

NEWCASTLE ELEMENTARY

SCHOOL

HANDBOOK

2019-2020



Weston County School District #1

85% - 100% Student Proficiency Goal

Board Governance Goal:

WCSD # 1 will have 85%-100% of students at each grade level/content area proficient or higher on the State Proficiency Exam and Local Common Assessments.

Evaluation of Goal:

Schools will use the State Proficiency Exam, Teacher Judgment, and at least one Local Common Assessment to determine their 85%-100% proficiency level.

Adopted 10/8/08

Revised: 8/12/09, 3/10/10, 12/8/10, 4/3/12, 6/20//12

Dear Parents and Students,

Welcome back! We are excited for a new year! The education of children requires a team effort. We look forward to working with you in order to provide students with the best learning experience possible.

This handbook is designed to give basic information about Newcastle Elementary School to parents and students. The information contained in this handbook is for your general guidance and understanding. The handbook does not contain a complete listing of all laws, rules, regulations, and school policies that govern Newcastle students, and the school policies mentioned in the handbook may not be cited completely or word for word. Laws, rules, regulations, and school policies take precedence over anything contained in the handbook that is incomplete or in conflict with such laws, rules, regulations, and school policies. A book containing the policies of Weston County District #1 is available at the district office for inspection during school hours. The policies are also available on the district website or by coming to the school.

There are a few changes to the handbook. So, please take a few minutes to review it with your student/students. If you have any questions, please do not hesitate to contact me at the school, 746-2717.

Thank you,

A handwritten signature in cursive script that reads "Brandy Holmes".

Brandy Holmes, NES Principal

NEWCASTLE ELEMENTARY OFFICE HOURS, PHONE NUMBER, and PHONE USAGE

The school office is open from 7:45 a.m. to 3:45 p.m. Monday through Thursday. On Fridays and holidays the office will close ten minutes after student dismissal. The office phone number is 307-746-2717. The school doors do not open until 8:00 a.m.

The office telephone is for school business. It may be used by students only in cases of emergency. Students must have a note from their teacher or approval from a staff member to use the phone. The only time a classroom will be interrupted with a phone call is if there is an emergency. Otherwise, notes will be put in staff mailboxes or emailed with the message requested.

Messages for students will be limited. Delivery of messages to students interrupts instruction. In order to minimize this, messages should be infrequent. Communication of after school plans needs to be done before school. You are encouraged to send a note if you are not sure your child will remember. We understand that plans can change and will make sure your child is aware of the changes if this occurs. However, this should be rare. Messages will be limited at the end of the day. We ask that the office be notified of any changes in plans before 3:00 in order to reach students before dismissal. Messages will be emailed to teachers to be delivered at dismissal. `` `

DAILY SCHOOL SCHEDULE

8:00	Doors open. Duty teachers will be on playground.
8:00-8:20	Breakfast is served
8:05	Buses arrive
8:20-8:30	Students may go to classrooms
8:30	Classroom Instruction Begins
11:00-12:40	Lunch is served on a staggered schedule
3:15	Dismissal

➤ To ensure student safety, **students should not arrive earlier than 8:00 a.m.** Doors will remain locked until that time. Supervision is not available until 8:00. If your child needs to be at school earlier, please contact us to make arrangements. At 8:00, students will go outside for supervised recess or to the library

unless they have permission from a staff member, the weather is excessively cold, or they are eating breakfast. Breakfast service stops at 8:20 a.m. Students should eat when they arrive.

➤ Students should not stay at the school after 3:20 p.m. unless they are attending the after-school program, AACES, or have made arrangements with a staff member. There is no supervision provided by school staff.

LATE START WEDNESDAYS

Six Wednesdays have been designated as late starts for students in order to facilitate professional development for staff. On these days, school will begin at 9:50 a.m. Please do not drop your child off at school before 9:30. Supervision will not be available until that time. Buses will be running. For pick up times, please contact the transportation department. The late starts are indicated on the district calendar.

CLOSED CAMPUS

Students are restricted to the school campus. Exceptions must be arranged by parents/guardians through the school office.

STUDENT PICK-UP AND DROP-OFF

For the safety of students, when picking up students at the end of the day and dropping them off, park in the parking lot and escort your student. Do not park and wait along the curb. If you need assistance, call the school office.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

A custodial parent or authorized person requesting release of a student during the school day must make arrangements with the office before contacting the student. Release will be made only to those individuals designated on the student's emergency card, unless authorization has been previously given to the office by the parent or guardian.

ATTENDANCE

Absence is defined as “any time a child is not in school”. This includes partial days (if a student misses more than two hours of school it will be counted as ½ day of absence) and full days. Consistent attendance at school is important and is expected of all students unless illness prevents them from attending. In elementary school, the bulk of the educational process occurs in the classroom during the day. Much of what a student misses when absent is difficult to make up. Research on student success links academic achievement with school attendance. Therefore, we encourage parents to:

1. Send your child to school unless he/she is ill.
2. Schedule medical or other appointments after school.
3. Plan vacations so that you do not have to take your child out of school.

The following are steps to follow when a student is absent from school:

1. Call the office during the first morning of the absence after 7:45 a.m. at 746-2717.
2. When your child returns to school, send a note stating name, date, days of absence, and the reason for the absence. If the absence is due to illness, the name of the illness should be listed. One reason for this is to help determine the symptoms to be watched for in the other children.
3. If your child’s absence is due to serious illness or a contagious infection, a doctor’s recommendation for return to school is advisable.
4. Your child will be responsible to make up all work missed because of absences. They may be asked to stay after school or during recess to receive instruction they have missed.

If we do not hear from you when your child is absent, we will attempt to contact you at home or at work to confirm your child’s absence. This contact is also made to assure us of your child’s safety and well-being.

TRUANCY; UNEXCUSED ABSENCE

It is important to communicate with the school when your child is absent. This enables us to work together to ensure your child continues to grow academically. All work must be made up when absent. Truancy may result in the child needing to make up work before or after school. This may require them to attend summer school.

BUILDING ADMINISTRATIVE PROCEDURE FOR REPORTING UNEXCUSED ABSENCES

W.S. 21-4-101 (i) defines unexcused absence, as defined in the policies of the local school board of trustees, of any child required by this article to attend school when such absence is not excused to the satisfaction of the board of trustees by the parent, guardian, or other person having control of such child.

W.S. 21-4-101 (ii) "Habitual truant" means any child with five (5) or more unexcused absences in any one (1) school year.

The following steps would be possible solutions to help address a student who has unexcused absences before they are deemed "Habitually Truant"

- A. At the first board meeting in August the board will make a motion and approve all "Attendance Officers" for the 2017-2018 school year to comply with W.S. 21-4-101, duties of attendance officers.
- B. Definitions of Attendance Codes will also be recognized and forwarded to the County Attorney's office to ensure clarity of codes used by school district.
 1. E= Excused Absence. Parent has notified school that child will not be in attendance.
 2. S= School Excused. Student is on a school activity which is why they are not in class.
 3. M= Medically Excused. Student is excused for medical reasons, documentation from parent and medical agency have been provided.
 4. U= Unexcused Absence. Parent has not provided any information about the why the student is not in school, even after school has notified parent that the child is not in attendance; or parent notifies school that student's absence is unexcused.

Building administrative procedures for reporting for reporting unexcused absences to the local school board.

Reporting procedures will follow W.S. 21-4-104, Duties of Attendance officers.

- (i) Counsel with students, parents, guardians or custodians and teachers; to investigate the causes of the unexcused absences;
- (ii) Give written notice to the parent, guardian, or custodian of any child having an unexcused absence that the attendance of such child at school is required by law. If after such notice has been given, the child has a second unexcused absence, which the attendance officer reasonably believes was due to willful neglect or failure of the parent, guardian, or custodian of the child, then they shall make and file a complaint against such parent, guardian, or custodian of the child with the Weston County Attorney for the violation of W.S. 21-4-102.
 - A. Written notice sent to parent explaining unexcused absence policy after first occurrence of an unexcused absence. (Superintendent notified)
 - B. Second occurrence of unexcused absence, letter sent to parent and superintendent, notifying both of attendance officer's concerns.

Note: Every attempt will continue to be made to make contact with parent, guardian or custodian to resolve attendance matter before it is heard by the local school board. This is our present practice and will remain in place.
Note: Definitions of absence codes are codes used in PowerSchool, not PowerTeacher. PowerTeacher codes will not be used in any reporting the superintendent and school board.

TARDINESS

All students must be in the classroom by 8:30 a.m. Classroom instruction will begin at 8:30. If the student arrives after 8:30, he/she will be considered tardy and must then report to the office before going to the classroom. When a student is habitually tardy, a conference with the Principal will be scheduled. The parents and staff will work together to create a plan to ensure the child is at school on time.

INCLEMENT WEATHER / EARLY DISMISSAL

On days when school district officials have determined it unsafe to attend school, information about school closures will be broadcast by KASL and automated phone calls as soon as possible. In the event of an early dismissal due to weather or loss of a public utility, we will use the district's regular dismissal procedures.

If an early dismissal is required by a non-weather-related circumstance, parents will be advised via KASL or phone as to the dismissal procedure. The school district has designed a School Emergency Preparedness and Crisis Plan which includes information needed from parents/guardians. This form must be returned to the school office so that in case of an emergency, we have your guidance as to alternative arrangements for your child/children in case you cannot be contacted.

EMERGENCY BUSING PROCEDURE

Release of students due to bad weather or other emergency:

1. The school office is notified that buses are being sent out early.
2. A list of children on the bus is made.
3. Parents or emergency contact is called to make sure someone is at home.
4. If no one can be contacted, the child will remain with school staff.

STUDENT INJURY OR ILLNESS IN SCHOOL

If your child is sick or injured during school hours, he/she will be taken to the school nurse. The office personnel will make every effort to notify the child's parent. If the parent cannot be reached by phone, the person listed as an emergency contact will be notified. If no one can be contacted, the school will proceed to provide for your child in a prudent and reasonable manner.

★ It is very important to update your child's EMERGENCY INFORMATION CARD in the school office whenever there is a change.

STUDENT INSURANCE PROGRAM

The school district does not assume financial responsibility for accidents occurring to students while they are attending school or participating in any extracurricular activity. However, the Board will annually provide parents with the opportunity to purchase an accident insurance policy.

SICK DAY GUIDELINES FROM YOUR SCHOOL NURSE

Every parent wonders...When should I keep my child home from school? Keep your child home from school if they have one or more of the following:

- Fever of 100 or greater (keep home until fever is less than this without pain/fever reducer)
- Vomiting (they should be free of vomiting for at least 24 hours)
- Diarrhea (they should be free of diarrhea for at least 24 hours)
- Rash or open and draining sores.
- Red, painful eye with drainage (until cleared by physician)
- Has symptoms that prevent him or her from participating in school, such as
 - ✓ Excessive tiredness
 - ✓ Headache, body aches, earache
 - ✓ Productive coughing, sneezing
 - ✓ Sore throat

Please remember returning to school too soon may slow the recovery process and expose others unnecessarily to illness.

If you have any questions regarding this information, please contact the school nurse. Hand washing is the best way to prevent the spread of germs, so remind your child to wash his/her hands before and after

eating, after using the restroom, after sneezing, coughing or blowing his/her nose, after playing with animals, and after coming in contact with someone who has an illness. We all need to work together on staying healthy during the school year.

FIELD TRIPS

Your child may participate with his/her class on an excursion to a destination beyond the immediate school campus. For him/her to be able to do this, you must sign and return the field trip permission included on the Acknowledgment of Electronic Distribution of Student Handbook form. You will receive information about the field trip including date, time, destination, and any other specific arrangements that are made prior to the activity. As it is a school activity, students are expected to ride the bus to the destination. If you choose to bring your child home or would like them to ride home with another designated individual, written notice must be given to the office prior to the trip. To better ensure safety when traveling with large groups, like school wide trips, students will only be released to parents or legal guardian. While we are not able to invite parents/guardians on all field trips, there are some which allow us to include extra chaperones. If you are able to attend a field trip with your child's class, we ask that you not bring siblings. This makes it difficult to provide adequate supervision, distracts students, and often causes us to go over the allotted number of visitors allowed. Field trips are a privilege and may be taken away at the discretion of the administration and teacher.

CLASS PARTIES

All classrooms will be permitted to celebrate special seasonal events such as Halloween, Thanksgiving, Christmas, and Valentine's Day. Birthdays are recognized and treats may be brought for the class after arrangements have been made with the classroom teacher. Birthday celebrations are to be limited to treats only. "Birthday parties" are not allowed at school. Participation in parties is voluntary. If you do not wish for your child to participate, please notify their classroom teacher and the office. Class picnics may be held the last week of school. **RED colored drinks will not be allowed in the classroom areas.** For the safety of students with severe allergies, please check with your child's teacher before providing classroom treats, particularly if the treat contains nuts.

RECESS

Recess plays an important role in the education of young children as it gives them a chance to take a break, be active, and practice appropriate social skills. All recesses are monitored by school personnel. Expectations for recess behavior are reviewed with students at the beginning of the year. While there may be times when a child loses a recess privilege for behavior, every effort is made to ensure all students have the opportunity to participate in physical activity. School personnel will use their judgment with regard to taking students outside during the winter months. If the temperature is below zero degrees, recess will be inside. Parents are encouraged to be aware of weather conditions and dress their child accordingly.

VISITORS

Parents and guardians are always welcome to visit school. For the safety of students and staff, all visitors must check in at the office. We do ask parents to distinguish between “visits” and conferences. During visits, a parent should not expect a teacher to leave his/her responsibility to the class so that the parent and teacher might discuss personal issues. If you need to speak with a teacher or other school staff, please call the school to arrange for an appointment.

VOLUNTEERS

If you wish to be a school volunteer, please contact the Principal. The willingness to assist is greatly appreciated and Mrs. Holmes will gladly help to find a classroom setting that will best utilize your talents. Everyone in the school community benefits when we work together to provide the best for our children.

SAFETY DRILLS

Safety drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and follows the safety plan as quickly as possible. The teacher in each classroom will give the students instructions. Typically, we will not contact parents to inform them we conducted a drill. If you have questions, do not hesitate to contact the office.

STUDENT DRESS

In order to maintain a proper and healthy educational atmosphere, students are expected to maintain appearance and attire that is appropriate for the weather and school setting. Students shall not wear clothing, which in the judgment of the appropriate school personnel constitutes a health/safety hazard, is destructive to school property, or is distracting or disruptive to the educational process. Specifically:

- No clothing with graphics that advertise or reference any alcohol, tobacco, or other harmful substances may be worn at Newcastle Elementary School.
- Shorts and skirts may be worn when appropriate but must be longer than the index fingertips extended when standing with good posture.
- Shirts must have sleeves. Shirts with spaghetti straps or that bare the mid-drift are not allowed unless a shirt is worn under or over the garment.
- Footwear needs to be appropriate to provide protection and allow the student to participate in activities. Flip flops and high heels are discouraged. If a student has difficulty walking easily in the footwear, they will be asked to change.
- In order to protect our gymnasium from excessive abrasion, each student must have gym shoes that can be worn only during activities in the gym.
- During cold months, students need to have appropriate outdoor wear such as coat, hat, gloves, socks, and boots/warm shoes. **★ Please mark your student's belongings with their first and last names. The school is not responsible for lost items.**

SCHOOL PICTURES

School pictures are taken in the fall. All students are required to have their picture taken for records. Individual packet pictures will be available to purchase if desired. Further information will be distributed well in advance of the date the pictures are taken.

SCHOOL LUNCH PROGRAM

At Newcastle Elementary School we have an excellent breakfast/lunch program. The school meal assures that children receive a nutritionally balanced meal. If a school meal is not chosen, students need to bring a lunch. If lunch is not brought by the student, a hot lunch will be served.

Weston County School District #1 participates in federally supported programs which provide free or reduced lunches to families who meet federal income requirements. Applications are sent home the first day of school. Applications are also available through the office. Acceptance or denial of requests shall be made within 10 working days of receipt of application.

Cost of Daily Milk / Meals (Subject to Change)

Milk:	Students and Adults	\$.40 cents per carton
Breakfast:	Students K-5	\$2.00 daily
	Reduced Cost	\$.30 cents
Lunch:	Students K-5	\$2.50 daily
	Reduced Cost	\$.40 cents
	Adults	\$3.75 daily

Reduced cost applies only to full meals. There will be a charge if a child only needs milk. Parents/guardians are responsible for monitoring their student's lunch balance. This can be done through Power School or by calling the office. When feasible, you will be notified if a child's account becomes overdrawn. Payment is expected promptly.

LUNCH GUESTS

Visitors are welcome to join students for lunch. Individuals not authorized on records must have permission from the student's parent or guardian. Please notify the office before 9:00 if you plan to eat a school lunch. A visitor's badge must be worn to accompany the child to recess.

SNACKS

We do understand school days can be long for young children who may feel hungry between meals. Students may be permitted to bring snacks during the day at the discretion of the classroom teacher. Nutritious snacks (low sugar content) such as fruit, vegetables, crackers, cereal, popcorn, pretzels, or raisins are encouraged. Candy, pop, or energy drinks are not allowed for snacks except on special occasions designated by the teachers. Red liquid is not allowed in classrooms. In order to protect students with severe allergies, we ask that you check with your child's teacher before sending snacks with nuts.

TEXTBOOKS & LIBRARY BOOKS

All textbooks are furnished by the district and are usually issued at the beginning of the school year. Students who lose or damage a textbook or library book will be expected to pay for its replacement.

PERSONAL ITEMS AT SCHOOL

Items having a value for one individual usually have an attractive appeal for other persons. The school asks that students DO NOT bring valuables to school unless they have planned with the teacher or Principal to properly take care of them. **Any personal property, if brought to the school, will not be the school's responsibility if damaged, lost, or stolen.** All your child's belongings (clothing, backpack, lunch boxes, etc.) should have your child's name marked on the item. Belongings such as cell phones, IPODS, electronic games, etc. are not needed during school hours unless advised by the classroom teacher. They can be distracting to the learning processes of students. If they are at school and found to be a distraction by school personnel, they will be confiscated by the office and parents will be asked to come pick them up for their student.

CELL PHONES

Cell phones have become an essential communication tool for many families but can interrupt the learning process at school. Cell phones and other electronic communication devices (ECD) can only be used before and after school hours. During the school day, all student cell phones and ECDs **must** be turned off and placed in their backpacks. In order to protect the integrity of the learning environment as well as safety of students, all communication with your student during the school day should be done through the school office. If a cell phone or ECD becomes a distraction, it will be confiscated, and parents will be called to pick it up. All items should be clearly labeled.

LOST AND FOUND

Lost items turned into the office will be placed on the cart by the entry way. Due to the high volume of lost items that never get claimed, unclaimed items will be donated once per month.

BRINGING PETS TO SCHOOL

Pets are not allowed at school unless arrangements have been made. Children who wish to bring pets to school for "Show and Tell" must have the permission of the classroom teacher. Generally, pets should be taken home by a parent shortly after the "Show and Tell" activity. If your child has a severe allergy to animals, please make sure the office and classroom teacher are aware.

BICYCLES, SKATEBOARDS, AND ROLLERBLADES

Students will not be allowed to ride bicycles, skateboards, roller blades, or skates during school hours unless directed by staff. These items may be ridden to school and should be locked and parked in the area provided. The school is not responsible for theft or damage. Students arriving and leaving the school during school hours, must push their bicycles and carry their skateboards or rollerblades while on the school playgrounds and sidewalks to avoid hitting other students. When arriving/leaving school, students need to remain on the sidewalk around the building to the walking path. For their safety, they should not be in the parking lots or bus loop.

K-2 GRADING PROCEDURES

Grades for K-2 students at Newcastle Elementary School are recorded on a Content Standard Based Report Card on a quarterly basis. Each subject area has several standards and an overall rating for a specific set of standards is given using a number as a Performance Standard Descriptor. The numerical description and meaning of each descriptor is as follows:

4	Advanced Proficient–Displays Strong Performance
3	Proficient–Progressing at grade level expectations
2	Basic–Needs more time, practice, and support
1	Novice–Seldom understands the concept
N	Not evaluated at this time

3-5 GRADING PROCEDURES

Grades for students in 3-5 at Newcastle Elementary School are reported on a quarterly basis using the grading scale below. Each subject area has several standards and progress toward these standards is monitored throughout the year.

90–100%	A
80–89%	B
70–79%	C
60–69%	D
Below 60%	F

REPORTING TO PARENTS

Parent/Teacher Conferences will occur twice each year, usually in November and April. Please make every effort to attend these scheduled conferences. The teacher or parent may request additional conferences at any time during the school year as we encourage and welcome you to communicate with the school any time you have a concern regarding your child's progress at school.

HOMEWORK

Homework can serve to develop independent study skills and responsibility while reinforcing skill and concept acquisition. However, we recognize that families are busy, and students may not have support at home to complete homework of new concepts. Therefore, we will be limiting regular homework at all grade levels. Each week, parents will be informed of key concepts being covered in class and may be given activities for home. These activities are intended for practice opportunities and will not be required. Students will be expected to read each night. Special projects such as All About Me and history projects may still be assigned. Students in older grades may also receive occasional homework to practice previously taught concepts and to help build study skills. Students who miss school will be expected to make up the work. Students not completing work during the day may be required to stay after school to complete the work.

STUDENT PLANNER

Each student in grades three through five will be provided with a daily notebook. The purpose of this planner is to help foster student responsibility and communication. Students will be asked to complete the planner daily and have it signed by a parent/guardian to ensure they have seen it. Parents are asked to not bring forgotten items to school and to encourage their child to use the planner as an organization tool. This will help to build more independent, responsible students. If a child loses the planner, a new one can be purchased at the office.

NEWCASTLE ELEMENTARY K-5 SCHOOL DISCIPLINE PLAN

The basic intent of the Newcastle Elementary School K-5 Discipline Plan is to communicate to the child that behavioral standards are expected in the school setting. The plan teaches that appropriate behavior has positive consequences and inappropriate behavior has negative consequences. Character Counts, a social skills program, will support a safe and pleasant learning environment for all concerned. We will not allow a student to stop teaching or prevent other students from learning.

General School Rules

- Respect others, yourself, and property
- Be responsible for your words and actions
- Be safe

Special Area Rules

In the hallways, all Newcastle Elementary students will

- ❖ Walk
- ❖ Travel in assigned areas
- ❖ Use quiet voices
- ❖ Respect other's learning time
- ❖ No hats are to be worn in the building.

In the cafeteria, all Newcastle Elementary students will

- ❖ Walk
- ❖ Talk quietly but focus on eating
- ❖ Keep hands, feet and objects to themselves
- ❖ Use proper table manners
- ❖ Keep the cafeteria clean

In the bathroom, all Newcastle Elementary students will

- ❖ Respect other's privacy
- ❖ Talk quietly
- ❖ Use toilet properly
- ❖ Wash hands
- ❖ Use trash containers properly

- ❖ Not share brushes and combs

On the playground, all Newcastle Elementary students will

- ❖ Stay in assigned areas
- ❖ Respect others
- ❖ Use the playground equipment properly (Only school provided equipment is allowed without permission.)
- ❖ Take turns and share equipment
- ❖ Play appropriately (no fighting, kicking, pushing, tackling, throwing of objects, horseplay, etc.)
- ❖ Not throwing snow or ice or rocks.

Positive Consequences

- ❖ Praise and verbal recognition from staff
 - ♦ Any person may give a “Lil’ Dogie Award” to students or staff for positive behavior. Tickets can be traded for a prize and go into a raffle for something of greater value once a month. 3–5 students will be entered in a raffle to have lunch with the Principal or Assistant Principal.

Negative Consequences

- ❖ Verbal warning
- ❖ Time out (three step protocol)
- ❖ Loss of privilege to make up for time in Time out
- ❖ Conference with Principal
- ❖ Student/Parent/Principal Conference

REGISTRATION PROCEDURE

Students entering school for the first time must have a birth certificate or other evidence to verify the date of birth. Wyoming state law also requires that a student must be:

1. Five years of age by September 15 to be eligible for admission to kindergarten.
2. Six years of age by September 15 to be eligible to enroll in the first grade.

Pupils entering from other districts will present evidence of attendance, grade placement, and academic achievement in the previous school. In addition, Wyoming state law requires that each student shall provide proof of immunization. Specifically, all students ten years of age or younger, entering initially or transferring from another state are required to be completely immunized against vaccine preventable diseases as designated by the state health authority.

*See Weston County School District Policy JEA

CHANGE OF PUPIL'S RECORDS

If registration information changes, it is the parent/guardian's responsibility to notify the school of such changes. Examples of such information would be change of custody or guardianship, address, telephone, emergency contact, or immunization statutes.

WITHDRAWAL PROCEDURE

Please notify the school office at least three days in advance of withdrawal of your child from school. This allows the school to update records and prepare for transfer.

RELEASE OF RECORDS

Student records and cumulative records may be released to designated parties without the parent's written request. Normally records are requested and sent directly to the agencies. Parents, however, may view or request copies of their children's records. Adequate time must be allowed for examination and copies. If you desire to view your child's records, it is suggested that you contact the school and schedule time to do so.

LAW ENFORCEMENT AND/OR CHILD PROTECTIVE SERVICES INVOLVEMENT

A law enforcement officer or Child Protective Service Case Manager may on occasion need to contact a student at school. The Principal or Counselor will be responsible for coordinating the procedure.

If there is suspected abuse and/or neglect, law enforcement, along with child protection, has the right to interview and take a student into protective custody-

HIGHLY QUALIFIED TEACHERS

WCSD #1 strives to provide all students with a quality education with qualified teachers. 100% of teachers at Newcastle Elementary School are highly qualified. As a parent/guardian, you have the right to request the qualifications of your student's teacher(s). You may request this information from the school principal or at the district office.

GUIDANCE AND COUNSELING SERVICE

Counseling services are available to the entire school and may be provided on an individual or small group basis. Services include consultation with teachers and/or parents as well as direct contact with students. Services provided are based on a referral from staff, parents, and/or students.

SPECIAL SERVICES

The following special services are available to your child as a student of Newcastle Elementary School: speech therapy, hearing and vision screening, counseling, physical and occupational therapy, reading specialist, and resource room. Other than the vision and hearing screening, the parent's permission will be obtained before any special services are initiated.

TITLE ONE SERVICES

Title I of the Elementary and Secondary Education Act (ESEA) is designed to help disadvantaged children meet challenging content and student performance standards. Funds are distributed to local schools that have high numbers of children from low-income families, for school programs to help support individual students most at risk of not meeting the standards, and to local institutions for neglected or delinquent children. Newcastle Elementary is designated as a School-wide Title I Program. This means the school can serve all students within that school with the Title I funding they have received. A plan has been submitted and approved by Wyoming Department of Education. The plan is reviewed and updated annually to ensure the needs of students are met. The plan is available on the district website or can be obtained at the school office.

A variety of programs are available with the assistance of Title I funding. This includes intensive interventions with specialists in reading and math. If your child would benefit from specific interventions, parents will be contacted by the classroom teacher. We are also able to provide counseling and enrichment activities using these funds.

Students are most successful when school staff and families work together. A compact has been constructed to outline the expectations of parents, teacher, and students to help facilitate a team approach. This compact is available in your registration materials, online, and at the office.

WALK TO LEARN INTERVENTION

Newcastle Elementary School utilizes research-based, along with teacher directed interventions, to help struggling students as well as provide enrichment for students needing accelerated learning. Daily interventions will be provided to all students Monday-Friday. Specific questions can be directed to the classroom teacher or building principal.

SCHOOL BUS TRANSPORTATION

Bus transportation is a service provided free of charge. Riding the bus is a privilege though and can be revoked if students do not cooperate and follow bus safety guidelines. For information or to arrange bussing for your child, contact the transportation department at 746-4837.

SCHOOL NURSE SERVICES

A bump, bruise, or runny nose, the school nurse is here to handle all those things as carefully as possible. In addition to comforting children, the nurse is a resource person that parents and teachers can consult with about nutrition, dental care, and basic safety and health rules.

The school nurse is available on an individual or small group basis. If there is a need for school nursing services, please contact the school office.

MEDICATION PROCEDURES

Following WCSD #1 policy JLCD, the following procedure must be followed for students to receive any type of medication during school hours:

1. Signed, written permission of the parent/legal guardian must be on file in the school before any medication is dispensed. The forms are available in the school office or on the district website.
2. All medication must be presented to the school in its original container and labeled with the student's name, name of medication, correct dosage, time of day medication is to be given. Medication prescribed by a physician must be in its original container, provided by the pharmacy. School personnel may refuse to administer any medication that is not in its original container.
3. All medications, which are to be left in charge of the school nurse or school official, must be kept in a safe and secure place. A record will be kept of medication dispensed.

SUBSTANCE ABUSE

Substance abuse in the school will not be tolerated. A student is not allowed to possess, sell, transfer, or be under the influence of alcohol, intoxicants, narcotic, or any other dangerous drugs while on school grounds. *See Weston County School District #1 Policy JICH

WEAPONS

No weapons are allowed within the Newcastle Elementary School or on any of the Weston County School District's property that surrounds the building. *See Weston County School District #1 Policy JFCJ

TOBACCO

Newcastle Elementary School, including the building and all surrounding school property, is a tobacco free area. This prohibition applies to everyone including students, staff, and all visitors.

*See Weston County School District #1 Policy ADC-R

STUDENTS IN TRANSITION

Weston County School District #1 students in transition liaison is Tobey Cass. He can be reached at 746-9713.

NON-DISCRIMINATION STATEMENT

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with Weston County School District Number One are hereby notified that this school does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title II, Title VII, Title IX, the Americans with Disabilities Act (ADA), is directed to contact Tobey Cass at 116 Casper Avenue, Newcastle, Wyoming 82701, or Section 504 is directed to contact the building principals c/o Weston County School District # 1 Administration Office at 116 Casper Avenue, Newcastle Wyoming 82701, (307)746-4451, Section 504/ADA Coordinators, who have been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination.

DISTRICT POLICIES

Copies of WCSD #1 Policies can be found on the website, www.wcsd1.org, at the school, or at the district office.