

PARADISE VALLEY



ELEM

ENTARY

SCHOOL

2023-2024

**STUDENT - PARENT
HANDBOOK**

22 Magnolia

Casper, Wyoming 82604

253-1200



BUILDING STAFF CONTACT INFORMATION

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PV's Mission

An environment where all children: learn and grow, feel respected, have opportunities to lead, and are responsible.

PV's Vision

Every Student Will Achieve

PV Values

1. Growth

Student achievement is the reason we exist. Each staff member is responsible for our students' success. We seek a better way – always. We are engaged in an ongoing cycle of goal setting, action, measurement, and analysis.

2. The High Road

We do the right thing. We act with integrity and treat people with respect.

3. Grit

Our students' futures are at stake – we don't give up. We do more with less. If it doesn't work, we fix it. We find a way.

4. Joy & Humor

Our positive, caring culture supports student and staff success. We like fun. We love to laugh. We celebrate often.

5. Straight Talk

We face reality, communicate honestly and respectfully, and hold each other accountable. Everybody is welcome to talk to anybody. We are open and transparent. We are in this together. We may disagree, but at the end of the day, we support each other 100%.

6. Build a Better Wyoming

We give back and support the community and people around us. We serve students and their families first. Our business is their success.

ACCESSIBILITY

At Natrona County School District #1 (NCSD), we seek to understand and respect the unique needs of our students and community. We are committed to ensuring the accessibility of our web content to people with disabilities. All content on our website will conform to the Web Content Accessibility Guidelines (WCAG) 2.0, Level AA. This policy applies to all new, updated, and existing web content on www.natronaschools.org. Accessibility checks will be incorporated into the publishing workflow for all new website content.

Each page of the website will include a link in the footer to this page which includes contact information providing a method for users to submit feedback on the site; this information will be compiled and considered during the review process. Any accessibility issues should be reported to NCSD's Public Relations Department at communications@myncsd.org.

To request information on this website in another language, please email communications@myncsd.org or call 307-253-5253.

All areas of the Natrona County School District #1 website will be reviewed annually. Reviews are the responsibility of NCSD's Public Relations Department.

ATTENDANCE (ABSENCES AND TARDIES)

Here is the link the NCSD Board Policy on attendance:

<http://www.boarddocs.com/wy/ncsd1/Board.nsf/goto?open&id=94WUXY7E2B75>

ADVERTISING

Commercial advertising material or religious material will not be permitted to be distributed to the students and students may not distribute this type of information to other students.

Information that relates to the students and school such as Scouting, Brownies, YMCA, Community Recreation, and 4-H will be permitted with approval. Before material can be sent home with the student, written approval is required from the Community Relations office at Central Services.

ASSEMBLIES

During the school year several assemblies will be presented to the students. They will present a variety of programs to the students such as musicals, athletic exhibitions, and talent shows. All school assemblies are presented at no-charge to the students.

AUTHORIZATION FOR USE OR DISCLOSURE OF STUDENT HEALTH INFORMATION:

I understand that the Natrona County School District will protect my child's health information as prescribed by the Family Educational Rights and Privacy Act (FERPA) and The Health Insurance Protection and Accountability Act (HIPAA) and that the information becomes part of the students permanent educational record. The information will be shared with individuals working at or with the Natrona County School District for the purpose of providing appropriate educational and school health services. Wyoming law prohibits the Natrona County School District from making further disclosure of health information. This authorization shall become effective immediately and shall remain in effect until revoked. I understand that I may revoke, in writing, this Authorization at any time.

BEHAVIOR EXPECTATIONS

Below is our behavior matrix. It outlines behavior expectations for common areas of the school. Each classroom will develop a matrix for the classroom.

	Respect	Opportunity to Lead	Achieve	Responsible
Hallway	<ul style="list-style-type: none"> - Allow the learning of others without interruption - Voices off 	<ul style="list-style-type: none"> - Hands to side, facing forward - Only touch things that belong to you 	<ul style="list-style-type: none"> - Walk on the right side of the hallway, single file - Hang up your coats and backpacks - Keep items in your backpack 	<ul style="list-style-type: none"> - Do what you set out to do (in a timely manner) - Walk at a normal pace, no running or jumping
Bathroom	<ul style="list-style-type: none"> - No looking under, over or through the stalls - Don't waste paper towels, toilet paper 	<ul style="list-style-type: none"> - Stay off sinks and dividers - One person per stall 	<ul style="list-style-type: none"> - Use the bathroom in a timely manner 	<ul style="list-style-type: none"> - Wash your hands with soap - Flush the toilet after use
Playground	<ul style="list-style-type: none"> - Follow directions from staff 	<ul style="list-style-type: none"> - Control your body - Line up when bell rings or the whistle 	<ul style="list-style-type: none"> - Take pride in your school - Own your 	<ul style="list-style-type: none"> - Use equipment appropriately - Allow the learning

	<ul style="list-style-type: none"> - Use respectful words, tone, and body language to others (adults and students) - Go down slide - Play tag on rocks or blacktop 	<ul style="list-style-type: none"> - is blown - Keep rocks, snow on the ground - Include anyone when they want to play. 	<ul style="list-style-type: none"> - mistakes, learn, and move on - Bring in personal items. 	<ul style="list-style-type: none"> - of others without interruption - Play fair - Clean up what you use - Make sure EVERYONE understands the rules
Cafeteria	<ul style="list-style-type: none"> - Follow directions from staff - Use respectful tone and body language to others (adults and students) 	<ul style="list-style-type: none"> - Use a "shoulder voice" - Keep hands off other people's trays 	<ul style="list-style-type: none"> - Pick up after yourself 	<ul style="list-style-type: none"> - Eat your own food - Only take as much as you will eat - Dump trays carefully

The school provides the students with playground equipment, footballs, jump ropes and other equipment to use during recess. We request students not bring their own balls, toys, stereos, computer games, and other playthings from home. We cannot be responsible for the loss of those or any other personal items.

BICYCLES/SKATEBOARDS/ROLLER BLADES/SCOOTERS/HEELYS

Bicycles may be ridden to school and must be parked in the area provided. When students arrive at school and leave they must push their bicycles into and out of the bicycle rack area. We encourage each child to lock his/her bike to prevent theft. Students will not be allowed to ride their bicycles during any recess period. Students choosing to not park their bikes properly or riding their bikes in a dangerous manner will not be allowed to have their bikes on school grounds for the next five school days.

Riding skateboards, scooters and rollerblades is not allowed on school grounds for safety and liability reasons. Students can carry these onto school grounds, but must make arrangements with their teachers to leave these items in their classroom. Heelys are not allowed in school. The school is not responsible for lost, stolen or damaged items. Some classrooms lack space to keep these items so teachers may refuse to let students bring them as a result.

BIRTHDAY PARTIES

Birthday parties are not encouraged. It is difficult to justify time taken from instruction for a party for each child in a classroom. Parents who bring treats need to make arrangements with the teacher ahead of time to leave treats in the office. Treats must be store bought and in individual bags. Please try to bring healthy snacks that are suggested by our District Student Wellness Policy.

BUS STUDENTS

The rules established by the School District will be strictly enforced. IT IS A PRIVILEGE, NOT A RIGHT, TO RIDE THE BUS. Students and parents of students who ride a bus should become familiar with the rules. A copy of the rules is given to each bus student when they receive the authorization to ride a bus. Students will be assigned a seat by Transportation Staff. Transportation Staff will manage all seating on the bus. Students will face forward while being transported. Seatbelt use is highly encouraged on buses to assist with maintaining distance. Riders from the same household will be seated together as much as practicable. Only registered students with assigned seats will be allowed to ride. Only registered riders may ride NCSD Transportation.

BREAKFAST PROGRAM

Hot breakfast is served each morning beginning 30 minutes before the start of school. Students should enter from the front door and go straight back to the cafeteria. If students are already on campus, they will enter from the rear playground. Elementary student breakfast meal price is \$1.80. We encourage parents to pay by the month. Parents can access www.myschoolsbucks.com to pay for student meals online. Please fill out the confidential application form for Free and Reduced breakfasts/lunches, EVEN if you do not think you will qualify. These forms help determine where and how funding dollars are allocated. We greatly appreciate your help with this. We will have forms available at Back to School Night as well as linked here [Family Application for Free and Reduced-Price Meals](#). Forms are also available at the Paradise Valley office.

CLOSED CAMPUS POLICY

For the protection of the child, the school campus is closed at all times. Bus students are not allowed to leave the school grounds unless written permission has been obtained by the school office.

1. Our first bell will ring at 8:45 and the tardy bell will ring at 8:50. Supervision will be determined prior to the start of school when the bus schedule is determined. Generally,

the students will not be allowed inside the building before the first bell except for emergencies, inclement weather, extra help from a teacher, or other special circumstances. Students need to stop in the office for a hallway pass prior to proceeding down the hall.

2. When entering the building, the students will proceed quietly to their coat racks, and then into their rooms. Boots, which are strongly suggested in wet or snowy weather will be placed neatly beneath the child's coat in the hall area.
3. Local students should observe all crosswalks, traffic lights, and stop signs. They should enter the school grounds through the front door at the entrance of the schools. Students will not be entering the grounds through the playground. Parents and visitors are not allowed on the playground or beyond the office. Because of serious traffic congestion we ask that drivers be especially cautious. Please encourage your children to comply with the aforementioned suggestions.
4. Please be courteous of our neighbors and not park in front of their homes for extended periods of time.
5. All students must be signed out in the office by a parent or guardian. We apologize if this causes any inconvenience. It is to protect your child.
6. We request that all visitors to the school use the front entrance. Visitors will not be allowed beyond the front office. Visitors are asked to schedule an appointment with staff prior to the visit. Thank you.

CELL PHONES IN SCHOOL

Students must turn off the phone and put them in their backpack until after school. There is ABSOLUTELY NO cell phone use while at school (calling after school is appropriate), unless a child's teacher has allowed the device for educational/instructional purposes. If a student is caught using their cell phone for any reason, it will be taken and parents will need to come to school to pick up the phone. Students/parents must accept full responsibility for their phone. Paradise Valley will not accept any responsibility for a lost, stolen or broken phone. Please do not call your child's phone during school hours. If you have an emergency and/or need to contact your child please do so by calling the main office at 253-1200.

DISCIPLINE PROCEDURE

All students and staff will follow the school-wide discipline procedures. Our school staff will review and have a teach-first philosophy with students. Consequences for behavior violations will be on a case-by-case basis and age appropriate for the behavior.

Any student suspended from school will be assigned to one of the following: Safe Schools Suspension Lab (SSSL), Out of School Suspension (OSS), or In School Suspension (ISS).

DISCRIMINATION

Nondiscrimination Policy

NCSD #1 does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, or disability in employment, treatment, admission, or access to educational programs and activities.

The lack of English language skills shall not be a barrier to admission or participation in the activities and programs. Natrona County School District does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the American with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s). The following person(s) have been designated to handle inquiries regarding the Non-Discrimination Policies of Natrona County School District.

504 Coordinator - Todd Burns

970 N. Glenn Rd., Casper, WY 82601, or (307) 253-5445

todd_burns@natronaschools.org

Title IX Coordinator - Dillon Fuller

970 N. Glenn Rd., Casper, WY 82601, or (307) 253-5445

dillon_fuller@natronaschools.org

Or you may also contact:

The Wyoming Department of Education, Office for Civil Rights Coordinator, 2300 Capitol Avenue, Cheyenne, WY 82002-0050 or 307-777-7673

DOGS

Students and parents are asked to make sure that their dogs are not allowed to follow students to school. Even friendly dogs can become dangerous on a playground because of activity and noise. We will summon Metro to pick up any dogs on school property, because of the serious nature of their presence. Please, even to drop off and pick up your child- don't bring your dog/pet.

DRESS AND APPEARANCE

Students are asked to follow the Natrona County School District Dress Code. Please see the Dress Code, [Board Policy 5375 in BoardDocs](#). Students whose dress and appearance do not meet these standards will be sent home to change clothes or given alternative clothing from the office. To ensure proper appearance is maintained, the principal makes the final call regarding appropriate apparel in a questionable circumstance. For more information, please refer to the [Natrona County School District Student/Parent Handbook](#).

DROP OFF AND PICKUP OF STUDENTS

All adults will model appropriate behavior at school. If you feel yourself getting frustrated, please think “big picture.” Everything we ask of parents during pick-up and drop-off, is to keep all children and adults safe. Please do not bring pets onto campus with you when you drop-off and pick-up students.

Dropping students off before school:

Please drop your child off as close to 8:45 as possible. Parents will pull forward to the farthest point possible in the right lane off drop off area when dropping children off. Stop briefly, wish your child a wonderful day and carefully exit the drop off area. Children should NEVER be dropped off or (picked up) from the left drive-through lane. When exiting the drop off area, it is a right turn only. No vehicles in the bus loop. Cars should NEVER be left unattended during the posted hours (between 8:00 - 9:00 and 3:00 - 4:00). Please be respectful of this procedure. Parents may park in the west parking lot or somewhere along the street where the curb is not painted yellow. ALL pedestrians will use the crosswalk to cross Magnolia and Paradise Drive. There is a lot of traffic and in order for student (and parent) safety we ask that you use the crosswalks. Please be good role models for your children.

The better everyone follows these procedures, the safer our students will be. Thank you.

Picking up after school:

Make sure to have a plan for picking up your child. There is a lot of traffic after school and it helps when you and your child have a pick up plan. No vehicles in the bus loop. The pick up/dropoff area is a “no parking zone”. Students will wait in a designated area for their ride to drive to the farthest point and pull to the right lane before getting into the vehicle. In order to keep students, parents and staff safe, we will not allow students to enter a vehicle waiting in the left lane. We appreciate the follow through with our outlined pickup and dropoff procedures.

****ALL pedestrians before and after school are asked to use the crosswalk. Please remember to DO the following:**

- Watch for children...we have over 400 students enrolled at PV.
- PLEASE DO NOT LEAVE YOUR CAR UNATTENDED.
- Drive slow and follow the traffic arrows.
- Pickup/dropoff students from the right lane of the pickup/dropoff area ONLY.
- Exit as soon as your child is in the car and buckled.
- Be courtesy to ALL students, staff members and other drivers.
- Park in designated parking areas.
- Set a positive example of safety for the students of Paradise Valley.
- Use the crosswalks.
- Stay out of the Bus Lane on the east side of the school.

DRUG AND ALCOHOL POLICY

It is a violation of Natrona County School District #1 policy for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, amphetamine, hallucinogenic drug, barbiturate, marijuana or any other controlled substance as defined in [Board Policy 4200](#).

The Safe and Drug-Free Schools and Communities Act (SDFSCA), is a central part of the Federal Government's effort to encourage the creation of safe, disciplined, and drug-free learning environments that will help all children meet challenging academic standards. In accordance with federal guidelines, there will be no usage of alcohol, drugs, or tobacco whatsoever by adults or students on or within the school community.

“Workplace” is defined as the site for the performance of work done including a school building or other school premises; any school owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school sponsored or school approved activity, event or other function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

EMERGENCY SCHOOL CLOSURE/EVACUATION (Inclement Weather)

Inclement Weather Natrona County School District recognizes that school is an important part of community and family life. As a result, schools will be closed for inclement weather or natural disasters only when the community itself is unable to operate safely. Primary factors considered are adverse weather conditions and safe transportation of students and staff. Communications are sent out via text and phone call by approximately 5:30 a.m. from NCSD Public Relations. News agencies will be contacted to assist in sending the message to the community. Updates will also be posted on NCSD social media sites. The primary responsibility in protecting a child’s health and school attendance always resides with the parent or guardian.

“BEING THERE” EXPERIENCES (Field Trips)

A teacher may use “being there” experiences during the school year to strengthen a student’s knowledge of a particular subject by viewing a place of business, museum, state or national park, etc. Best behavior is expected of all students when on a “being there” experience. All regular classroom and school rules apply to the student on a trip. Students who choose to misbehave during regular school hours or on trips could lose the privilege of attending future trips. In the event that a student is unable to attend a field trip, appropriate supplemental material will be given.

Parents will always be notified of an upcoming “being there” experience unless the activity is part of the regular school curriculum during the day. If parents want to chaperone on a field trip, they must complete a background check through the district office, get approval from the principal and fill out the appropriate forms. The 2 forms are located in Infinite Campus.

USE OF PRIVATE TRANSPORTATION ([SOP 5342/5343](#)):

A student must ride with the class on a field trip on NCSD Transportation. An exception to this requirement may be granted by the administration for the student's parent/guardian to transport the student to the field trip due to rare and extenuating circumstances (i.e. attending a family funeral, medical emergencies, required medical procedures/appointments, required academic testing/appointments or family life-changing event). An exception will not be granted because of discipline or Code of Conduct exclusion.

Private transportation is allowed for school-sponsored student field trips and identified activity trips:

- When they are within the immediate Casper, Evansville, Mills, and Bar Nunn areas (but does not include Casper Mountain). Requests for trip destinations beyond the listed require approval by administration due to extenuating circumstances.
- When they are for school purposes such as a class, competition, field trip, performance, practice, production, service work/volunteering, work-study course, or a special event that does not require travel on mountain roads.

[*Parent/Guardian private transportation form](#)

GRADUATION REQUIREMENTS

Wyoming Statute requires that every graduate of the Class of 2006, and all following classes, must have demonstrated mastery of State Standards in language arts, math, science, social studies, health, PE, foreign language, career & vocational education, and fine & performing arts. The NCSD graduation requirements are designed to provide opportunities for all students to learn the content standards and to demonstrate their learning in different ways. District benchmarks and state assessments will be used to assist us in analyzing each student's progress in meeting success in each of these curricular areas.

ILLNESS AND ACCIDENTS

IF A CHILD IS PICKED UP FROM SCHOOL BY THE PARENTS, THE STUDENT MUST BE PICKED UP FROM THE SCHOOL OFFICE.

Students will self-report illnesses to their classroom teachers and/or building staff. Teachers will send the student to the office for evaluation. The nurse or office staff will contact the parent/guardian if the student has a fever or is just not feeling well. The student will remain in the nurse's office until parents arrive.

Please inform the school nurse at 253-1200 of any medical information/problems your child may have that would be pertinent for us to be aware of here at school.

IMMUNIZATION

The Wyoming Immunization State Law (W.S. 21-4-309) requires that a student must have the following immunizations:

- 4-5 doses DTP/TD
- 3-4 doses Polio
- 2 doses MMR
- 3 doses Hepatitis B
- 2 doses Varicella or Health Care Provider verification of disease

These immunizations are mandatory, and must be completed within 30 days after enrolling in school. An official Record of Immunization form must be completed and signed by your physician, Public Health Authority or school nurse to indicate that these requirements have been met.

LUNCH

Students will have twenty minutes to eat lunch everyday followed by a twenty minute recess. Students will be in the cafeteria with their grade level. We continually strive to ensure our lunchroom is a pleasant, appetizing place to eat. Good manners, courtesy, and proper behavior are expected. Due to insurance rules and regulations we no longer have microwaves available in our lunchroom for student use. Visitors and families will be welcome to join their child for lunch after they receive permission and have signed in with the front office but will not be able to join their child at recess. Students eating lunch at school are restricted to the school premises during lunch.

Students may bring a sack lunch from home. We also have a hot lunch program. Information about purchasing student meals for our hot lunch program can be found at natronaschools.org. Due to supply chain issues, one entree selection will be served for lunch each day. We encourage parents to pay by the month. Parents can access www.myschoolsbucks.com to pay for student lunches online. Lunch price for elementary students is \$2.95. Milk is available for \$.50. Please fill out the confidential application form for Free and Reduced lunches, EVEN if you do not think you will qualify. These forms help determine where and how funding dollars are allocated. We greatly appreciate your help with this. We will have forms available at Back to School Night as well as linked here [Family Application for Free and Reduced-Price Meals](#). Forms are also available at the office.

Lunch Schedule:

- Kinder 11:30 - 11:50 eat, 11:50-12:10 recess
- 1st Grade 11:30 - 11:50 eat, 11:50-12:10 recess
- 2nd Grade 12:30 - 12:40 eat, 12:40 - 1:00 recess
- 3rd Grade 12:00 - 12:20 eat, 12:20 - 12:40 recess
- 4th Grade 12:30 - 12:50 eat, 12:50 - 1:10 recess
- 5th Grade 12:00 - 12:20 eat, 12:20 - 12:40 recess

MEDICATION POLICY

Whenever possible medication should be given at home. However, if your healthcare provider (HCP) decides it is necessary for your child to receive any medication (prescription or over-the-counter) during the day, these Natrona County School District #1 School Board Guidelines need to be followed in accordance with [Board Policy 5452](#)

1. The health care provider (HCP) must complete and sign a [Medication Administration form \(#SSS-H-08\)](#) with the following information:
 - a. The name of the medication
 - b. The amount to be given
 - c. The time it is to be given
 - d. The name of the prescribing HCP and diagnosis.
 - e. The parent must also sign this permission form.
2. Prescription medication(s) must be in a container labeled by the pharmacist with the student's name, prescriber's name, name of medication, dosage, route, directions for administration, conditions for storage, prescription date and expiration date.
3. Over-the-counter medications must be provided to the school in the original sealed container within expiration guidelines.
4. All medication will be stored in the nurse's office in a locked cabinet and will be administered by the school nurse or designated school staff.

AUTHORIZATION FOR USE OR DISCLOSURE OF STUDENT HEALTH INFORMATION

I understand that the Natrona County School District will protect my child's health information ([form SS-H-16](#)) as prescribed by the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Protection and Accountability Act (HIPPA) and that the information becomes part of the student's permanent educational record. The information will be shared with individuals working at or with the Natrona County School District for the purpose of providing appropriate educational and school health services. Wyoming law prohibits the Natrona County School District from making further disclosure of health information. This authorization shall become effective immediately and shall remain in effect until revoked. I understand that I may revoke, in writing, this authorization at any time.

PARENT-TEACHER CONFERENCES/STUDENT-LED CONFERENCES

Conferences are held one time at the conclusion of the first nine (9) week period in the fall and in the spring. The conferences are one of the best methods of reporting the progress of students to the parents. We invite you to come for Parent-Teacher Conferences in the fall and Student-Led Conferences in the spring.

NOTEWORTHY DATES

Classes Begin - August 28th, 2023
Back to School Night - Thursday, August 24, 2023, 4:30 to 6:30 pm
WY-TOPP Interim (Fall): September 12, 2023 - October 6th, 2023
FastBridge Fall Screening Window: September 5, 2023 - September 29, 2023
AAPPL Assessment Window: September 5, 2023 - September 20, 2023
Red Carpet ~ end of Quarter 1
Quarter 1 Ends - October 27th, 2023
Site Based PD - October 30, 2023
No School for Students - October 30, 2023
Parent/Teacher Conferences - November 14 & 16, 3:30 to 6:30 pm
Thanksgiving Break - November 22, 23, and 24th, 2023
Christmas Break - December 18 - January 1, 2023
Classes Resume - January 2, 2024
Open House Date/Time - TBD in January
FastBridge Winter Screening Window: January 19, 2024 - February 2, 2024
WY-TOPP Interim (Winter): January 9, 2024 - February 1, 2024
Equality Day (no school) - January 15, 2024
Red Carpet ~ end of Quarter 2
Quarter 2 Ends - January 19, 2024
PV Lunar New Year Celebration - around February 10th, 2024
PD Day - February 16, 2024
President's Day (No School) - February 19, 2024
Student-Led Conferences - March 12, 2024, 3:40 to 5:40 pm
Red Carpet ~ end of Quarter 3
Quarter 3 Ends - March 22, 2024
Spring Break - March 25 - 29, 2024
WY-TOPP Summative: April 16, 2024 - May 10, 2024
Family Bingo Night - April 15, 2024, 4:30 to 6:30 pm
FastBridge Spring Screening Window: May 6, 2024 - May 30, 2024
Memorial Day - May 27, 2024
Red Carpet ~ end of Quarter 4
Quarter 4 Ends - May 31, 2024
Last Day of School - May 31, 2024

PETS - BRINGING THEM TO SCHOOL

Children who wish to bring pets to school must have the permission of the teacher who will work with administrator PRIOR to bringing the pet in. Pets must be taken home, by parent, immediately after the activity. [Board Policy/Admin Regs 6900](#) must be followed including current documentation of health must be presented at the office for any pets coming to school. If a classroom has a child with an allergy to a pet the pet will not be allowed in the classroom. This policy applies to pets coming onto campus for drop-off and pick-up times as well.

PICKING UP YOUR CHILD DURING SCHOOL

If it is necessary to pick up your child during the school day, please pick up your child at the main office. This would involve such situations as illness, an accident, doctor appointments, etc. If student pickups are not cleared properly, it may lead to much confusion as the teacher, secretary, and principal may not know what has happened to the child.

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

1. Send the student to school before or after the appointment when at all possible. Students who arrive late or must leave early for an appointment must show proof by providing a doctor's note of explanation of the appointment in order to receive an "excused tardy".
2. Please try to send a note to the teacher in advance when at all possible. This eliminates classroom interruptions and allows the teacher to plan ahead for that student.
3. No student will be permitted to leave the building unless checked out by the parent or guardian.

RECESS AND WARM CLOTHES

Paradise Valley School procedures include the belief that children need fresh air and exercise each day, even during the cold winter months. Therefore, children are expected to go outdoors for recesses, properly dressed for the weather. Students need warm outer clothing, gloves, caps or hoods, and foot wear. When extreme temperature or weather conditions occur (wind chill below 10 degrees) all children are kept inside. If a child has been ill, and upon returning to school is not fully recovered, we ask for a note from a parent advising us of the situation, whereupon the child will be kept in the building for a maximum of five (5) school days. For permission to remain inside for more than five (5) school days, we must have a doctor's request, stating the reason, the length of time, and any other special requests.

RELEASE OF RECORDS

Student records and cumulative records will not be released without the parent's written request. Normally records are requested and sent directly to agencies. Parents, however, may certainly look at 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 call ahead and specifically request a time to conduct the examination.

REPORT CARDS

Report cards will be shared electronically in Infinite Campus or printed by request at the end of each quarter.

SAFETY

With school in session, and many children crossing busy streets as they travel to and from school, please discuss safe routes for travel. Parents should advise children on traffic safety,

bicycle safety, pedestrian safety, and expectations on arrival and departure times. We realize that it is necessary for many of you to also deliver and pick up your children. It is extremely important that you arrange with your child (ren) a delivery and pick up location that will not interfere with the buses or the children's use of a crosswalk. Parents should not double park and wait for their child.

NOTE: Students should ALWAYS go directly home after school, report in to their parents, babysitter, or whoever is responsible - and then plan their after school activities. Students should not go to someone else's home after school, unless the parents know the plans.

NOTE: Accepting rides, candy, money, etc. from strangers is a very real danger to children. AT NO TIME SHOULD CHILDREN ACCEPT FAVORS FROM ANY PERSON UNLESS THEY ARE WELL KNOWN, AND THE PARENTS HAVE GIVEN PERMISSION.

We will continue to allow students and adults to wear safety masks in the building. Masks need to only cover the nose and mouth as well as not be a distraction. Staff will not encourage nor discourage mask use- if you or your child would like to wear one it is their responsibility to do so. If masks are used as toys then students will need to put them away.

SCHOOL INSURANCE

Information about a health insurance plan is available in the front office for all students and will be sent out in the first weeks of school if you are in need of purchasing insurance for your student(s).

SCHOOL NURSE

A school nurse is provided for all schools in Natrona County School District #1 to provide health services, health education, and a healthy school environment. The nurse is responsible for checking the general health of a student (eyes, ears, throat, and teeth). The nurse works in the area of communicable diseases, accidents, and illnesses that occur at school. The nurse is scheduled within our building on a full-time basis.

SCHOOL PICTURES

Individual student pictures are taken each year and available for purchase. Purchasing the picture packets is completely voluntary. Further information is distributed well in advance of the date the pictures are taken. Individual pictures are taken in the fall and class pictures are taken in the spring.

SEARCH AND SEIZURE

Desks are the property of Natrona County School District #1 and are available for the convenience of the students. NCSD #1 reserves the right to inspect the contents of a desk at any time. School officials may search book bags, backpacks, etc. whenever they have a reasonable suspicion that a student is in possession of illegal or unauthorized materials. If a school official has a reasonable suspicion to believe that a student has on his or her own person an item dangerous to the student or others, including drugs or weapons, a "pat-down" search may be conducted or a student may be asked to empty his or her pockets, purse, backpack, book bag, etc.

SEXUAL HARASSMENT/RETALIATION

[BOARD POLICY 4175/5410](#): is based on the concept that sexual harassment is a form of sex discrimination which violates section 703 of Title VII of the civil rights Act of 1965 as amended; 42 U.S.C. Section 2000e seq; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 as amended; the Wyoming Fair Employment Practices Act of 1965 and Art. 1, § 10, Wy. Const. (Both state and federal law prohibit sexual harassment).

CONSEQUENCES: It is the policy of NCSD #1 to create a learning and working environment that is free from sexual harassment. Therefore, Board Policy 4175/5410 prohibits any form of sexual harassment and any form of retaliation related to one's rights to pursue/defend present evidence regarding a sexual harassment complaint. Sexual harassment can yield consequences ranging from warnings to recommendations for expulsion in cases of students found to be in violation of the policy. In cases involving employees, disciplinary actions could include, but are not limited to, warnings, or more serious steps such as discharge. (The School Board's Policy prohibits sexual harassment and retaliation related thereto. Disciplinary actions for violation of the Board's Policy could mean anything from warning to expulsion, in the case of student-perpetrators, and from a warning to discharge, in the case of employees.)

INVESTIGATIONS/DISCIPLINE: The District will investigate all reported complaints, verbal or written, regarding sexual harassment or retaliation related thereto. The District will act to discipline students/employees who sexually harass or retaliate against students/employees. (The district will take sexual harassment/retaliation complaints seriously, will properly investigate them, and will act to discipline violators.)

DEFINITIONS: For purposes of this policy, sexual harassment is defined as, but not limited to, unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. Sexual harassment may include: verbal harassment, physical interference with movement or work or visual harassment such as derogatory cartoons, drawings or posters. See the [Board policy](#) for a more complete definition of sexual harassment. Retaliation is any action designed to punish another person for exercising his/her rights or to deter him/her from exercising those rights.

SNACKS

Teachers will not be providing snacks for children. Make sure to send a HEALTHY snack for your child. In accordance with the NCSD Wellness Policy, snacks should be of high nutritional value—please do not send candy and or soda with your child as a snack. Please be aware that we have students with food allergies and grade levels policies will reflect the need for additional care with regard to the kinds of snacks permitted in the classroom areas. If you have questions or concerns, please contact your child's teacher or our nurse, Mrs. Eathorne.

SPECIAL EDUCATION

School Psychologist- We have a school psychologist we share with other schools supporting the process of identifying and evaluating students for special services.

Special Education programs have grown at a steady pace in our district. The following is a list of personnel and programs in our school:

1. Resource Teachers - We have 3 Special Education teachers who will work with children identified with an IEP. Students may be pulled out of their regular education classroom for services, or the teacher may use the inclusion model and keep children in the regular class to receive services. The IEP will state where the services take place.
2. Social Worker - provides trained assistance to teachers and the principal with student special needs or problems, which affect their learning capabilities.
3. Other Programs - services are also provided in the areas of speech, hearing, sight, fine and gross motor skills, and other areas. Questions concerning your particular concerns should be directed to the principal or the consultant assigned to our building.

TECHNOLOGY

A wide variety of technology is used throughout the building. Every student must have a signed Internet usage form before he/she can have access to this technology. Any student violating the agreement will lose the privilege of using technology. Students will be issued a device to support learning both on and off school campus. These devices are to be brought to and from school each day along with the charging mechanism.

TELEPHONE

Students who need to use the school telephone must ask permission from the office or teacher before calling. Students are to use the phone only when necessary and are not to use the telephone to make social arrangements after school.

School/Student/Family Compact

Family

- I am important; I am my child's first teacher
- I will ensure my child is on time and attends schools regularly
- I will help my child be ready to learn every day
- I will support the district and school discipline policies
- I will create a time and place for homework
- I will model and teach my child the lifelong guidelines
- I will use open and respectful communication skills
- I will limit "screen" time
- I will read daily with my child
- I will attend my child's conferences, meetings and activities
- I will challenge my child to reach his or her personal best
- I AM A PV TIGER!

Student

- I am important; I am a learner
- I will attend school regularly and be on time
- I will come to class prepared each day
- I will complete and return assignments on time
- I will follow Paradise Valley rules and procedures
- I will live the lifelong guidelines
- I will listen to others' ideas and use open and respectful communication skills
- I will have a regular study time each day
- I will act with integrity
- I will treat people kindly
- I will treat people with respect
- I will try my personal best to reach my potential
- I AM A PV TIGER!

School

- I am important; I am a teacher
- I will provide a quality instruction in all areas
- I will encourage students to have a love for learning
- I will provide home assignments that reinforce instruction
- I will maintain high expectations and enthusiasm for learning
- I will model and teach the lifelong guidelines
- I will use open and respectful communication skills
- I will be available and encourage parent communication and participation
- I will provide frequent information to parents on how their child is developing and progressing
- I will provide a safe environment
- I will challenge all students to reach their potential
- I AM A PV TIGER!

TRACK DAY

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

VISITORS/VOLUNTEERS

We welcome and encourage parental involvement in our schools, however, we have a responsibility to maintain a safe environment for our staff and students. Any parent or other community member that wishes to volunteer within our schools must undergo a fingerprint/background check prior to being allowed to volunteer ([Board Policy and Administrative Regulations 4130](#)). To make an appointment to begin the volunteer sign-up process or for more information please call the district office at 253-5200. Parent volunteers must complete a background check through NCSD prior to being allowed to volunteer for field trips.

Please schedule an appointment with the front office ahead of time to visit the school. We encourage you to reach out to your classroom teacher for any projects or tasks that could be completed outside of the school.

WEAPONS IN SCHOOL

Possession and/or use of any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is strictly prohibited. A student shall not possess, handle, transmit or conceal any object that could be used as a weapon, disrupt the educational process, or cause harm to another person. This weapon definition is not limited to the obvious, but includes any item that can be construed as a weapon: such as guns of any type, water and toy guns that resemble the real thing, Ninja stars, screwdrivers, hammers, ball bats, slingshots, bludgeons, knives, or any pocket knife. The possession or use of any such weapon shall require that the principal shall initiate proceedings for the suspension with the possibility of expulsion of the student(s) involved immediately.

- Parents will be contacted if violence happens in the presence of their child.