn. Baggy pants must be secured by a belt at the waist.

Some articles of clothing can be hazardous, especially when worn during recess, such as high heels or long earrings.

Shoes and Accessories- Wallet chains or other chains are not to be worn to school. Shoes must be worn at all times. Jewelry or fashion accessories that have an inappropriate or suggestive picture or saying are not allowed. This includes items which use slang expressions for body parts.

Recess and Outdoor Play:

Recess is part of our children’s physical education, and they will be going outside whenever possible to run and play in the fresh air. Teachers will not take their classes outside in inclement weather or when the wind chill factor is too low; therefore, dress your child everyday ready to go outside for recess period.
If a child is well enough to be in school, then the child is considered well enough to go outside for recess. Of course, if a child has a doctor’s statement indicating he/she should remain inside during recess, it will be honored.

**Bullying:**

Rendezvous Elementary does not tolerate bullying. Teasing becomes bullying when it is repetitive or when there is a conscious intent to hurt another person. Bullying includes a range of behaviors, all of which result in an imbalance of power among children. It can be verbal (making threats, name-calling), psychological (excluding other children, spreading rumors, glaring), or physical (hitting, pushing, taking a child’s possessions). Using text messaging or notes to bully, threaten or harass a fellow student is against policy also. (Full policy included after Discipline Guidelines)

To help prevent bullying, all students will be instructed in Steps to Respect. Students are encouraged to report bullying incidents. There will also be opportunities to report anonymously; however it is more difficult to investigate anonymous reports or follow up with the person reporting to see if the problem has been resolved.

**Leaving School Grounds:**

Students are not to leave school grounds without permission during school. Students who live close enough to walk home for lunch need to bring a note from their parent giving permission. We require that the parents stop in the office to check out their youngster from school. The safety of your child is most important.

**Newsletter:**

Rendezvous Elementary School publishes a newsletter every two weeks highlighting the activities for that period. Included in this letter are the lunch menu, specific field trips and other activities that affect your youngster. The newsletter will be sent home with your child so you can keep up-to-date with the latest school news. They may also be emailed if you would like to sign up for electronic delivery at Open House or call the office.

**Personal Items:**

Youngsters of elementary age have a tendency to misplace their materials. Please be sure you child’s materials are well-marked so they can be identified. If your child loses an item, please have him/her check the school lost and found.

Rendezvous School will not be responsible for lost or stolen items. If there is an argument over ownership, the item will be confiscated by the principal until rightful ownership can be established. Students riding bicycles to school must bring their own lock/chain. The bicycle racks are not locked, and we cannot assume responsibility.
Prohibited Items:

Items which are disruptive to school activities are not permitted. Such items include, but are not limited to, water balloons, water pistols, caps or poppers, bullets, and other explosive devices, etc. These items disturb classrooms and create possible unsafe situations for students.

Students may wear “heelys” on school grounds only if the wheels are removed. If the shoes cause a disruption, students will be required to change into their P.E. shoes for the rest of the day. Students riding roller-blades to school need to remove them when arriving on school grounds. They need to be left in their lockers for safe keeping during the day and collected at the end of the school day. Skateboards and collapsible scooters are allowed and must fit in the student’s locker during the day and are not to be ridden on school grounds. Scooters and skateboards will not be allowed on the bus.

Firecrackers, knives, matches, lighters, firearms of any type, weapons of any type, tobacco, alcohol, and illegal substances are not to be brought to school. Possessions of these items have serious consequences which will lead to strong disciplinary action at school.

Gum is not allowed at Rendezvous Elementary. Gum presents a cleaning and health concern and is prohibited in school. Chewed gum is often found stuck to desks, tables, floors and lunch trays. Since other students and staff can come into contact with it, it poses a health risk. It also is difficult to remove. Gum can also be a health concern during recess and p.e. It is also difficult to sing, play a recorder, participate in speech therapy, or give a presentation in class with gum.

Party Invitations:

Please help us prevent hurt feelings. Sending party invitations to school often causes those not invited to feel left out and slighted. Therefore, students will not be permitted to hand out invitations at school.

Classroom Treats:

We have a number of students who have severe food allergies. Several of the students have severe allergies to peanuts. Due to this, peanut butter will not be served in the lunch room. Allergies also make it difficult when treats are brought into the classroom for special occasions. It is often difficult to know when a food ingredient that a child is allergic to is contained in the treat. Therefore, we would ask that all treats that are brought into the school this year be purchased and contain the label that lists the ingredients.

Bringing in treats on birthdays can be disruptive to learning. There have been weeks when four students in a classroom had a birthday. Therefore, some of the teachers have chosen to celebrate birthdays monthly in their classrooms. Please check with your child’s teacher before bringing treats. This also allows time if there are children who have restricted snacks to be sure they have something available. The school would also encourage healthy snacks.

Thank you for your help in keeping our students healthy and safe.
Student Pictures:

Individual student pictures will be taken on October 3. Retakes are scheduled later in the fall. Class pictures are taken in the spring. Picture envelopes will be sent home with students prior to picture day.

Grading:

The following scale is used for grading purposes:

- 90-100 = A
- 80-89 = B
- 70-79 = C
- 60-69 = D
- Below 60 = F

Grades will be reported to parents quarterly. The above scale will be used to grade all core subjects (reading, language arts, math, science and social studies).

Some classes do not meet daily such as art, music, and p.e. These classes will assign the following grades: E = Excellent, S = Satisfactory, N = Needs Improvement.

In addition to reporting grades, teachers will be reporting student progress towards mastering the standards. Students will be assessed using the following scale:

- 4 = Advanced
- 3 = Proficient
- 2 = Basic
- 1 = Below Basic

At the midpoint of each grading period parents will receive a progress report for their child in each core area. Parents will receive a progress report in other areas (e.g. music, art, speech) only if the student needs improvement.

Technology

Students are exposed to a wide variety of new technologies in the school setting. They may be using computers, the Internet, Smart Boards, AlphaSmarts, sound equipment, and others during the course of the school day. Students are expected to use the equipment as instructed and for its intended educational use.

Computer usage, especially when utilizing the Internet, has ethical implications for students. The District has developed policy regarding technology. (Board Policy #8154 is printed at the end of the handbook along with the “Internet Acceptable Use Agreement”.) Teachers will cover this document with students. However, please go over this agreement with your child at home. Your child will not be allowed to access the Internet until they return a signed use agreement. A separate copy will be sent home with students on the first day so that you can keep the copy in your handbook.
Title I

Title I is a federal grant that is designed to provide resources, personnel and a planning process to help students experiencing academic difficulties achieve grade level success. This is accomplished by a team effort of the school staff, student, and parents. Title I services are delivered within the regular classroom setting, unless an intervention is indicated. Title I also provides after school programs and summer school.

Rendezvous is a school-wide program. Therefore, all students qualify for services and the use of Title I resources. If you have questions regarding the Title I program, please contact Deb Meredith, Title I Specialist.

Special Education Referral Process

Students who are having difficulty learning are referred by their teacher to the principal. The principal appoints a building intervention team (B.I.T.) to gather information about the student and the specific learning problems that student is experiencing. The team communicates the concerns with the parents and keeps them abreast of what the team is doing. The team determines and completes interventions for the student. If they are unsuccessful, the team may refer the child for help from other programs such as Title I, school nurse, 504 plan or others.

If the Building Intervention Team suspects the child has a disability, they refer the child to the Special Education Director for an independent multidisciplinary evaluation. If a child is referred for a speech articulation concern, interventions are not needed, and the referral is sent directly to special education for further testing by the speech language pathologist.

Gifted Program

Students who qualify for the gifted program will have the opportunity to participate in a P.E.A.K. program. Qualified students will be notified. The program will begin in October. Students are identified on the basis of test scores in the area of reading, language or math. However, students can also be identified through a teacher referral.

Homeless Children

It is the policy of Fremont County School District No. 25 that every child that is a resident of the District will have equal access to a free and appropriate public education (FAPE). The District shall provide educational opportunities to non-resident children under its policy: Admission of Non-Resident Students #8025. It is the District’s intent to provide children that meet the definitions of homeless contained in this policy the same free and appropriate public education as it does with its resident children. Contact the District Coordinator for Homeless Children if you have questions (856-5250).
Discipline Guidelines

School Rules

Rendezvous Elementary has developed a discipline program that addresses the needs of 3rd, 4th and 5th grade students and helps them become responsible for their own behavior.

Students will be expected to follow the classroom rules developed by the school and their teachers.

In addition, students are expected to abide by state statute and the established school board policies.

Consequences

Minor Offenses:

All minor offenses are handled on the spot in class, halls, lunchroom, and other general areas of the school. Appropriate interventions may include:

1. Verbal reprimand
2. Re-direction
3. Brief time out
4. Have the child stay with the teacher for a short period of time
5. Lunch detention

Lunch detention may be assigned for offenses that include class disruption, playground or hallway misconduct, excessive tardies or incomplete class work.

After a student has served three lunch detentions during a semester, the parents will be notified by letter from the lunch detention supervisor. The letter will include the date of the lunch detentions, the infraction and the staff member who assigned the detention.

Major offenses:

1. Disruptive Behavior
2. Insubordination
3. Damaging Property
4. Not keeping hands, feet, and objects to self
5. Truancy
6. Harassment/Threats
7. Fighting
8. Safety Issues
9. Disrespectful and abusive language and gestures
10. Dishonesty
11. Theft
12. Other minor offenses
13. Severe infraction

The first major offense results in one half day of In School Detention placement for 4th and 5th grade students and 1 ½ hours for 3rd grade unless it is considered to be a severe
infraction. The office will send a copy of the conduct report and the problem solving plan home via mail. After a child has been assigned to I. S. D. for the fourth time within a semester, the time will result in a full day assignment for 4th/5th grade students and ½ day for 3rd grade.

A parent phone call will be attempted when the staff member assigns the student to I.S.D. when they have a break in their schedule or after school.

When the student is assigned to I.S.D., he/she is required to complete a problem solving plan. This is designed to help the child think about his/her behavior and formulate a plan so the behavior is not repeated. While a student is in In School Detention, he/she will receive his/her regular classroom work. If the student needs help with the work, it will be provided. If the student is uncooperative or does not make a valid attempt to work on his/her plan, additional time may be added. Students will also receive any special education services while in I. S.D such as speech therapy, counseling, adaptive p.e., O.T or P.T.

Severe Clause: At times, a first offense can be a severe infraction and warrants more than a half day. In such situations (e.g. skipping school for the day, abusive language directed towards a staff member, etc.) a placement can be made for one full day.

Out of school suspension will be determined by the principal in the event that I.S.D. has proven to be an ineffective intervention or a severe offense warrants a suspension. Expulsion, placement out of the regular school setting, or placement in a residential treatment program will be considered as a last resort.

Severe Offenses:

1. The use, possession, or sale of explosive devices
2. Physical assault
3. Possession of a weapon or the use of an object to inflect bodily injury to another person
4. The use, possession, or sale of alcoholic substances, tobacco products, drugs, inhalants such as paints, glues or other solvents, other noxious substances, or any substance represented or misrepresented to be behavior altering chemicals.

Although these offenses are rare, they warrant immediate attention. Students engaging in a severe offense will be immediately suspended from school and may be recommended to the superintendent for a Board hearing for expulsion. Law enforcement will also be contacted.

In severe matters Rendezvous School will follow Board Policy #8055 (see next two pages).
1. Be at your pickup point on time.
2. Follow the directions of the bus driver.
3. Stay in your seat and keep all parts of your body inside the bus and to yourself.
4. No unacceptable language, loud talking, pushing, shoving or fighting.
5. No eating, drinking or hitting while on the bus.
6. Drugs, tobacco and alcohol are illegal for school age students and are prohibited on the bus.
7. No glass containers, insects or other assorted critters will be transported on the bus.

Consequences

1st Incident: Student logged and parent contacted by the bus driver. (This is the only warning.)

2nd Incident: Written student misconduct report filed with the principal and parent contacted by the principal.

3rd Incident: Second student misconduct report filed with the principal, parents contacted, student suspended from riding the bus for five (5) days.

4th Incident: Principal informed, parents contacted, suspension of bus riding privileges for up to 30 days.

Severe Misbehavior

Behavior which exceeds reasonable bounds or endangers the driver, student in question, or other students riding the bus. Penalty: Possible suspension of all bus riding privileges for the current school year.

Consequences and behavior logs will be cumulative for the entire school year.

IF STUDENTS CHOOSE TO FOLLOW THE RULES, THEY WILL EARN POSITIVE REWARDS.

Suggested Positive Rewards:

- Praise
- Positive notes or call to parents
- Driver allows the radio to be played
- Individual awards
- Certificate of Appreciation
- First in line
- First off bus
- Special seat
- Play cassette (if available)
- Any other if OK’d by supervisor

Annual Parent Notice
Right to Request Teacher Qualifications
Our school receives federal funds that are part of the *No Child Left Behind Act*. As a provision of this legislation you have the right to request information regarding the provision of this legislation you have the right to request information regarding the professional qualifications of your child’s classroom teacher(s). If you request this information, the district or school will provide you with the following:

a. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;

b. if the teacher is teaching under an emergency status for which state licensing requirements have been waived;

c. the type of college degree major of the teacher and field of discipline for any graduate degree or certificate; and

d. if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact your child’s school.

**Persistently Dangerous Schools (PDS)**

The federal *No Child Left Behind Act* (NCLB) supports efforts by all states and school districts to maintain safe learning environments. As a condition for receiving NCLB education funds, all states must monitor incidents that happen on school grounds to determine if a school meets the state-established definition as “persistently dangerous”.

The Wyoming Department of Education notifies the district annually regarding our status. We do not have, nor have we had, a school that has been identified as “persistently dangerous”. Even though we do not have a school so designated, we are required by NCLB to provide you with a definition of a Persistently Dangerous School, and in compliance with the law we are doing so with this letter.

**Definition of a Persistently Dangerous School**

A Wyoming public school is considered to be persistently dangerous if the following condition exists:

In any two consecutive years, the school has experienced felon-related expulsions for drug, alcohol, weapons, or violence that exceeds an expulsion rate of two percent per year of the student body or four students, whichever is higher, as figured from the most recent October 1 enrollment data.