

# ARAPAHOE ELEMENTARY SCHOOL



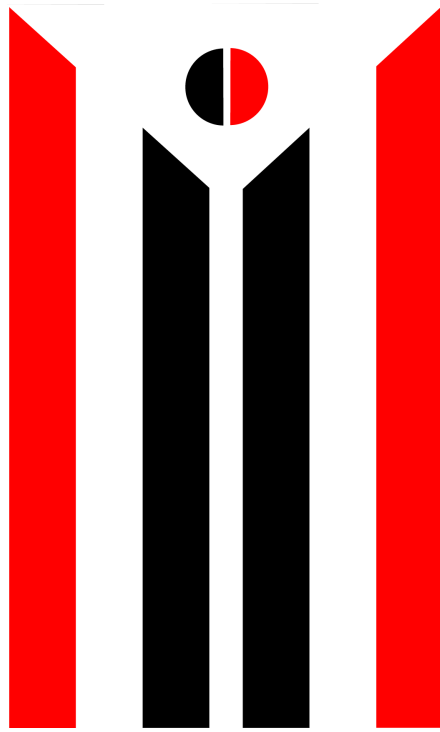
## *STUDENT & PARENT HANDBOOK*

PRE-K THROUGH 5TH GRADE

**2023-2024**

PLEASE READ THOROUGHLY

Parents/Guardians and students will be asked for a signature stating that you have read this handbook and agree to abide by the policies and procedures in this book.



**Niih'oowohnoo**    **woohoniihi**    **yiisiihi**    **niiwohoe**  
(knee'-aw=wah-nah)    (wah-haw-knee-hee')    (yee-see-hee')    (knee-wa-high)  
*I go all out with everyone for the flag.*

**Hee3oowohoniiteen**    **nuhu**    **hetoono'**  
(Ha-thaw-wah-haw-knee-tan)    (noo-hoo')    (ha-taw-naw')  
*Where all different people live together here as one.*

**Nohbeisiihi'**    **hee3e'eenoo**    **neniiseti'**    **hiiteen**  
(Naw-base-ee-hee')    (ha-tha'-a'naw)    (na-knee-sa-tea')    (hee-tan)  
*I support all principles of this nation.*

**Beeheeteiht**    **hitooxowuut**    **hoowunii**    **honkuu**  
(Ba-ha-tate)    (hee-taw-xa-woot)    (haw-woo-knee)    (hawn-koo)  
*God's laws for this nation cannot be taken down.*

**Hoowce'iseenebetiitooon**    **beiscectoniihi'**  
(Haw-cha'-ee-san-a-ba-tea-tawn)    (base-jech-taw-knee-hee')  
*We all stand as one.*

# Arapahoe Elementary School



#FalconStrong

445 Little Wind River Bottom Road  
Arapahoe, WY 82510  
(307) 856-9333

Join us on Facebook at: <https://www.facebook.com/FCSD38>

Our new website: <https://www.arapahoeschools.com>

## ADMINISTRATION

Superintendent	Curt Mayer	<a href="mailto:curtis.mayer@fremont38.com">curtis.mayer@fremont38.com</a>
Curriculum Director	David Holbert	<a href="mailto:david.holbert@fremont38.com">david.holbert@fremont38.com</a>
Transportation Director	Sanford Friday	<a href="mailto:sanford.friday@fremont38.com">sanford.friday@fremont38.com</a>
Elementary Principal	Mindy Doebele	<a href="mailto:mindy.doebele@fremont38.com">mindy.doebele@fremont38.com</a>
Middle School Principal	Linda Smith	<a href="mailto:linda.smith@fremont38.com">linda.smith@fremont38.com</a>
Charter High School Principal	Katie Law	<a href="mailto:katie.law@fremont38.com">katie.law@fremont38.com</a>
Special Education Director	Karen Brown	<a href="mailto:karen.brown@fremont38.com">karen.brown@fremont38.com</a>
Student Resource Officer	Mathew Lee	<a href="mailto:mathew.lee@fremont38.com">mathew.lee@fremont38.com</a>
Technology Director	Matthew Ayers	<a href="mailto:matthew.ayers@fremont38.com">matthew.ayers@fremont38.com</a>
Food Services Director	Krystal Northcott	<a href="mailto:krystal.northcott@fremont38.com">krystal.northcott@fremont38.com</a>
Federal Grants Program	Veronica Miller	<a href="mailto:veronica.miller@fremont38.com">veronica.miller@fremont38.com</a>

## BOARD OF TRUSTEES

Pat Moss, Chairman	Becky Bell, Trustee
Leslie Spoonhunter, Vice Chairman	Lionel Bell, Trustee
Leo Hanway, Clerk and Treasurer	

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# MISSION

Hee3eeneeyei3eibeeno' Hinono'ei Neeyei3eino'owuu' neeso' neesotoxuni'  
niihiise'enuhee3i' neeyei3eihiiho' heeti' hiisiitenou'uu honouneeno' neeyei3oot  
hiihii3iichi' hii3eti' neeyei3oot, niihitotou'uu Hinono'etiit ni'ii hei'enu'uu heneetehei3i'  
noh nii'iitenou'uu 'inono'ei'iine'etiit ni'ii ne'itenou'uu nii'iine'etiit cii3iichi' niis  
hineteeniitono.

Our Mission at Fremont County School District #38 empowers students to acquire a rigorous education through effective academic instruction, becoming fluent Hinono'etiit speakers who encourage a strong identity and embrace their cultural heritage that builds on their resilience to flourish in an ever-changing world.

# VISION

Heesohootowuno' Hinono'ei Neeyei3eino'owuu' heet 3ii'ookuutiino' neneesei'ii  
3ii'ookuutiin Hooxowuutono:

- Heeneeyei3eibeihiiho' heet3ookutii3i' honouneenou'uu co'ou'u3ou'uu neeyei3oono heetni'ni'iiteenou'uu beisihi' hiineeyei3ootiinino.
- Hinono'etiit heet tonouneihiiho totoonee heneeyei3eitiiteen.
- Heet ciinonowuno' ni'hinooyoohiine'etiit heetni' beis heeti' ni'hiixoooyoo' neeyei3ein
- hiiteen.

Our Vision at Arapahoe Schools is to enact the following Three Pillars:

- Our students receive a rigorous, high-quality education in order to be successful in all future endeavors.
- The Hinono'etiit (Arapaho Language) is immersed throughout our school's community.
- We will establish a culture and climate of health that benefits everyone in our school community.

## *Purpose Statement*

Together we teach, Together we learn, Together we succeed!

## 2023-2024 School Calendar

July 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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30	31					
T= 11		S= 11				

BOARD OF TRUSTEES	
Pat Moss, Chair	
Leslie Spoonhunter, Vice-chair	
Leo Hanway, II, Clerk/Treasurer	
Rebecca Bell, Trustee	
T. Lionel Bell, Trustee	

**Fremont County School Dist. #38**  
 445 Little Wood River Bottom Rd  
 307-856-8333  
 Arapahoe, WY 82510  
[www.arapahoeshools.com](http://www.arapahoeshools.com)  
[www.facebook.com/fcsd38](https://www.facebook.com/fcsd38)

Native American Ed. Conf.	Aug 8-10
New Teacher Orientation	Aug 11
Staff Development Days	Aug 14 - 22
Open House (5pm-8pm)	Aug 29
First Day of School	Aug 23
Labor Day - No School	Sep. 4
End of 1st Quarter	Oct. 13
Parent/Teacher Conf.	Oct 25 & 26
No School	Oct 27
Thanksgiving Break - No School	Nov 23-24
End of 2nd Quarter	Dec 15
Winter Break - No School	Dec 18-Jan 2
No School - Staff Development Day	Jan 2
Students Return	Jan 3
No School	Mar 1
End of 3rd Quarter	Mar 15
Parent/Teacher Conf.	Mar 20 & 21
No School	Mar 22
Spring Break - No School	Mar 25-29
Good Friday - District Closed	Mar. 29
Teacher Appreciation Week	May 6 - 10
Arapaho Heritage Week	May 13 - 17
Last Day of School	May 24
Last Day for Staff	May 24
Memorial Day - District Closed	May 27



DATES TO NOTE	
Bates Battle (1874)	Jul 4
Battle of the Tongue River (1865)	Aug 29
Constitution Day	Sep 17
Wesley Nibel (Lucy Willow) Day (2017)	Oct 12
Veteran's Day	Nov 11
Sand Creek Massacre (1864)	Nov 29
Nellie T. Ross' Birthday	Nov 29
Pearl Harbor Remembrance Day	Dec 7
Wyoming Day	Dec 10
Fetterman Battle (1866)	Dec 21
1868 Ft. Laramie Treaty Signing	Apr 29
Joe Waterman Day (2008)	May 21

January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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23	24	25	26	27	28	29
30						

OTHER INFORMATION	
175 Student Days	
185 Teacher Days	
ACHS Graduation	May 18
8th Grade Promotion	May 22

No School	Professional Development (no school for students)	Parent Teacher Conferences	<span style="color: red;">Approved: 1/23/23</span>
Early Release	End of Quarter	First & Last Day of School	

# School Safety

## School Resource Officer (SRO)

The SRO is a liaison person between the school and BIA law enforcement. The SRO will enforce tribal and Federal laws while developing a positive image and rapport with the student body. The SRO will support and assist with safety and security in the school, investigation of criminal activity on school property school policies. School officials have the right to speak to a student without parents or guardians being present.

The SRO is considered part of the school community and is authorized to conduct student and locker/cubicle searches without the presence of school administration. However, the SRO must have permission from a student's parent/guardian before interviewing students suspected of committing a crime.

## Fire and Emergency Drills

Monthly fire drills and periodic emergency and crisis/lockdown drills are held throughout the school year. Remember these basic rules:

1. Check the posted instructions in each classroom indicating how to leave the building during an emergency. Walk without talking, shoving, or running. Move quickly and quietly to the designated area.
2. Each classroom and teacher will have a crisis instruction booklet that will help with the management of each crisis drill or situation.

## Closed Campus

By school board policy, Arapahoe School operates on a closed campus basis. Students are not to leave campus unless the student has been signed out by a parent or guardian.

## Visitors

**All visitors to Arapahoe Elementary School must enter through the main entrance and check in at the office to obtain a visitor's pass if staying in the building.** Please understand that during the pandemic, we will not allow visitors to go to classrooms or throughout the school but will encourage you to email teachers and/or leave messages at the main office. Please understand that teachers are asked to ignore phone calls during class unless they are from the office. This allows less disruption in the classroom. We encourage you to leave a message and staff will return your call within 24 hours. We do not allow students from other schools to attend/visit classes. Children who do not attend Arapahoe School are not allowed on campus during regular school days without a parent/guardian

## Investigations

The Superintendent, Principal, and other designees will have the authority to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. The Principal shall determine when the necessity exists to contact other law enforcement officers, such as, when the behavior of persons jeopardizes the safety of students, staff, school property or interferes with the operation of the school or to conduct an investigation of criminal behavior.

## Student Searches

Students may be subjected to bag, coat, locker and metal detection searches during the day. Searches will be done in the presence of a witness and the student, if available. Should the school have a reasonable suspicion of contraband and or criminal activity, contraband may be confiscated and a further investigation will be initiated. In Criminal cases Law Enforcement may be contacted.

## Cameras

Video cameras record during the school day for the purpose of monitoring our student's safety. In addition, some incidents may be recorded that will be used to verify school policy infractions (such as fighting). When an incident occurs, it will be placed on a jump drive which will be given to the building principal. The Board of Trustees of Fremont County School District #38 realizes the importance of providing a safe and supervised environment on school buses and on school grounds. It is the intent of this policy to aid in this process by utilizing video cameras on the buses as well as throughout the school. The school building will be monitored throughout the day. All buses are equipped with cameras.

## Sex Offenders on School Property

Pursuant to Wyoming Statute 6-2-320, registered sex offenders requesting permission to be on school property under conditions not already specified under this law, are required to have written permission.

In compliance with this law, registered sex offenders seeking written permission to be on school property, or to attend a school event located elsewhere, are required to submit the KIB-E form to the Superintendent no later than three (3) school days in advance of the date he/she is requesting. This form is located in the front office of the elementary school.

### **Each request is for one event only.**

A reply to this written request will be given prior to the requested date. Only the Superintendent may grant permission for this request after consulting with the appropriate principal.

The District shall inform its staff and students/parents by notice published annually by the school district either by including such notice with annual notices published in the local newspaper or by other notice directly provided staff and students or the parents of minor students that the staff member and/or student/parent can obtain information regarding sex offenders either employed by the school district or attending a school in the school district by contacting local law enforcement (BIA police) having jurisdiction over the school campus as required by W.S. 7-19-302.

## Emergency Phone Numbers

Emergency Phone Number 9-1-1

Wind River Police Department (307) 332-3112, (307) 335-2760, or (307) 332-6880

BIA Criminal Investigator (307) 332-3112 or (307) 332-7808

Wind River Family & Community Health Center, Arapahoe: (307) 856-9281

Wind River Family & Community Health Center, Ethete: (307) 335-4698

Fort Washakie Mental Health Service (307) 332-2726 or (307) 332-2716

Fremont Counseling (307)856-6587, (307) 332-2231 or (307) 332-0193



Poison Control Center 1-800-955-9119

SageWest HealthCare - Riverton (307) 856-4161

SageWest Health Care - Lander (307) 332-4420

Fremont County Sheriff (307) 856-7200

Riverton Police Department (307) 856-4891

Lander Police Department (307) 382-3131

Fire Department - Call Riverton Police Department (307) 856-4891

Wyoming Highway Patrol 1-800-442-9090

#### OTHER

KOVE (307) 332-5683

KTAK-FM (307) 856-2251

KWRR (307) 335-8740

KCWC-TV (307) 856-6944

KTRZ (307) 856-2922

KVOW-AM (307) 856-2251

Riverton Ranger (307) 856-2244

Wind River News/Wyoming State Journal (307) 332-2323

## BUILDING HOURS

The building will be open to students at 7:50am. and will remain open for those students involved in supervised activities. Students who are involved in supervised activities must leave the building as soon as their respective activity has ended. The Superintendent's Office and Principal's Office are open to parents, guardians and students from 8:00 a.m. to 4:00 pm each day or by appointment. Please understand 7:30-8:30, lunchtime and 3:15-3:45 are some of the busiest times in a school. If you arrive during these times, you may have to wait to be seen.

### Arrival Time:

Students should arrive at school between 7:50-8:00 a.m. to enjoy a hot breakfast. PreK students will go directly to their classroom to eat breakfast. In order to maintain social distance, we will do our best to have each class line up and go through a different door, or the same door at different times. Staff will be available to direct students.

### Eating & Class Schedules:

We will not use the cafeteria for large group meals at this time. Breakfast will be served from 7:50 a.m. to 8:05 a.m. each school day. Classes begin at 8:10 a.m. If a student arrives after 8:05, they will get a milk/juice, granola bar and fruit so they can quickly join academics. Elementary lunch will be served daily from 11:00 am to 12:30 p.m. The school day ends at 3:30 p.m.

**Our telephone number is 856-9333**

# ATTENDANCE

The school board recognizes that regular attendance at school is vitally important to each student and that it can directly affect his/her academic progress. To be successful in school, student attendance must be regular and punctual. Frequent absences from the regular classroom learning experience disrupt the learning process. When regular classroom instruction is lost via absenteeism, the benefits cannot be entirely regained through make-up work. The primary responsibility for ensuring regular attendance at school rests with the parent and the student. Through the cooperative efforts of parents and the school, it is hoped that each student will develop attendance habits and attitudes, which will be helpful in his/her present and future endeavors. State school law requires all children to be in school each day during the school year if they are between the ages of seven and sixteen. Wyoming State Law requires a student to be at school on 175 separate days. Students on the Wind River Indian Reservation are required to attend school until the age of eighteen (18).

## Absence Reporting

Attendance is a concern for all of us. A parent/guardian must report a student's absence or if their student is going to be late, by calling the school office (856-9333) between 7:30 a.m. and 9:30 a.m. on the day of the absence. The information given to the secretary should include: student's name, reason for the absence, and the relationship of the person reporting the absence. If you cannot call during office hours, you may leave a voice message by calling 856-9333.

The student must bring a written excuse from his/her parent/guardian on the day he/she returns to school. Failure to report an absence by phone or written excuse will result in the absence being recorded as an unexcused absence (truancy).

If it is necessary for a student to be excused for a period of time during the school day, a parent must notify the office, either by telephone or by written excuse. Notification should include the specific time span of the absence and the reason for requesting the release. The student must check out through the office before leaving the school grounds and must report back to the office upon his/her return to the building.

Parents are urged to work with their child's teacher to discuss makeup work and see that assignments missed are turned in. Parents and students need to be aware that makeup work does not replace classroom instruction.

## Student Check-Out

Student check out is allowed only for legal/custodial parents or guardians and individuals listed as contacts in the student's records. Check-out must be done at the Front Office of the Elementary School.

## Tardies

Being on time is very important! Students who are late for school must check in at the front office. Students arriving after 8:10 will be considered tardy.

## Attendance procedures are as follows:

Your student's attendance is very important to us and to your student's academic success. Please communicate with the front office, and the classroom teacher if your student needs to be absent from school.

- An absent letter is generated on the 3rd, 5th, and 8th consecutive days of absence and mailed home to the guardian listed. Text messages may be sent each day.
- On the 10th consecutive day of absence the student will be dropped from AES. Re Enrollment is not guaranteed for students out of district.

## Change of Address or Contacts

All parents/guardians are asked to please report change of address and/or contact numbers to our school's registrar. Custodial changes must be documented and reported also. Office hours are from 8:00 A.M. to 4:00 P.M.

## WITHDRAWAL FROM SCHOOL

Parents should notify the school as soon as they know a student will be withdrawing. Prior to checking out we ask that parent/guardian report to the registrar's office to update records to forward on to the next school district. Withdrawal from school attendance requires that a student check in all books, laptop, and other district property.

## OUT-OF-DISTRICT STUDENTS CURRENTLY ENROLLED

Out of District Students may be admitted with an attendance, behavioral, and/or academic contract and superintendent approval. If the contract terms aren't fulfilled, the student must un-enroll and return to his or her home school district.

Students will be reviewed throughout the school year on behavior, attendance, academic performance (grades), and positive parent relations.

- Application in subsequent years will be as follows:
  - o Students who meet criteria of good attendance, behavior, and academic performance will not be required to re-apply the following year.
  - o Underperforming students will be notified by the end of the 3rd quarter that they need to re-apply. Re-application process requires the parent/guardian and student to write a plan of action to be submitted prior to the last day of school.
  - o In the event of a major disciplinary infraction, the student will be "uninvited" and may not re-apply.

**FCSD #38 RESERVES THE RIGHT TO REFUSE OR ACCEPT ANY  
OUT-OF- DISTRICT APPLICANT.**

# Transportation

Arapahoe School students are expected to follow the district guidelines for proper student behavior when riding all school buses. Students riding buses should always conduct themselves in a manner that will ensure the safety of all passengers.

Your child's school bus expectations are as follows: (To be observed at all times)

- o Be at your pickup point five (5) minutes before pickup time.
- o Masks must be worn until further notice
- o Follow all school rules, just as in the classroom, and directions of the bus driver.
- o Specific safety expectations are posted in each bus.
- o Respect the bus as school property; keep the bus clean and do not be destructive, use the trash cans on the bus when needed
- o Food, gum, and drinks are NOT ALLOWED.
- o Students must remain seated and facing forward when the bus is moving. The aisle must remain clear of obstacles.
- o No unacceptable language, loud talking, pushing, shoving or fighting. Keep hands to yourself.
- o No glass containers (including vases), helium balloons, insects or other assorted critters will be transported on the bus.
- o Drugs, tobacco, and alcohol are illegal for school age students and are prohibited on the bus.

***Bus expectations and consequences apply to regular routes, activity routes, and activity trips.***

**If students elect to break the bus expectations, the following consequences will be applied. SEVERE MISBEHAVIOR or REPEATED MISBEHAVIOR which exceeds reasonable bounds or endangers the driver or students may result in suspension or permanent removal from the bus.**

- 1<sup>st</sup> incident:** Student behavior is logged and parents contacted by the bus driver.
- 2<sup>nd</sup> incident:** A Student Conduct report is filed with the principal and parent contacted by the bus driver. Students will be assigned a seat.
- 3<sup>rd</sup> incident:** Second Student Conduct report is filed with the principal, parents are contacted by the Transportation Director , and student may be suspended from riding the bus for up to five (5) days depending on circumstances and/or the severity of the infraction.
- 4th incident:** Third Student Conduct report filed with the principal. Mandatory Parent/Guardian meeting. Failure of Parent/Guardian to attend Bus Discipline meeting within a reasonable amount of time (not more than 3 days from infraction) may lead to bus suspension for the remainder of the year.

Consequences and behavior logs will be cumulative for the entire school year. If it becomes necessary for you to pick up your child after school rather than have him/her ride the bus home, you should be at the school by 3:20 pm.

\*Note 1: Any action on a bus that is likewise a suspendable offense in the regular school building, will result in immediate suspension process to be implemented; example: fighting, repeated misbehavior, vaping.

\*Note 2: A student could lose Bus Riding privileges for the remainder of the year with **SEVERE MISBEHAVIOR** or **REPEATED MISBEHAVIOR** on the bus and/or lack of parent/guardian intervention.

*The right of students to ride a school bus is contingent upon their good behavior and their observance of established bus expectations.*

### Students brought back school:

If a student is returned to school on the bus, the following procedures will be used:

1. Parents and other contacts listed on the student registration card will be contacted in the order listed. Calls will be made in approximately 15-minute intervals until 5:00 p.m. (Friday until 2:00 p.m.)
2. If no contact is made by 5:00 p.m. (Friday until 2:00 p.m.) WRPD will be notified and Social Services will be called.
3. If a student is returned to school on numerous occasions, an incident report will be filed with the WRPD and/or Social Services will be notified.

### Activity Bus:

Activity route buses will run Monday through Thursday at 5:00. If your child is not in a school sponsored activity, including sports, after school tutoring, and school approved activities, they WILL NOT be allowed to ride the after school activity bus.

*Bus expectations and consequences apply to regular routes, activity routes, and activity trips.*

### Bus Routes & Bus Pick-Up Policies

The Board of Trustees approve Bus Routes in August of each year.

# Student Resources

## APPROPRIATE Dress for School

Student's dress and personal appearance should not disrupt or distract from the learning environment of the school. School personnel will intervene and parents will be notified to bring a change of clothing when clothing is considered inappropriate or offensive. The following clothing/apparel is inappropriate at school:

- Clothing with inappropriate slogans or drug/alcohol advertising.
- No bare feet.
- No revealing clothing, including bare midriffs, bathing suits, halter-tops, spaghetti straps, and tank tops with large armholes, see-through, or short shorts.
- **No hats or hoodie hoods worn inside the building.**
- Any clothing item or accessory that is deemed by school officials to advocate, represent, promote or advance gang activity, violence, racism, sexual behavior, obscene language, alcohol or drug usage, or distribution is prohibited.

Please label all clothing with first and last names. All lost and found items will be kept near the office entrance during the school year. Items not claimed by the end of the school year will be donated to a local charity.

## Electronic Devices

**Cell phones may be brought to school. However they need to remain in the students locker, backpack or teacher-designated area.** Students not following this expectation may have their phone confiscated until a parent/guardian can pick it up. If a phone is confiscated from a student, the phone may be kept overnight by an administrator. Parents will be notified.

## Internet

Inappropriate use of internet or email using electronic devices (laptops, cell phones, cell phone apps, cameras, audio/video recorder and other informational devices) will be considered a violation of Arapahoe School technology policy. This violation includes the use of any recording or video device in such a way that violates the privacy of others. Any district wireless or network system interference (ie. AP spoofing or malicious wireless broadcasts) or attempted hacking of district technology networks or resources will also be considered a violation of Arapahoe School technology policy. Staff members will be responsible for developing acceptable use policies for their classrooms. Failure to comply with school and classroom appropriate use policies will result in loss of privileges.

## Lost and Found

If you find an item that does not belong to you, turn it in to a staff member immediately or take it to the office. If you keep an item you find at school that does not belong to you, that is considered theft, and consequences will follow. Lost and found articles are kept outside of the lunch room. Smaller valuables such as jewelry, glasses, keys, purses, and wallets will be held in the office for identification. Parents/guardians and students are encouraged to check this location for items that may be lost. These articles will be donated at the end of the year if they are not claimed.

## Items NOT Permitted at School

Students are not to bring electronics such as (iPods, games, radios, etc...), make-up, or large amounts of money. skateboards, scooters, skates or shoes with skates in the soles are not allowed at school, and may not be ridden on school property. Items like these are easily lost, stolen, broken, and disruptive to the educational process and pose a safety hazard. This list specifically mentions the items above but is not limited to them, any other item may be deemed inappropriate for school. **These items may be confiscated if found on school grounds and held until a parent/guardian comes to get them.**

## Student Concerns

If a student has a problem or feels uncomfortable for any reason, he/she should first speak to a staff member. If this does not resolve the problem, the student should speak to a counselor. If further discussion of the problem is needed, the student should seek assistance from an administrator. On rare occasions, the principal and counselors may not be immediately available. When this happens, the student should leave a message with one of the office secretaries. IF the concern is an emergency, the student should ask for the SRO or communicate the emergency to an office staff person. If the concern is NOT an emergency and the counselors or principal are unavailable, the student should return to class.

## Student Needs

The school district is responsible for identifying and planning for the educational needs of children with disabilities. Federal rules and regulations state that all children with disabilities have the right to a free and appropriate education in the public school setting. If you suspect that your child has a disability or if you have questions about your child's development or progress, please contact your child's teacher or principal, or FCSD #38 District Director of Special Education at (307) 856-9333 ext. 141.

## Grading Criteria

### Kindergarten through 3<sup>rd</sup> Grade

Below Basic, Basic, Proficient, Advanced

### 4<sup>th</sup> Grade and 5<sup>th</sup> Grade

A= 90% - 100%      B= 80% - 89%      C= 70% - 79%  
D= 60% - 69%      F= 59% and Below

## Honor Roll

Arapahoe School celebrates two Honor Rolls for 4<sup>th</sup> & 5<sup>th</sup> grade students:.

- ❖ *A Honor Roll*: all subject grades received by the student are an 'A'.
- ❖ *B Honor Roll*: grades for all core subjects (math, reading, language arts, science, social studies) are no lower than a 'B'.

# Bullying

## Definition:

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behavior is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

## What Does/Doesn't Bullying Look Like?

**Bullying IS:** Any REPEATED behavior intended to harm another, put down, or gain power over, which may include hurtful notes, making fun of a person's looks, family name or clothing; spreading mean or untrue rumors; repeatedly excluding someone.

**Bullying is NOT:** Someone being mean, rude or inconsiderate.

**BULLYING BEHAVIORS WILL NOT BE ACCEPTED OR TOLERATED AT ARAPAHOE SCHOOL!!**

## Bullying Policy

The board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the district's schools. The Board is concerned about the problem of bullying among its students and recognizes that bullying in its many forms is not conducive to the positive development of students, nor to a positive school atmosphere. Therefore the Board requires:

1. The education of students to bring about awareness and understanding of bullying and harassment.
2. The provision of counseling services to make it possible for students to seek and get counseling for bullying problems.
3. The prohibition of harassment or bullying behavior on school property or in connection with any school activity. This includes but is not limited to verbal or physical threats, verbal or physical harassment, and/or perpetuating or instigating a conflict. Should both sides of a conflict engage in bullying activity, then both sides will receive appropriate consequences for their actions.



## **Discipline**

Arapahoe Elementary School has implemented the Positive Behavior Intervention and Support program (PBIS). School administration has developed supports as well as consequences for behavior infractions. Arapahoe Elementary School promotes positive behavior and implements weekly and quarterly positive behavior recognition of students.

### **STUDENT DISCIPLINE:**

#### **STUDENT EXPECTATIONS/CODE of CONDUCT/DISCIPLINE**

Every student at Arapahoe Elementary School is an important part of our community and expected to respect each other, staff and our facility. Disciplinary procedures are designed to promote positive behavior with emphasis on clear expectations. The classroom teacher will generally handle interventions at step 1 and 2. The building principal will be involved at level 3. However, both teachers and principal may become involved at any level as appropriate. Student behavior will determine which step a student enters based on student need.

**\*\*Refer to Principal for PBIS Behavior Management Chart**

### **Suspension and Expulsion**

The Board may suspend or expel a student from school during the school year for the following:

1. Continued and willful disobedience or upon the persistent defiance of the authority of school personnel;
2. Willful destruction or defacing of school property;
3. Any behavior which in the judgment of the Board is clearly detrimental to the welfare, safety, or morals of other pupils;
4. Torturing, tormenting, or abusing a pupil in any way; maltreating a pupil or teacher with physical violence;
5. Continued disruption of the educational process so that others have difficulty learning;
6. The use of foul, profane or abusive language or habitually disruptive behavior as defined by statutes.

# School Activities

## Athletic Activities & Field Trips

Participating in any activities during or after-school is a privilege and not a right. Students are not allowed to wait at school for afternoon or evening activities without parental supervision. All students are expected to follow all school rules and have positive attitudes and behavior. All students are encouraged to participate in any activities regardless of their skills.

All students must be supervised at all times. Students must remain seated while in the gym. Parents/guardians please make sure your children watch events and remain in the building where the activity is taking place.

If a student's behavior is such that it deserves a consequence, then that student may not be able to participate.

Consequences shall be determined by the Principal or designee. In going to and from, and while at the place of activity, all school rules are in force. The parent or legal guardian must sign the school activity permission form.

The sponsor will contact the administration, parents/guardians, and/or the police as appropriate if a student violates the law while on the trip (use of controlled substances, shoplifting, etc.). Violation of rules may result in the immediate return home of the student at the parent's or guardian's expense.



For school activities sanctioned by the school, transportation will be provided for participants. For all activities where school transportation is provided, all students traveling to the event by bus shall return by the same bus unless parents/guardians or legal guardians make other arrangements personally with the sponsor prior to the trip/activity. The same rules for bus behavior apply to students riding school transportation to and from school sanctioned events.

## Student Health Services

### Immunization Requirements for K-12<sup>th</sup> grade

Under the Wyoming law (W.S. 21-4-309) your child is required to be properly immunized against certain vaccine preventable diseases. The following immunizations are required for all students within 30 days of starting school. If your child is not in compliance with immunization laws by November 1<sup>st</sup>, 2022, he or she is not allowed to return to school until proof of compliance is provided to the school nurse.

DTP/DTaP/DT - 5 doses, with at least one after the 4<sup>th</sup> birthday

Polio - 4 doses, with at least one after the 4<sup>th</sup> birthday

MMR - 2 doses

Hepatitis B - 3 doses

Varicella (chicken pox) - 2 doses or documentation of disease with a date

Tdap - 1 dose Required for all 7<sup>th</sup> through 12<sup>th</sup> grade students

## Screenings

Your child may be screened by the school nurse or healthcare professional in the following areas: hearing, vision, weight, height, blood pressure, and dental. If you desire your child NOT to be screened, you must provide the school nurse with written notification. The school nurse or healthcare professional will notify you should any of these screening results indicate a concern.

## Doctor's Notes

Doctor's notes are required if a student has missed three or more consecutive days of school or if they are to be excused from physical education for more than one day. However, it is highly encouraged that all notes are provided to the Home School Coordinator for proper accountability.

## Leaving school due to illness/accidents

When possible, the services of the school nurse will be utilized to assist the health needs of the students. If a student becomes ill, or is involved in an accident at school, the school nurse must see them. The school nurse will then contact parents/guardians or emergency contacts either by note or phone with concerns. It is necessary for the student to be checked out by a parent or guardian or the school nurse in the principal's office checkout register. The Home School Coordinator or Transportation Department, if requested by parent or guardian, may transport the student home. If the parent/guardian cannot be contacted by phone, the Home School Coordinator will transport the student home. However, the student will not be left at home if there is not a responsible adult to care for them.

***PLEASE KEEP YOUR CHILD HOME IF HE/SHE HAS  
A FEVER OF 100.4 OR MORE!!***

### Student Illness:

If you find a pattern of your child asking to stay home from school, especially if they are falling behind or appear anxious by the thought of attending school, or if there does not appear to be any obvious physical symptoms, it may be a good idea to contact your school nurse and your health care provider to discuss your concerns. Remember, whenever you keep your child home from school, please call the office in advance of the start of the school day and leave a message that your child will be absent.

## Medical Information

Health issues, which may cause exclusion from school, may include but are not limited to: Covid 19, impetigo, strep throat, and chicken pox. A doctor's note may be required stating treatment has been started before the student is readmitted to school.

## Medications

The parent or guardian will ensure that proper arrangements are made for the dispensing of any medication to their child(ren) while at school. Arrangements may be made by providing the school nurse with a completed "Request for Administration of Medication Form." Written authorization from the physician must include: a start and stop date; the student's name; the name of the medication, dosage, time to give, how to give and any reportable adverse reactions or side effects of which school personnel should be aware. Prescription medication must be labeled by the pharmacist to include: the date, the student's name, physician's name, medication name, dosage and the time it is to be given.

**\*\*PLEASE REQUEST THAT YOUR PHARMACIST PREPARE LABELED CONTAINERS FOR BOTH SCHOOL AND HOME. \*\***

Prescription and/or over-the-counter medications parents/guardians want made available to children must be sent to school in the original container along with a completed “REQUEST FOR ADMINISTRATION OF MEDICATION” form.

### **Non-Prescription Medication**

Over-the-counter medicines (including Tylenol, cough syrup, etc.) for student use must be brought from home by the parent/guardian, with a medication release signed by the student's parent or guardian stating the name of the medication, dose, time and reason for administering the medication. Due to the potentially serious side effects of some medications, it is imperative that students do not bring their own medication. The medication must be brought in the original container. The school shall not provide or pay for any medication unless medical condition warrants dispense of Tylenol (due to high fever, etc.) and then only with parent or guardian verbal consent prior to the medication being dispensed.

**“REQUEST FOR ADMINISTRATION OF MEDICATION” form is found in *the nurse's office.***

### **Student Allergies & Health Concerns**

Please notify the School Nurse if your student has a chronic health problem, allergies, (bee/wasp stings, hay fever, milk or food allergies), hearing or vision problems, emergency medication or if they require a special diet. If your student requires a special diet, the school will need a doctor's note stating what kind of diet is needed and why.

### **Throat Culture Program**

Students complaining of the following symptoms will have their throat cultured for Streptococcal Bacteria (STREP) during the school year: sore, red throats, swollen tonsils or neck glands, or nasal discharge. Students who have a positive throat culture have the STREP infection and will be excluded from school until they are placed on antibiotics and may return after 24 hours on antibiotics.. The school will need a note from the clinic or doctor stating treatment has been started. Please notify the school nurse if a physician has already treated your student for STREP throat.

### **Student Accident Insurance**

The school district provides student accident insurance for all students attending the Arapahoe School. The policy will cover students only during the school day and school-sponsored activities. Students are also covered while traveling to and from school for all school-sponsored activities. This is a secondary accident policy and will pay only after the parent or guardian's insurance policy has paid on any accident.

# Parent Involvement

## Parent Volunteers

We encourage parents, elders, and community members to help enrich our education program by sharing their time and expertise on a weekly, monthly, or one time only basis. We will have to be more cautious this year in allowing any visitors to our school. All visitors must wear a mask when inside the school, until further notice. As our community and state become a healthier place to mingle, we may allow visitors and will check your temperature before you enter. Please do not request to work with our students IF you have recently been out of state or if anyone in your family or social circle is currently sick. To ensure the safety of students, FCSD #38 requires that all volunteers who regularly work with students complete a background check.

## Johnson O' Malley & Title VI Indian Education Parent/Guardian Committee

A parent/guardian advisory committee (PAC) for Arapahoe School will be organized during the month of September. Regular meetings will be held at least quarterly. All parents/ guardians of Native Arapahoe School students are encouraged to attend. Title VI Parent Advisory Committee members will meet at least twice during the regular school year.

### What is JOM?

The Johnson O'Malley Program is a federally funded program created to assist in the educational needs of Native American students by providing supplemental funding to programs within the school system.

### Who is eligible for JOM?

All Native American students who have  $\frac{1}{4}$  degree or more of Indian Blood, and enrolled members of a federally recognized Indian tribe.

### When are the meetings held?

PAC meetings are held at least quarterly. Meeting dates and times will be posted in a school newsletter and/or notices will be sent home with each student.

### Goals of the JOM Program

A Needs Assessment is conducted every three years to determine the needs of the students. The results of the needs assessment will be used to develop student services and program to JOM eligible students. The JOM Committee strives to meet the established goals by hosting events and workshops where there will be positive interaction between the parents/guardians, children and staff.

### JOM Parent Committee

The JOM Committee is composed of parents or *In Loco Parentis* with children attending Arapahoe School. Each year new elections are held for vacancies within the parent committee. As a parent of a JOM eligible student, you have the opportunity to become a member of the JOM Parent Committee. All parents are encouraged to become active in their child's education through this unique parent program. For more information or for meeting dates, contact our Federal Programs Director.

### **Family Educational Rights And Privacy Act Of 1974 (FERPA) 007.18**

The FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 provides that the parents/guardians 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 parent/guardian consent, but provides for the release of directory information. Directory information released from Arapahoe School may include the following: "Student's name, address, 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 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.

### **Equal Educational Opportunities**

To the extent possible every pupil of this school district will have equal educational opportunities and shall not be discriminated against regardless of race, color, national origin, sex, age, disability or religion.

No student shall on the basis of sex, race, color, national origin, age or disability be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted by the District specifically including, but not limited to, access and participation in course offering, athletics, counseling, employment assistance, and extracurricular activities. The District shall comply with its policy relating to nondiscrimination on the basis of sex, race, color, national origin, age or disability as is specifically set forth in Policies AC and ACE.

### **Individuals with Disabilities Education Act (IDEA)**

The Individuals with Disabilities Education Act (IDEA) ensures that all children with disabilities are entitled to a free appropriate public education to meet their unique needs and prepare them for further education, employment and independent living. IDEA is composed of six main elements that illuminate its main points. These six elements are: Individualized Education Program (IEP); Free and Appropriate Public Education (FAPE); Least Restrictive Environment (LRE); Appropriate Evaluation; Parent and Teacher Participation; and Procedural Safeguards.

### **PARENTS/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND REPLACEMENT**

#### **(Section 504 of the Rehabilitation Act of 1973)**

The following is a decision of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. Please keep this explanation for future reference.

You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling educator.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
6. Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (I.D.E.A. PL 94-147).
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.

18. Have transportation provided to and from an alternate placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
10. Examine all relevant decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for the amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
14. Request an impartial due process hearing through the district's grievance procedure related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you.

## **Section 504**

Annual Notice to Individuals with Disabilities and Parents

NOTICE: Programs for Students with Disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance. Section 504/ADA defines a person with a disability as anyone who: Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. The School has the responsibility to provide adjustments, modifications, and provide necessary services to eligible individuals with disabilities. The school acknowledges its responsibility under Section 504/ADA to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

## **Title I School Wide Parent/Guardian Policy**

Arapahoe School wide Title I Program recognizes the importance of parent/guardian input, support and cooperation in each portion of our program. With this in mind, the following components are to be upheld:

1. Parents/guardians will have input into the planning, design and implementation of the various Title I School wide programs. (To include after school activities, culture program, Intergenerational Council, Five Year Strategic Plan, etc.)
2. Arapahoe School will engage in meaningful communication with parents/guardians that is organized, systematic, ongoing, informed and timely. (Principal's monthly newsletter, classroom fliers, Family Fun Nights, special meetings, newspaper, radio, etc.)
3. Arapahoe School will hold annual Title I informational sessions in conjunction with fall Open House.
4. The School wide Title I Program will provide opportunity for parents/guardians to attend staff development sessions to enhance their ability to help their children accomplish educational standards. Invitations will come through a special invitational calendar in the principal's monthly newsletter.
5. Arapahoe School will encourage classroom visits and observation by parents/guardians and also will encourage volunteer participation by parents/guardians in school activities.
6. Arapahoe School will annually distribute evaluation of the school's performance, curriculum and assessment results through an insert in the community newspaper. It will further provide information to parents/guardians on individual student performance in the form of midterm evaluations and quarterly report cards.

ADOPTION DATE: Amended and adopted 2/18/02

LEGAL REFERENCE(S):



## The Wyoming Education Code States:

Every parent, guardian or other person having control or charge of any child who is a resident of this state and whose seventh (7th) birthday falls on or before September 15th of any year, and who has not yet attained his/her sixteenth (16th) birthday or completed the tenth (10th) grade shall be required to send such child to, and each child shall be required to, attend a public or private school each year, during the entire time that the public school shall be in session in the district in which the pupil resides. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Students Are Responsible For Making Up All Missed Work Regardless Of The Reason For Absence. Students will have a minimum of two (2) days to make up work from the first day absent and additional time for more than one day's absence at the teacher's discretion. The teacher and Principal will review extenuating circumstances. Students may be required to take tests on the day following an absence if they were advised of the test in advance and if they were absent only on the test day.

### **An Equal Employment/Educational Opportunity**

Fremont County School District #38 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in its programs or activities. Any questions regarding the District's compliance with Title VI, Title IX, or Section 504 may be directed to the Superintendent of Schools, who can be reached at (307) 856-9333 or to the Assistant Secretary for Civil Rights, U. S. Department of Education.

#### **NOTE:**

**The policies as listed in this handbook are subject to revision at any time that the administration would see fit. Any rule which when broken that violates civil laws must be reported to the local police department.**

### **McKinney-Vento Homeless Act**

It is the policy of Fremont County School District #38 that every child will have equal access to a free and appropriate public education (FAPE). Children who are homeless have the same rights to FAPE as do the other children, and the District is committed to assuring that those rights are fully protected and honored.

#### ***Related terms:***

**Public Display of Affection (PDA)** can be in a variety of forms and degrees and many people find PDA to be offensive. Because it is difficult to determine what is acceptable, PDA in any form will not be allowed. This will include hugging, kissing and the holding of hands.

**Gang Related Activity** No student on or about school property or at any school Activity shall do the following: Wear, possess, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things (including colors) that is evidence of membership or affiliation in a gang, Commit any act or omission or use any speech either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang. Use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to: soliciting others for membership, requesting any person to pay protection or otherwise intimidating or threatening any person, committing any other illegal act or other violation of school district policies, inciting other students to act with physical violence upon any other person.

**Sexual Harassment** All students and employees must be able to learn and work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is deemed unacceptable conduct in the employment and educational environment and will not be tolerated. It shall be a violation of this policy for any student or employee of the school district to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. This policy is equally applicable to sexual harassment between supervisors and workers, between co-workers, between students, and between students and employees. This policy shall be in force on and off school district property, i.e., at school activities and/or school sponsored events that may occur away from school, and whenever school employees have jurisdiction over students. This district will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any



student or employee who sexually harasses a student or employee of this district. It is no defense to claim of sexual harassment that the alleged harasser did not intend to harass.

## **Alcohol/Tobacco/Drug/Substance Abuse By Students**

Code: JICG/JICH

The possession, distribution or use of alcoholic beverages, tobacco (defined to include electronic cigarettes), drugs for which the user does not have a lawful prescription, or substances which are used in such a manner as to be dangerous to the student in any school building, on school grounds, at any school function, or while on any school sponsored trip is prohibited. Students are prohibited from being in any school building, on school grounds, or at any school function while under the influence of alcohol, drugs or other substances or following the immediate prior use of alcohol, drugs or substances. This policy shall apply to all students regardless of whether or not they are of legal age.

Any student suspected of being under the influence of alcohol, drugs or other substance or whose immediate prior use of alcohol, drugs or other substance is suspected may be removed from the classroom, school building, school grounds, or school function pending further investigation. Students may be suspended or expelled for violation of the prohibition of alcohol, tobacco, drugs or other substances.

The reference herein to "other substance" is intended to prohibit the use, possession or distribution, including smoking, huffing, inhaling, consuming, absorbing or otherwise ingesting a substance for the purpose of generating a high or rush, or otherwise altering the mental processing or impairing the consumer's judgment or motor skills, or for use contrary to the lawful and intended use of the substance. Such substances include, but are not limited to, glue, paint, Dust-off, petroleum products, "spice", "K-2", "Black Mamba", "Puff", "Sugar Sticks", herbal incense, Salvia Divinorum, Salvinorin A, or any other substance, whether organic or non-organic, which substances are utilized in such a manner as to create a high or rush or otherwise alter the mental processing or impair the consumer's judgment or motor skills or in such a way as to be contrary to their intended use or purpose.

To help students who are identified as abusing alcohol/drugs/substances, District and community resources will be available to work toward overcoming this illegal use of tobacco, alcohol, drugs or substances. Students may self-refer or be remanded to such District and community resource providers. The responsibility of correcting an identified problem is that of the student and his/her parent(s).

The District will develop programs to educate students to bring about awareness and understanding of the dangers inherent in the use/abuse of alcohol, tobacco, controlled drugs, or other substances.

The District will provide counseling services that will make it possible for students to seek and obtain counseling for drugs/substances and/or alcohol-related problems or will provide counseling as to where appropriate help can be received.

Adoption Date: May 18, 2015

## **Weapons Policy**

### **Section 1. Definitions**

- a. Items in the following categories are defined as weapons:
  - i. Type 1: Deadly Weapons (as such term defined in W.S. S6-1-104 (a) (iv).
  - ii. Type 2: Articles other than deadly weapons used or threatened to be used to inflict bodily harm and/or to intimidate other persons regardless of whether or not the possessor actually used or intended to use the article to inflict bodily harm or intimidate other persons. Examples are chains, clubs, lasers, etc.
  - iii. Type 3: Articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, pocket knives, files, compasses, scissors, etc...
- b. "Possession" means having a weapon actually in the student's personal possession, or in their desk, locker or vehicle.
- c. "Use" means threatening to or actually inflicting injury on another person with a weapon.
- d. "Campus" means within the boundaries of real property used by the school district primarily for the education of students in grades kindergarten through eighth.

## Section 2. Possession or use of weapons

- a. "Possession" of a Type 1 or a Type 2 weapon on campus, or at a school activity, or within a school bus is prohibited.
- b. "Use" of any type of weapon on campus, or at a school activity, or within any school bus is prohibited at all times.

## Section 3. Penalty

- a. Any student who possesses, uses, transfers, carries or sells a deadly weapon while on school campus or on any bus or while in attendance at any school activity, shall be expelled from school for not less than one (1) year except that the superintendent of school may modify the expulsion requirement on a case-by-case basis.
- b. A student in possession of a Type 2 weapon shall be subject to administrative disciplinary action which may include suspension or expulsion of up to one (1) year.
- c. A student using any type of weapon, shall be suspended immediately from school and referred to the superintendent and the Board of Education for further disciplinary action up to and including expulsion from school.

## Section 4. Expulsion Procedures

Any student recommended for expulsion shall be afforded and opportunity for hearing as provided by W.S. S21-4-305(d).

## Section 5. Notification Of District Attorney

- a. After the applicable notice and hearing of this section are complied with, if it is determined that a student is to be expelled pursuant to section 3 (a) of this policy, the superintendent shall notify the District Attorney of the violation together with the specific act in violation of this subsection and the name of the student who is being punished pursuant to subsection 3 (a) of this policy.

The school district will refer to the criminal justice system or juvenile delinquency system any student who brings a weapon defined in S921 of Title XVIII of the U.S. Code to school

## Appeals Process

Parents/guardians may appeal through the superintendent of schools via the school district's grievance policy.

## Professional Disclosure Statement

School counseling is a service offered to all students in Fremont County School District #38 in Arapahoe, Wyoming. School counselors offer a support service program to help empower each student to fully function in society by assisting all students to reach their potential through a life-long learning process.

The scope of school counseling allows short-term individual, small group, classroom guidance, and counseling services for students with social, emotional and academic needs. The counselor may use strategies to help students reach their goals and resolve problems in their lives. If students require more intensive help, it is suggested the student seek assistance outside the school with a therapist or counseling agency. School counselors can help coordinate services in some cases. When a student seeks counseling services outside the school setting, Fremont County School District #38 will not accept the responsibility for payment of the therapist's services.

If your counselor is not able to help you resolve your concerns, or you wish to obtain further information or report a complaint, you may contact the principal of your school or the Wyoming Mental Health Professions Licensing Board. *This disclosure statement is required by the Mental Health Professions Practice Act and by the Mental Health Professions Licensing Board, 2020 Carey Ave. Suite 201, Cheyenne WY 82002. 307-777-7788*

Fremont County School District #38  
445 Little Wind River Bottom Road  
Arapahoe, WY 82510  
856-9333

Parent/Guardian Signature Page



I have read the Arapahoe Elementary School (Grades Pre-K - 5) Handbook and understand its contents on the following items (please initial)

\_\_\_\_\_Attendance (pages 9-10)

\_\_\_\_\_Transportation (pages 11-12)

\_\_\_\_\_Electronic Devices (page 13)

\_\_\_\_\_Internet (page 13)

\_\_\_\_\_Discipline (page 16)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Please Return this page ONLY to your student's teacher.  
Please keep the packet for your records.



# **Arapahoe School Student Activity Handbook**

**Arapahoe Elementary School Colors: *Blue & Gold***

**Arapahoe Elementary School Mascot: *Falcon***



**\*\*This document and parent signature page is for 5th graders only\*\***

All District #38 policies and School rules, and Wind River Conference Athletic Association. Activity training rules and regulations cannot supersede School District #38 policies concerning disciplinary regulations.

## **Participation Requirements**

In order to participate, all athletes will have to have a current physical, proof of insurance, consents for emergency medical assistance and participation, and assumption of risk form completed prior to being allowed to practice.

### **Cell phones- (See student handbook for complete policy)**

Cell phones are not to be used for any reason before or during an athletic event. Cell phones are only to be used for post-game communication with parents in regards to rides.

### **Attendance**

All students who participate in school activities must be in regular attendance (all day) the day the activity is scheduled, or if the activity is on a Saturday, they must be in school on the Friday before. This applies to practice sessions as well as games, meets, etc. An exception to this rule may only be allowed upon receipt of a written statement from a physician, dentist, or administrator, allowing a student to participate. You must participate in five practices before you can play in any game.

**\*If you do not participate in PE or come to school that day, you cannot participate in practice that day.**

If an athlete misses one practice they will not be allowed to start the next scheduled event, if an athlete misses two practices, they will not participate in the next scheduled event and **will not** travel with the team if it is an out of town contest, and student athletes who miss a third practice will be subject to dismissal from the team. Coaches, Athletic Director, and Administrators may determine an exception under unusual circumstances.

## **Behavior Expectations**

At home events, during travel, or at out of town contests, all students who participate in school activities are expected to follow school rules and appropriately represent the school at all times. Any insubordination towards **any** adult, disrespect for others or equipment, inappropriate behavior on the bus or at the event site will be subject to discipline which will be administered by the Coach, the Athletic Director, or an Administrator and could lead to dismissal from the team. **Administrators will be notified as per school Policy.**

## Interim School Setting

**Any athlete placed in ISS or in OSS will not practice and will consequently be subject to attendance rules and policies until they are out of ISS or OSS.**

## **Academic Load**

Academics take precedence over athletics. Therefore, Arapahoe School eligibility requirements state that students who are failing more than 1 class will be declared ineligible for the following week. Eligibility reports will be sent to the Athletic Director on Friday mornings. Any student/athlete having one "D" or "F" will be on the ineligible list for next week's activities. If you are ineligible you can practice with the team, but not travel with the team. At the time of the next eligibility report the student can be removed from the ineligible list if they meet academic eligibility requirements. The eligibility list will not begin until the 3<sup>rd</sup> Friday of the first quarter and will begin the 2<sup>nd</sup> Friday every following quarter. Remember playing time is determined by how well you are prepared through your practice time. You cannot learn skills, know the offense and defense, and be in condition if you are not at practice.

## **Conference Eligibility Requirements**

WRCAA-Wind River Conference Athletics Association includes St. Stephens, Wind River, Ft. Washakie, Wyoming Indian, Shoshoni, and Dubois.

## **Age, Grades, & Residence for Eligibility are:**

1. Students are eligible to play 5th & 6th Grade conference sports for two years only and Jr. High conference sports for two years only.
2. Any student whose 13th birthday (5th & 6th Grade Program); falls during the season in which he/she is participating may finish that season or sport.
3. A student whose 13th birthday (5th & 6th Grade); is prior to the first official practice date will not participate in that sport. Official practice dates are to be determined by the conference association.
4. 5th and 6th grade students are considered to be in the 5th & 6th Grade Program. In a school with no 5th & 6th Grade program, the 6th grade is considered to be on the "B" string.
5. Any athlete may move up in the above categories, but once moved up, may not compete in a lower category. In no case may an athlete participate in two conference tournaments in the same year.
6. Students enrolled in this school from the first day of that school year.
7. Student moving to this school from another school in the WRCAA conference are ineligible unless:
  - A. Students are assigned to a foster home in this district by court order.
  - B. Students are moving from a school, which has been discontinued or consolidated.
  - C. Parents or guardians are moving into this district for the remainder of the school year.

## **Uniforms and Equipment**

The athlete is responsible for all equipment and uniforms checked out or used. Uniforms are events only. Anything **lost, stolen** or **damaged** must be paid for at replacement cost. **Therefore, lockers should be locked at all times, including practices.** All uniforms must be turned in within a week of the conclusion of a season before you can participate in another sport. The student athlete will suffer a suspension of privileges until it is turned in or paid for.

## Travel Releases

Your son/daughter is expected to travel to and from all contests with the team. Bus travel releases will be on site for release to parents or guardians. For safety reasons we must know if you want your son/daughter to ride home with another adult (not a student). The Coach would like a list of three adults student athletes can ride home with for away games.—Please list the adults that can provide rides home for away games. These names can be listed in the indicated location on the sign off page for this handbook. Your student must turn in this list to the Elementary office staff before the first game. A copy will be given to your Coach or the Athletic Director.

## Alcohol/Tobacco/Drug Use Policy

The school is concerned about the physical and mental health of students. Use of alcohol, drugs, or narcotics affects students and their performance in school; and as chemical abuse is a significant problem in our society, it is reasonable to conclude that it creates problems in our schools. Although the primary responsibility for treatment of chemical abuse rests with the student and the student's parents or guardians, the school district will implement programs and procedures that will facilitate and encourage the prevention, intervention, and treatment of this disorder.

**Alcohol/Tobacco/Drug use is not allowed. Bullying and Stealing falls into this area.**

1<sup>st</sup> offense: The student athlete will not be allowed to participate in the next two events.

2<sup>nd</sup> offense: The student athlete will be dismissed from the team.

\*also refer to District #38 Policy.

1. **Do Not** attempt to confront a coach before, during, or right after a contest. These can be very emotional times for both the parents and the coach. Meetings of this nature do not promote resolution. Coaches are instructed to inform parents to call the activities office to set up a meeting and excuse them from this setting.
2. Please call the school or activities office to set up a convenient meeting time with the A.D. and parent. The A.D. and/or the principal can be involved if requested. If the problem or concern cannot be addressed by the A.D. alone, the coach and/or the principal will be included in the next meeting.

## Arapahoe School Athletic Rules/Expectations Summary 2023-2024

1. All District #38 policies and Arapahoe School rules apply. Activity training rules and regulations cannot supersede School District #38 policies concerning disciplinary regulations. Additional sport specific activity, training rules & expectations will apply.
2. **Cell phones will not be used before or during any activities. Phones may be used once the activity has ended and the athlete has left the locker room area and is heading outside the building.**
3. All players need a physical, parent informed consent, emergency medical assistance release, insurance information, and participant assumption of risk forms signed before they can practice.
4. Academic eligibility states that any student athlete failing any classes will be deemed ineligible. A failing grade is considered to be a "D" or "F".

5. The athlete is responsible for all equipment checked out or used. Uniforms and equipment are for practice and events only. Anything lost or damaged must be paid for. All uniforms must be turned in before you can participate in another sport.
6. Attend all practices and scheduled meetings on time. Excused practices must be arranged in advance with a coach, except in emergencies. If a student athlete misses one practice they cannot start the next scheduled event, if a student athlete misses two practices they will not participate in the next scheduled event, and if a student athlete misses 3 practices they will be subject to dismissal from the team. Coaches may determine an exception under unusual circumstances. If you do not participate in PE due to illness or injury, you cannot participate in practice that day.
7. Travel to and from all contests with the team. Athletes will be released to **parents or guardians** upon parent signature of bus travel release from coaches.
8. Parent/Coach Conference Guidelines have been reviewed and acknowledged.
9. Conduct yourself in a reasonably quiet and orderly manner on the bus. Food is allowed only at the discretion of the driver. You are responsible for keeping the bus clean.
10. Protect the integrity of your community, family, school, coaches and teammates by avoiding any or all situations that could cause embarrassment, danger, or actions that result in a negative attitude toward your team.
11. Set a good example for others to follow. Support your fellow teammates.
12. Coaches/Administrators may require other rules in addition to those above.
13. **Before they can practice they must have a physical and medical release turned into the school nurse.**

## District Eligibility Requirements

The eligibility requirements refer to any extra-curricular activities.

1. Student athletes must comply with the school wide attendance policy and may be suspended for any reason.
2. In order to compete, student athletes must be in school all day the day of the competition and all day Friday for a Saturday event.
3. Student athletes who miss three days of unexcused practice will be dismissed from the team. (Exception: written doctor's excuse to coach or AD.)
4. Students must complete a minimum of five practices in order to be eligible for their first competition.
5. Every student athlete must have a physical and a signed parent/guardian permission slip before attending practices and participating in games or events.
6. Students under medical treatment must have a medical release to participate.

7. Students will be expected to maintain their class work and assignments.
8. No student shall participate in any extra-curricular activities if they are failing any class or subject. A failing grade is considered to be an “F”.
9. Eligibility week lasts from Monday through Saturday. Eligibility grades are accumulative for the quarter and checked weekly.

### **A Pledge to Support Team Sports Rules**

1. I will be dressed and ready to practice at 3:45p.m.
2. I will be drug, tobacco, and alcohol-free throughout the season. Violation of this rule will result in my removal from the team and possible other consequences involving other school policies.
3. I will be at each and every practice and if I miss more than three practices I will be removed from the team.
4. I will conduct myself in an orderly manner on the bus. This includes sitting in my seat and keeping the noise level down.
5. I will respect my coaches and get along with and support my teammates. This includes cheering-on my teammates when they are competing.
6. When I travel, I will remember that I am representing Arapahoe School and will conduct myself accordingly.
7. If I cannot make practice or have to stay after school, I will tell one of my coaches in advance.
8. I will have a parent/guardian sign a permission slip and emergency release form, and obtain a report of an examination by a physician before the first practice. I must turn in my physician's report and attend five practices before the first game or contest.
9. I will not fight or use put-downs or any other inappropriate language with my teammates.
10. I will not talk back to coaches or display unsportsmanlike behavior towards other players.
11. I will attend school on the day of the game or on the Friday before the meet.
12. I will follow the coach's dress code on the day of the game, contest or meet.
13. I will have my parents/guardian sign me off the bus on away games/matches/meets, if I'm going home with them.
14. Coaches/Administrators may require other rules in addition to those above.

### **Arapahoe School Athletic Rules**

**\*\*All of the following rules begin the 1<sup>st</sup> day of practice for each sport. \*\***

#### **Physicals**

All athletes must have a current physical examination record on file with the school nurse for the current school year. Athletes are not allowed to participate in practices or games without a physical.



## **Training Rules**

*Bullying and Tobacco use are not allowed.*

1<sup>st</sup> offense: Not allowed to participate in next 2 events (games, meets)

2<sup>nd</sup> offense: Dismissal from the team.

*The use of Illegal Drugs is not allowed.*

**\*\*Refer to school Policy\*\***

### *Attendance*

Athletes are required to be at all practices. It is the athlete's responsibility to tell the coach when they will be gone from practice. A note is required from the parent or guardian excusing missed practices. Excused absences will result in reduction of playing time. An unexcused absence from school is also considered an unexcused absence from practice.

1<sup>st</sup> Unexcused Absence: Will not participate in next event (game, meet)

2<sup>nd</sup> Unexcused Absence: Will not participate in next event (game, meet)

3<sup>rd</sup> Unexcused Absence: Dismissal from team.

### *Out of School Suspension*

If a student is placed on OSS or Independent Study Session (ISS), they may not participate in or attend any school activity until after their OSS or ISS time is served.

***Parents/Guardians will be notified of any changes in schedules or policies.***

Fremont County School District #38  
445 Little Wind River Bottom Road  
Arapahoe, WY 82510  
856-9333

Parent/Guardian Signature Page



I have read the Arapahoe School Student Activity Handbook and understand its contents.

_____	_____	_____
Student Signature	Grade	Date
_____		_____
Parent Signature		Date

**For 5th Grade Student Extra-Curricular Participant Use Only**

Adults that can provide a ride home from out-of-town athletic contests for my student extra-curricular participant are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Please return this form to your student's teacher.**

