

*Cokeville Elementary*



*Student Handbook*

*2019-20*

**Staff Directory****Name****Email****Office Staff**

Principal  
Secretary

Harold Hatch  
Myrna Hoffman

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myhoffman@lcsd2.org

**Teachers**

Kindergarten  
First Grade  
Second Grade  
Third Grade  
Fourth Grade  
Fifth Grade  
Sixth Grade  
SPED Teacher

Heidi Stoor  
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Dustin Wasden  
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**Paraprofessionals/Support Staff**

Title I Aide  
Title I Aide  
Title I/SPED Aide  
Title I/SPED Aide  
SPED Aide  
SPED Aide  
Librarian  
Head Custodian  
Head Cook  
Head Transportation

Chynell Nate  
Cody Linford  
Jan Moody  
Barbara Sorensen  
Angela Thompson  
Tanya Moyes  
Ida Walton  
Mike Thompson  
Carrie Knowles  
Randy Nate

## Cokeville Elementary School

Welcome to Cokeville Elementary School. Our entire staff is committed to making this a wonderful year for each and every student. This handbook contains policies pertaining to Cokeville Elementary School.

We are happy to welcome you to our school family and hope that your experience here will be rewarding. Our school theme is “Cokeville Elementary, Where It’s Cool to be Kind.” We strive to educate the whole child and help each student learn academic and social skills that will benefit them throughout their entire life. We invite you to take an active part in your child’s education. We look forward to working with you to make this an enjoyable and inspirational year.

Best regards,  
Harold Hatch  
Cokeville Schools VP

### **ARRIVAL**

School begins promptly at 8:00 am. The entry doors are unlocked at 7:30 am. Because there is no adult supervision or crossing guard assistance prior to 7:30 am we ask that students **do not** arrive at school prior to 7:30 am.

Parents who drive students to school are asked to drop them off at the south end of the building.

### **DISMISSAL**

School is dismissed at 3:00 pm. Busses depart at 3:05 pm. Please utilize the south parking lot if you are picking up your child after school.

CES does sponsor an extended day (after school) program (See extended day programs) until 4:00 to assist students with extra instruction. School bus transportation is available for students involved in a school-sponsored after school program. Busses depart CES at 4:00 pm.

### **BUS REGULATIONS**

Qualifying students are assigned to ride a school bus that will pick them up and drop them off at the bus stop closest to their home. Students are not allowed to ride a bus other than their assigned bus unless a written request from their parent / legal guardian is submitted to the office in advance. Students riding the bus are expected to follow bus driver instructions and district guidelines for behavior. Students failing to do so may

jeopardize their riding privileges. Bussing will be provided for qualifying students to and from school, as well as for students participating in school sponsored after school activities.

## **TRANSPORTATION CHANGE**

To help us insure that students arrive home safely from school, we ask that any requests for a change in transportation be made in writing and provided to the school office in advance. In the absence of a written request, students will be expected to follow his/her normal schedule.

## **EXTENDED DAY PROGRAMS**

In an attempt to meet the needs of students who would benefit from extra instruction, CES sponsors an extended day (after school) program from 3:00 - 4:00 pm. We ask that students not directly involved in a school sponsored extended day program to vacate the school building at the end of the school day. School bus transportation is available for students involved in a school-sponsored extended day program. Busses depart CES at 4:00 pm. School buildings and grounds **will not** be available for non school sponsored activities until after the conclusion of the after school program at 4:00 pm. We request that elementary students not access the High School facilities prior to 4:00 p.m. on scheduled school days.

## **STUDENT INFORMATION**

It is critical that the school maintain current information on each student. This includes current emergency contact. This information will be gathered at the time of registration for new students enrolling for the first time at CES. The parents of all returning students are required to update and confirm their student's current data annually by accessing the "returning student" link on the school's website [www.cokeville.com](http://www.cokeville.com). If there is any change in your child's information (i.e. phone number, address, emergency contact, guardianship, etc.) during the school year, please contact the school office so that we can keep our files current. Everyone's anticipated cooperation is appreciated.

## **EMERGENCY PROCEDURES**

In the event that a child is suspected of having sustained a serious injury, or if a child becomes seriously ill at school, school personnel will immediately attempt to contact his / her parents or guardian. If parents cannot be reached, a school employee will attempt to contact the emergency contact number provided in the student information.

## **MEDICATION**

School personnel are prohibited from administering nonprescription medication of any kind to any student. Parents of students requiring the administration of prescribed

medication during the school day must bring that medication to the office and meet the district guidelines governing the administration of said prescription.

## **ATTENDANCE**

Student attendance is mandated and governed by Wyoming State Statute. Cokeville Elementary is required by Wyoming law to keep, monitor, and report student attendance. More importantly, student learning is directly tied to their attendance in school. For these reasons, we encourage all of our students to be in school whenever possible. Though we understand that a student might occasionally miss school due to illness or family emergency, we would discourage students from missing school for what could be termed as convenience. (i.e. shopping, recreation, baby-sitting, etc.) If your child is going to be absent, we request that you notify the office before the start of school. If you need to take your child out of school during the school day, we ask that you come and check them out through the front office. The school will notify parents when a student has excessive absences and/or tardies. In these cases, the student will be referred to the administration to work with parents to determine an appropriate course of action. Your anticipated cooperation in these attendance matters is greatly appreciated.

## **WYTOPP / DISTRICT ASSESSMENTS**

We, along with all public schools in the state, are required to administer the WYTOPP assessment during the months of April and May. We ask for your assistance in ensuring that your children are present in school during this critical time.

## **PLAYGROUND RULES**

In order to keep our playground as safe as possible, and in order to ensure an enjoyable playground experience for all students, the CES staff has developed the following list of playground rules that we expect all students to follow. Failure to abide by these rules will result in consequences, which may include loss of playground privileges.

- Respect and obey all playground supervisors
- Be nice and treat others the way you want to be treated
- No bullying / fighting
- All play must be North of the building
- Use all equipment as intended
- No tackling, pushing or intentionally hurtful play
- No throwing snowballs

## **DISCIPLINE**

In order to provide a positive experience for all of our students, we expect our students to practice good citizenship while at school. We ask that parents discuss with their students the importance of, and need for, good behavior while at school. We expect

all students to abide all school rules and staff directives. As a school, we cannot tolerate fighting, bullying, disrespect toward peers or school personnel, insubordinate behavior, profane or obscene language, destruction of property, or improper use of technology. Students who fail to meet these expectations will receive appropriate consequences for their choices. Students whose actions constitute a serious infraction of our expectations, jeopardize the safety of others, or demonstrate a pattern of failing to meet these expectations will be referred to the administration for action. Consequences include: verbal warning, written warning, recess detention, lunch detention, after school detention, and possible suspension

### **CARE OF TEXTBOOKS, LIBRARY BOOKS, ETC.**

Students are responsible for the care of textbooks and library books / equipment checked out to them. Students will be responsible for the cost of replacing all lost or damaged books / equipment (Including musical instruments) in their care.

### **VISITORS**

For the safety of our students, all visitors are asked to enter the building through the front doors and check in at the office prior to visiting any classrooms. In order to avoid unnecessary interruption to the classroom experience, visiting relatives and friends will not be allowed to attend classes with our CES students.

### **PARENT-TEACHER CONFERENCES**

We believe that communication between the school and home is essential to the educational process. To help facilitate this communication, we will host two formal Parent-Teacher conferences during the year. Informal conferences are encouraged at anytime throughout the year. Parents or teachers can request such informal conferences. The principal welcomes any and all opportunities to speak with the parents of the school.

### **REPORT CARDS**

Report cards will be issued at the close of each semester. Report cards will include summary information on both academic progress and attendance.

### **BREAKFAST / LUNCH PROGRAM**

Cokeville Elementary School participates in the Federal School Lunch program. It is the goal of this program to provide a nutritious breakfast and/or lunch to every student who wishes to participate. Lunch prices will be published after the LCSD #2 lunch supervisor sets them for the year. District policy prohibits the school from running a negative student lunch account. Notices will be sent home when a student's account reaches two lunches. Free and Reduced assistance is available to qualifying families. This assistance is strictly confidential. If you feel that you would benefit from participating in this program, please logon to [www.lcsd2.org](http://www.lcsd2.org) to access the online forms.

## **STUDENT DRESS**

Student dress is governed by the District dress code Policy JICA. It states:

“The Board of Education recognizes the effect that student dress and grooming have upon the behavior and commitment to learning of all students. In order to maintain an atmosphere conducive to learning, the Board requires all students to make good choices with regard to their personal appearance.

It further recognizes the vital role parents play in assisting their children in making appropriate choices regarding clothing, accessories and personal appearance for a successful school experience.

Procedures for implantation of the dress code policy are created at individual schools. Each building will use stakeholder input to define their own procedures to include district policy. School dress code procedures shall also include consequences for failure to follow the dress code.

Recognizing that student dress styles continually evolve and change and that no specific set of standards can be expected to remain current, expectation for student dress is reviewed and published regularly, at the building level, and may be amended. There may be special days when the expectation for student dress could be altered.

- 1- Clothing appearance or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student is considered inappropriate for school. The dress and or grooming style of any student must not interfere with the educational process or safety of self or other students.
- 2- Students are not to wear clothing that reveals the body in an inappropriate manner.
- 3- Heavy coats are to be left in a locker. Trench coats are not allowed.
- 4- Students are not to wear excessive jewelry, ornaments, or accessories, which distract from the learning environment or could be used as an instrument to cause harm to self or others.
- 5- T-shirts, tattoos, or any type of clothing or personal items bearing a reference to alcoholic beverages, tobacco products, drugs, drug related slogans and any other wording, drawing, pictures, symbols, etc. which in any way can be interpreted as suggestive, obscene, offensive or depicting violence are not permitted.
- 6- Undergarments should be worn in an appropriate manner and should not be visible.
- 7- Pants must be worn at the waist and are not allowed to sag.
- 8- Students are required to wear appropriate and safe footwear at all times.

### **Cokeville Elementary Dress Code Procedures:**

Student dress is expected to be modest, comfortable, clean, and in good repair. Jeans and shirts with holes in them are not allowed. Beach attire (i.e. shorts, tank tops, flip flops etc.) is not allowed. We ask that shirts cover the student's midriff and that jeans be of an appropriate style to cover the student's underclothing. Over sized, overly baggy, and excessively tight jeans, pants and leggings are not permitted. Skirts should be knee length and should also be worn over tights and/or leggings. During the school day, students are not allowed to wear hats, bandannas or sunglasses.

When a student is found to be in violation of the dress code, the student will be referred to the school administrator. The administrator will ask the students to make the necessary changes to comply with the dress code. If necessary, parents will be contacted to ensure that the student complies with the dress code.

## **PHYSICAL EDUCATION**

P.E. will be provided once a week for all students grades K – 6. Students in the 5<sup>th</sup> and 6<sup>th</sup> grades will be expected to have a set of appropriate P.E. clothes. In order to avoid injury, all students should wear appropriate athletic shoes on their scheduled P.E. day.

## **TELEPHONES**

Students are not to use the classroom or office phones without staff permission. Student use of personal cell phones during the school day is strictly prohibited. Students violating this policy will have their phones confiscated. Due to the many issues surrounding cell phones (i.e. distractions, possibility of theft, inappropriate use, etc.) we strongly recommend students not bring cell phones to school.

## **TOYS AND PERSONAL ITEMS**

Students are strongly discouraged from bringing toys and personal items such as music devices to school. Such items have a tendency to serve as a distraction from the learning environment. These items also carry with them a high risk for theft.

## **TECHNOLOGY USE**

Cokeville Elementary has numerous electronic devices that we have available for student use. Students utilizing this technology are expected to use it properly and for its intended purpose. Inappropriate or destructive use of technology will result in a student losing his/her privileges. All students using school equipment to access the Internet must abide by the district's Internet use policy. Inappropriate use of the internet (i.e. accessing inappropriate sites, game sites, etc.) will result in the loss of privileges and other appropriate disciplinary measures.

## **SPECIAL TREATS**

Parents wishing to bring treats to celebrate a special occasion are asked to follow the district guidelines governing such. These guidelines include the requirement that all treats



be store bought and individually wrapped. Because some students are allergic or sensitive to certain foods, we ask that you check with your child's teacher before providing classroom treats.

### **GIFT EXCHANGE**

We ask that the exchanging of Christmas or other gifts not occur at school. Students are not to bring gifts for their teacher or other school personnel. We appreciate everyone's anticipated cooperation in this matter.

### **BUILDING USE**

Patrons wishing to utilize the school building for private use will be required to follow district policy surrounding building use. Patrons wishing to reserve our building need to contact the office for the proper application forms. Please note that school facilities will not be available for community use prior to 4:00 pm on scheduled school days.

### **"HARRASSMENT, INTIMIDATION or BULLYING"**

CES does not tolerate the harassment, intimidation or bullying of its students. "Harassment, intimidation or bullying" means any intentional gesture, communication or physical act initiated, occurring or received at school that a reasonable person should know will have the effect of: (A) Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage; (B) Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or(C) Creating an intimidating, threatening or abusive educational environment for a student or group of students through sufficiently severe, persistent or pervasive behavior.