Bar Nunn
Elementary School

Student/Parent Handbook
2019-2020

Principal - Angie Hayes
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It’s a great day to be a Bar Nunn Bobcat!
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Welcome to Bar Nunn Elementary!

Welcome to Bar Nunn Elementary, home of the Bobcats and the greatest students, families, and staff members anywhere! At Bar Nunn parents are our number one partner in education. Together we do make a positive difference in the lives of our children.

As we begin the 2019-2020 school year, we want to extend a special welcome to each of you. It is our pleasure to welcome each and every one of you, whether you are a returning student or brand new to Bar Nunn. We are confident that this school year will prove to be an amazing one, jam-packed with exciting and cutting edge learning opportunities. We take pride in the high quality instruction and expectations that we have set for our Bar Nunn Bobcats and staff.

All Bar Nunn staff are committed to meeting the needs of all students by providing a safe, respectful and responsible learning atmosphere. We hope that each of you will be committed not only to schoolwork, but also participating in many of our school activities.

Bar Nunn uses the Common Core State Standards as a guide to provide top quality reading instruction. Helping students become confident, fluent readers is a top priority at Bar Nunn. With parental support and help, we will make this happen.

Bar Nunn uses the My Math curriculum, which has been adopted district wide. This program is aligned to the Common Core State Standards and is used as a resource for teaching math. Teachers also use Bridges Number Corner to help supplement math instruction within their classrooms.

At Bar Nunn, our doors are always open to families and students. Please consider joining our P.T.A. and assist in making great things happen for our children. We are excited to welcome you into our Bar Nunn family.

The Student/Parent Handbook is intended to communicate answers to the most frequently asked questions and to provide written communication about our school policies. These school expectations and policies are implemented for the physical safety and well being of our children and also to ensure a smooth operating school with an optimum-learning climate.

If you have any questions or concerns, please contact me to set up an appointment.

Have a great 2019-2020 school year!

Sincerely,

Mrs. Hayes – Bar Nunn Principal
Bar Nunn Elementary School
We Choose Success!

Bar Nunn Vision

Bar Nunn Bobcats:
G: Growing
R: Responsible
O: Outstanding
W: Well-Rounded
L: Learners

Bar Nunn Mission

The 2050 community is a safe place to learn, grow, and succeed.
Every Learner, Every Day, No Matter What!
School Wide Curriculum

- Common Core based Reading Instruction
  - Primary Resource - Collaborative Classroom

- Common Core based Math Instruction
  - Primary Resource
    - My Math
    - Number Corner

- Standards Based Social Studies and Science

- Social/Emotional Curriculum
  - Caring School Community

Special Education Model of Instructional Delivery

- Response to Intervention Tutor Model

- Primary and Intermediate Resource Support

- Primary and Intermediate BASE Classrooms
Bar Nunn Elementary School Hours

8:00 a.m.  Playground Opens with Supervision
8:20-8:40 a.m.  Breakfast is served
8:45 a.m.  First Bell
8:45 a.m.  Morning Preschool Begins
8:50 a.m.  Tardy Bell
10:00-10:15 p.m  Recess - Preschool
10:15-10:30 a.m.  Recess - 1st, 3rd, 4th, and 5th Grades
10:30-10:45 a.m.  Recess - Kinder and 2nd Grade
11:25 a.m.  Morning Preschool is Dismissed
11:45 a.m.-12:25 p.m.  Kinder/1st Grade Lunch/Recess
12:05 p.m.-12:45 p.m.  3rd/5th Grade Lunch/Recess
12:25 p.m.-1:05 p.m.  2nd/4th Grade Lunch/Recess
12:45 p.m.  Afternoon Preschool Begins
1:45 p.m.  Recess - Preschool
2:00-2:15 p.m.  Recess - 4th Grade
2:15-2:30 p.m.  Recess - 2nd and 5th Grade
2:30-2:45 p.m.  Recess - Kinder and 1st Grade
2:45-3:00 p.m.  Recess - 3rd Grade
3:25 p.m.  Afternoon Preschool Dismissed
3:30 p.m.  Classes Dismiss
2019-2020 COMMUNITY CALENDAR

JULY 2019

S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

AUGUST 2019

S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

SEPTEMBER 2019

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

OCTOBER 2019

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15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

NOVEMBER 2019

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22 23 24 25 26 27 28
29 30

DECEMBER 2019

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22 23 24 25 26 27 28
29 30 31

JANUARY 2020

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15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

FEBRUARY 2020

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22 23 24 25 26 27 28
29 30

MARCH 2020

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22 23 24 25 26 27 28
29 30

APRIL 2020

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22 23 24 25 26 27 28
29 30

MAY 2020

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15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

JUNE 2020

S M T W T F S
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8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

*Classes Begin/End
No School
Quarter Ends

*Snow days to be added at the end of the school year as needed*
*Parent/teacher conferences scheduled by each school*

Approved by
NCSD Board of Trustees
Jan. 27th, 2014

www.natronaschools.org

Graduation Dates:
KWHS - May 28
MHS - May 28
NCHS - May 29
RHS - May 29
Playground Expectations

The Bar Nunn Playground will be closed from 3:30 pm to 5:00 pm. Students should report to the bus stop, to parents for pick-up or walk home when school is dismissed.

It is district policy that students are not permitted on school grounds before 8 a.m. (the only exception being bus students). School personnel cannot be responsible for children on the school grounds before 8 a.m. or after 3:45 p.m. Students should never arrive at school early unless they are scheduled to see a teacher, are involved in an activity, have been absent and have a scheduled make-up work time.

Recess and Warm Clothing -
We believe that children need fresh air and exercise each day, even during the cold winter months. Therefore, children are expected to go outside for recess properly dressed for the weather. Students need warm coats, gloves, hats or hoods, and foot wear.

When extreme temperatures or weather conditions occur, the following protocol will be followed:
- When the temperature with windchill is 10F or lower, children will be kept indoors.
- When sustained wind speed exceeds 30 mph, children will be indoors.
**After School Sports**

Bar Nunn Elementary School participates in the Elementary After-School Sports Program. This program consists primarily of girls’ and boys’ volleyball and basketball. This program is for 5th grade boys and girls only. Practice is held in the school gym after school for no longer than one hour and a half. During the practice sessions ONLY those participating students are allowed in the gym. The seasons are divided into girl and boy seasons, each lasting about six weeks. If coaches cannot be found, teams will not be formed.

Games and tournaments are played at the Casper Recreation Center. All participating students are expected to conduct themselves in their very best manner at games. Remember, we are representing Bar Nunn Elementary!

We ask that adult spectators please conduct themselves in a mature and responsible manner. Many of our referees are young and inexperienced. The objective of this program is to provide the students with the opportunity to learn team cooperation, the love of physical activity, sportsmanship and the fundamentals of volleyball and basketball. Winning is always fun, but our primary objective is teaching sportsmanship. A parent or legal guardian must accompany student spectators at all games.
Arrival and Dismissal Times and Policies
We are very serious about the safety of our children at Bar Nunn. We want to provide appropriate supervision for them at all times.

Our playground supervision begins at 8:00 a.m. Breakfast will be served from 8:20 a.m. to 8:40 a.m. Students should enter the cafeteria for breakfast using the cafeteria door right off of the playground.

We are requesting that parents drop off and pick up outside in a previously arranged spot or by the north doors where ALL students will be expected to exit. The increased congestion in the hallways at drop off and pick up times makes it difficult to know who should and should not be in the hallways. If you need to speak to your child’s teacher, please obtain a visitor’s badge from the office.

Students should also plan to exit the school grounds at 3:30 p.m. Various clubs may be available after school; however, they are not held every day, so watch for details in our school newsletter. Students should report to the bus stop or to parents for pick-up or head home when school is dismissed, as our playground is closed from 3:30 p.m. to 5:00 p.m. weekdays. Please help us with the safety of ALL children by NOT ALLOWING your child(ren) to be at school before or after the assigned times. Thanks so much for your help!
Attendance Policy and Definitions
Regular attendance is important if a child is to do well in school. A student who is absent, tardy or leaves school early at the end of the day will miss instruction provided through teacher presentations, class discussions and group activities. Making up schoolwork is often quite difficult.

- If your child is to be absent from school for any reason, please call 253-4000 as soon as possible. If we have not heard from you by 9 a.m., we will attempt to make phone calls to parents of those children absent. If parental contact is not made, a note or phone call is necessary upon the student’s return.

- Make-up work after any absence is the responsibility of the student. Upon returning, the student must contact his/her teacher to arrange for make-up assignments.

- If your child needs to be excused during the day, please write a note that includes the date and time you would like your child dismissed. Students are to check in and obtain a pass from the office upon their return.

- If your student has 3 or more absences in a month, they will be referred to our Solution’s Team. This team is designed to develop interventions to support the student attending school on a regular basis.
Student Attendance

In a continuing effort to provide NCSD's students with the best educational experience, the NCSD Board of Trustees approved revisions to Board Policy 5120 - Attendance on June 13, 2016.

Board Policy 5120:

The NCSD Board of Trustees recognizes that attendance is a very important part of learning. Our community expects students to be present and participate in class every day, just as they expect their employees to be at work.

1. Absence from class, whether it is elementary, middle or high school, has a substantial negative effect on academic performance, and is the single biggest predictor of a student’s on-time graduation.

2. As adults, we are expected to be in attendance and on time at our jobs or other important commitments. A prepared graduate will learn this as part of being a responsible citizen.

3. The Board, therefore, sets the following limits on student absences for NCSD#1:

   a) At the high school level, five (5) parent-excused absences will be allowed in any one class.

      Examples – vacations, family emergencies, bereavement, illnesses not requiring the care of a healthcare professional.

      (In situations with extenuating circumstances, parents may petition the Principal for additional parent-excused absences.)

   b) After five (5) unexcused absences, parents and students will receive notification of mandatory intervention directed by the principal or his/her designee (Per WY Statute 21-4-101, a student is considered habitually truant after five (5) unexcused absences.).

      If conditions of the intervention are not met, and an additional three (3) unexcused absences are accrued, this will result in loss of credit at the high school level. Principals are given discretion to use additional intervention measures, including appeals from parents and students, which encourages continued class attendance and allows the student to regain course credit.

   c) At the elementary and middle school level, five parent-excused absences will be allowed per semester (same examples in 3a above). Missing 45 minutes of class in the morning or 45 minutes of class in the afternoon will result in a one-half (½) day absence.

      After five (5) unexcused absences, parents and students will receive notification of a mandatory intervention directed by the principal or his/her designee.

      If the conditions of the intervention are not met or an additional three (3) unexcused absences are accrued, additional action will be taken by the Superintendent or his/her designee.

School-related absences will not count against the student, nor will medical absences that are excused by a healthcare professional.
d) A school-by-school report of number of absences, interventions, and the results of the interventions, will be given to the Board each semester.

Definitions:

- Attendance – being on time to class, and being in class the entire time.

- School-related absences – any absence as a result of athletics, activities, field trips or other academically-related functions.

- Parent-excused absences – any absence at the discretion of parents. Examples include vacations, family emergencies, bereavement, illnesses not requiring the care of a healthcare professional. Limited to five absences in any one class.

Parents may also excuse their students for organized sports and activities not offered by the District, provided the student's grades satisfy the same criteria for eligibility as a school-sanctioned activity. This would not count against the five parent-discretionary absences.

- Unexcused absences – any absence that is without the knowledge of a parent or any absence of a student without acceptable cause, as determined by the principal, even with the knowledge of the parent. (Per WY Statute 21-4-101)
At-Risk Intervention

Prevention: Bar Nunn Elementary will focus resources to prevent students from becoming academically at-risk. Goals for every student will be set through teacher collaboration and the PLC process. Progress towards identified goals will be monitored by the teacher team on a regular basis. Research has shown the following factors to be associated with increased risk of not successfully achieving standards or failing to complete high school:

- A student earns a proficiency level of novice on the reading and/or math
- Reading one or more grade levels below grade placement
- Retained one or more years
- Poor attendance/tardy
- Involvement with juvenile justice
- One or more failing grades
- Involvement with illegal substances
- Creating regular disruptions due to aggressive behaviors
- Openly rejected by a peer group over an extended period of time
- Failure to maintain satisfactory progress in obtaining credits for graduation

Identification/At-Risk: If concerns surface (through grade level collaboration, parent referral, teacher referral or alternative sources), the school team will schedule a meeting with parents. Parents will be notified of concerns and invited to the first team meeting. During the meeting if the student is deemed at-risk, the team will create a plan and targeted interventions will be implemented for a minimum of 20 days. A follow-up meeting will be held and based on the team’s determination, one of the four choices outlined [1) referred for evaluation, 2) goals are met and student is monitored for two years, 3) continuation of plan, 4) modify intervention] in the At-Risk Policy 6240, will be implemented.

Monitoring: The progress of all students, including students at-risk or on-monitor status, will be assessed on a regular basis to determine each student’s progress toward the goals that have been set.
Back To School Night
Bar Nunn Elementary holds Back To School Night each August. All Bar Nunn Families are invited and encouraged to attend. This is great way to meet your child’s teacher and learn all about Bar Nunn Elementary!

Be Safe, Be Respectful, and Be Responsible!
At Bar Nunn, we believe that three simple rules, “Be Safe, Be Respectful, and Be Responsible” cover all situations in which students and staff members might find themselves. Throughout the year, students will be taught what is appropriate behavior for each setting at Bar Nunn School. We do our best to help students know what good behavior for classrooms, lunchroom, playground, hallways and restrooms and in each of the art, music and physical education classes look like on a daily basis. We maintain high expectations of all our students and staff. Our staff members take great pride in providing students with top quality role models and mentors. Our students work hard to develop those leadership skills and social skills, which will promote their successful transition throughout life.
Breakfast/Lunch Program
Our breakfast/lunch program in Natrona County School District #1 and at Bar Nunn Elementary consists of a hot breakfast and lunch. Students also have the option of bringing lunch from home. Milk is available to those students bringing lunches from home, at a cost per carton.

Free and reduced price meals are available for those families who qualify.

Parents are always welcome to eat breakfast or lunch with their son/daughter.

There are three lunch periods, each 40 minutes in length:
- Kinder/1st Grade - 11:45 to 12:25
- 3rd Grade/5th Grade - 12:05 to 12:45
- 2nd Grade/4th Grade - 12:25 to 1:05

Bicycles, Skateboards, Rollerblades, Heelies and Scooters
A student may ride his/her bicycle to school. Upon arriving, the bike is to be placed in the designated area and left there until the student leaves school for the day. BIKES ARE TO BE LOCKED. The school district will not be responsible for bicycle, skateboard, rollerblade or scooter accidents, damage or theft. For safety reasons, we recommend that students be very careful riding bikes to school because of the high traffic flow around the school. Skateboards, rollerblades and scooters will not be used by any student on school grounds during school hours. If brought to school, students are asked to place such items in the school office during school hours.
**Birthday Treats**

Birthdays are an exciting time for our students. If your student would like to bring in treats for their birthday, please be sure that you contact your child’s teacher to make plans. All treats must be store bought.

![Birthday Cakes](image)

**Book Fines**

Natrona County School District #1 Board Policy states that a pupil shall be responsible for damage to, loss of, or failure to return books. The following applies to all students:

- A repair or replacement cost shall be charged for lost textbooks, library books, and books that have been damaged by water or are torn.
- Fines must be paid by the student when assessment has been made
- We are always happy to have a “lost” book returned rather than receiving money. Money will be refunded if a book is found.

**Building Usage**

The use of buildings and equipment by non-school organizations or individuals must be cleared through the principal. Organizations or individuals wanting to use the building for non-school related functions must meet with the principal and complete the appropriate building usage forms. No teacher or other school personnel is to allow any student access to any part of the building without adequate supervision.
**Bus Students**

After school, bus students are to wait for their bus at the designated bus stop. All students must follow the rules of the NCSD Transportation Department and are subject to consequences if they choose not to comply.

Please see the NCSD Transportation section later in this book.

**Change of Address**

In case of an emergency, it is important that the school has the current information concerning residence, phone and emergency numbers where parents can be reached. This is especially essential during school hours. Please make sure that the office has an emergency phone number for you at all times and let the school know if/when there is a change in any of this information.

**Classroom Parties**

At Bar Nunn we have three classroom-based parties that students are invited to attend. Those include: Halloween, Christmas, and Valentine’s Day. These parties are planned and supervised as a joint effort between the teacher and room volunteers. Typically, parties are held the last hour of the school day. Should a need exist for an individual classroom to deviate from the time scheduled, a note will be sent home for your information.

If you do not want your child to participate in any of these parties, please inform the school in writing. The school and teachers will make arrangements for your child during these times.
Cell Phone Policy

Student Cell Phone Expectation at Bar Nunn:

All cell phones will be turned off and placed in backpacks/or turned into the office while students are on Bar Nunn campus. If students need to contact their parents, they are welcome to use the office phone or their classroom phone.

If a student is seen with a cell phone out while on Bar Nunn campus, the following will take place:

1. Mrs. Hayes or her designee will confiscate the student’s phone. The phone will be placed in an envelope, the student will sign the seal on the envelope, and Mrs. Hayes or her designee will date and time stamp when the phone was confiscated.

2. The phone will be placed in a secure area in our office for the remainder of the school day, and parent or guardian will be contacted to advise of the phone confiscation.

3. The student may come to the office after school to pick up their cell phone. The cell phone will remain in the off position and in their backpack until they leave the Bar Nunn campus.

4. Repeated violations will be addressed as insubordination and will result in further consequences.

If you have any questions, concerns or suggestions about this cell phone policy, please see Mrs. Hayes. Your help in communicating this expectation to your student is very much appreciated.

In Partnership,

Mrs. Angie Hayes
Bar Nunn Elementary Principal
**Closed Campus**
For the protection of your child, our campus is closed at all times. This means that students are not allowed to leave school grounds during the day, including lunch times, unless they have been checked out by a parent or guardian. Parents, guardians or visitors should enter through the front door and check in at the office.

All exterior doors are locked to increase security in the building. Parents are always welcome, but must be buzzed into the building at the front door.

**Communication**
Bar Nunn PTA purchases school-to-home folders for every child. These folders come home each day and contain homework, completed work, and teacher/school notes.

In an attempt to improve school-home communication, a parent newsletter will be sent home with students on the first Thursday of each month. These newsletters will include upcoming events at school, monthly calendars, acknowledgements of student achievement, Bar Nunn news and much more. Be sure to look for this every month in your student’s homework folder.
Bar Nunn Positive Behavior Intervention Supports (PBIS)

At Bar Nunn we believe that all students will be successful in making good behavior choices and will receive recognition. There will be evidence of recognition such as but not limited to the following strategies:

Classroom PBIS:
Each classroom will have a positive reinforcement system. This might include:

- **Class Contingency Plans**
  A class contingency offers a reward to an entire group based upon the behavior or performance of one or more of its members. The advantage of this type of class contingency is that classmates would be eager to earn the reward and would likely encourage one another to follow the expected behaviors. This will also promote positive interactions between peers.

An example of a class contingency plan might be throughout the day students will earn marbles or gems, depending on their behavior. Once the jar is “full” the class will enjoy a celebration together based on meeting their desired goal. Each teacher will notify parents of how their class contingency plan will work in his/her classroom. Teachers will also give out Bobcat Bucks to students who are exhibiting appropriate behaviors and/or evidence of the school-wide growth goal. These tokens will be used for classroom rewards and the school store.
• **Classroom Menu Items** - Students can work with their classroom teacher to purchase items from their classroom Bobcat Buck menu.

• **Good Behavior Game** - Students are recognized for targeted prosocial behaviors within a selected time frame.

• **Secret Student** - Random student is chosen and recognized for a targeted behavior during a selected time frame. This strategy can be used within the classroom and in common areas.

**School-Wide PBIS**
Each student will have access to school-wide positive reinforcement systems. This might include, but not limited to:

• **Principal 150 Board:**
  Students will have the opportunity to earn Principal 150 tokens for going above and beyond being Safe, Respectful, and Responsible. If a student receives a principal’s token they will do the following:
  1. Take the token to the office and speak with Mrs. Hayes
  2. Sign the “Celebrity Book”
  3. Pick a number on the Principal 150 Board and sign the board

Once the board displays a winning column or row, those students in the winning column or row will earn the mystery motivator. The board will then be reset and the process will begin again.
The 2050 Community Celebration Breakfast:

All students and their families will be invited to our monthly celebration pancake breakfast! Each month every classroom will honor up to 3 students who display the following character traits with a goal of **EVERY STUDENT BEING RECOGNIZED BY THE END OF THE SCHOOL YEAR**:

- September - Fairness
- October - Sportsmanship
- November - Caring
- December - Generosity
- January - Integrity
- February - Kindness
- March - Trustworthiness
- April - Forgiveness
- May - Acceptance

The students that are recognized for each month will be celebrated at the monthly pancake breakfast, will have their picture taken and displayed on our “Wall of Fame”, and receive a certificate and Smencil provided by the office. Teachers will be responsible for contacting parents the Monday before the pancake breakfast to inform them of their child’s nomination for the character celebration.

School Store - On Fridays after school, during Snack Shack students can spend their Bobcat Bucks in the school store. The school store will be stocked with miscellaneous items for students to select from.
• **Bobcat Bounty** - Each Tuesday and Thursday at morning, lunch and afternoon recess Bobcat Bounty will be open for business in the Den (Rm. 149). Students can spend their Bobcat Bucks on a variety of items.

• **Staff Stores** - Other staff members may have available menus for students to select from. Each staff member will communicate their menu with all students and staff.

• **Quarterly Basket** - All students can use their Bobcat Bucks to enter the quarterly drawing. Each quarter will have two themed baskets for students view and enter to win.
Response to Problem Behavior

Each student is a unique individual with unique persona, social, and educational needs. Therefore, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique situation. If behaviors continue despite the use of MTSS supports and students need further intervention to maintain appropriate behavior, in general, the following sequence of strategies will be used:

School Level Strategies:

Preventative Steps: Staff will utilize a bank of options to redirect student(s) with no punitive consequence(s). Proximity and coupling statements should be used at all times with students not following expectations. Examples of redirection options are:

- **Redirection**
- **Use of Breakzone**
- **Change of State**
  - run an errand
  - helper
  - teacher
  - go for a walk
  - go get a drink outside of the classroom
  - etc.
- **Proximity**
- **Positive Reinforcement**
- **Hallway Chat**
- **Neighboring classroom**
- **Preferred Adult**
- etc.

If further intervention is needed, the next step will be:
Low Level Behavior:
- Level 1 - Irritating
- Level 2 - Mildly Disruptive

Response to low level behavior
- Redirection
- Use of Breakzone
- Change of State
  - run an errand
  - helper
  - teacher
  - go for a walk
  - go get a drink outside of the classroom
  - etc.
- Proximity
- Positive Reinforcement
- Hallway Chat
- Neighboring Classroom
- Preferred Adult
- PROMPT (P=Proximity, R=Redirect, OM=On-Going Monitoring, P=Prompt (verbal), T=Teaching Interaction)
- Etc.

If this is not effective, the next step will be:

Mid Level Behavior:
- Level 3 - Disruptive
- Level 4 - Severely Disruptive

When a student continues to struggle despite all low level strategies (Level 1 and Level 2), the next step(s) will be:

- Phone call to the office stating a magnitude level 3 or 4
- Request for Response Team
- Den Support
The following strategies of the response team may include, but are not limited to:

- Short out-of-class recovery
- Support provided by response team members may include:
  - PROMPT
  - Change of state
  - Collaboration with staff member
  - In class support
  - Out of class support
- Assessment of what a student’s needs are
- Response Team interactions will focus on needed social skills and problem solving skills.
- Student(s) will have the opportunity to successfully manage behaviors and emotions with the response team and demonstrate satisfactory behavior before re-entering the classroom community, if needed.
- Parent Contact

If this intervention is not successful, the next step will be the office.

**High Level Behavior:**
Level 5 - Maybe Dangerous/Dangerous

When a student’s behavior becomes dangerous as defined by the Bar Nunn Magnitude Scale, the next step(s) may include:

- Contact office to indicate Magnitude Level 5
- Zoom the Room
- Removal of student
- Contact response team
- Following District Response Plan
- Contact Parent
Office Referral Protocol:

Office referrals will be determined by the Response Team/District Policy. If a student receives an office referral, the following sequence is followed:

The student’s behavior intervention report is reviewed and the administrator selects from the following options:

- Office Teaching Interaction
- Natural Consequences, such as cleanup
- Apology/Restoring the Relationships
- Office Time Out
- Time Away from Task
- Cool Down (loss of recess)
- Parent Phone Call
- Community Service
- Assigned Time in Another Classroom
- Behavior Contract with Office
- Alternative Work Room Assignment
- Referral to MTSS Behavior Team
- After School Detention
- Sent home for the remainder of the day
- Assignment to the Safe School Suspension Lab
- Law Enforcement Contact
- Other

Office Referral Protocol

- Student who receives three office referrals in one quarter will be automatically referred to MTSS Behavior Team for review and initial intervention.
- If a class needs to be removed due to a student’s behavior, that student will receive an automatic extended recovery or suspension, either in-school or out-of-school.
- If a child does not de-escalate within a reasonable amount of time, he/she will receive an out-of-school recovery time either at Safe Schools Suspension Lab or home.
• The following behaviors will result in an automatic office referral:
  ○ Sexual Harassment
  ○ Profanity with malice
  ○ Weapons
  ○ Physical Aggression
  ○ Theft
  ○ Alcohol/Drugs
  ○ Vandalism.

**Suspension Process**
If a suspension is deemed appropriate by the principal or designee, suspension lab will be contacted to set up the dates. The principal or designee will contact the parents and review the expectations and the number of days of suspension. Upon returning to Bar Nunn School, the student will participate in a reentry conference with the principal and teacher for the purpose of team planning to prevent further issues.
## Natrona County School District Dress Code Guidelines

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any shirt or blouse should cover the back, top of shoulders, and stomach.</td>
<td><img src="image1.png" alt="Yes" /></td>
<td><img src="image2.png" alt="No" /></td>
</tr>
<tr>
<td>Halter-tops, spaghetti strap shirts, low-cut tops, or tops that expose the midriff or undergarments are not permitted.</td>
<td><img src="image3.png" alt="Yes" /></td>
<td><img src="image4.png" alt="No" /></td>
</tr>
<tr>
<td>Shorts and skirts must be no shorter than mid-thigh.</td>
<td><img src="image5.png" alt="Yes" /></td>
<td><img src="image6.png" alt="No" /></td>
</tr>
<tr>
<td>All pants, shorts, skirts, and shorts must be worn no lower than the hips, no sagging or undergarments showing.</td>
<td><img src="image7.png" alt="Yes" /></td>
<td><img src="image8.png" alt="No" /></td>
</tr>
<tr>
<td>Hats, caps, bandanas, sweatbands, sunglasses, chains, dog collars, and sharp objects are not to be worn in the school.</td>
<td><img src="image9.png" alt="Yes" /></td>
<td><img src="image10.png" alt="No" /></td>
</tr>
<tr>
<td>Appropriate shoes must be worn at all times. Slippers are not allowed.</td>
<td><img src="image11.png" alt="Yes" /></td>
<td><img src="image12.png" alt="No" /></td>
</tr>
<tr>
<td>No sleepwear is allowed.</td>
<td><img src="image13.png" alt="Yes" /></td>
<td><img src="image14.png" alt="No" /></td>
</tr>
<tr>
<td>Clothing or personal items that are racist, sexist, promote drugs/alcohol/tobacco, or vulgar in interpretation are not allowed.</td>
<td><img src="image15.png" alt="Yes" /></td>
<td><img src="image16.png" alt="No" /></td>
</tr>
<tr>
<td>Tights or leggings must be worn with a shirt, blouse, or tunic that is long enough to cover one’s behind.</td>
<td><img src="image17.png" alt="Yes" /></td>
<td><img src="image18.png" alt="No" /></td>
</tr>
</tbody>
</table>

Approved 6/8/2015
Evaluation of Student Performance

Any successful program of student instruction and learning must include an evaluation component. Student evaluation is reported in three major ways:

**Report Cards**

Report cards are issued quarterly. Report cards will be given to the parents at the end of the first nine-week period during parent-teacher conferences. The report card envelope is to be signed by the parents and returned to the teacher within two days. Please feel free to contact your child’s teacher if questions arise.

**NCSD uses the following grading scale as a standard throughout our district for Preschool through 2nd Grade:**

- 90-100% = E - Excellent
- 80-89% = S Satisfactory
- 70-79% = N Needs Improvement
- 60-69% = U Unsatisfactory
- Below 60% = Incomplete

**NCSD uses the following grading scale as a standard throughout our district for 3rd and up:**

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

**Progress Reports**

Progress reports are issued weekly and will be sent home in your child’s Thursday Folder. Please contact your child’s teacher if questions arise.
**Academic Celebration**

Any student who has earned an E, S, I, or A, B, C for their quarter grades will be invited to an Academic Excellence Celebration. This is a celebration of hard work and growth for those students who have earned the above grades. Students will receive a special invitation for each quarterly academic celebration.

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**Parent-Teacher Conferences/Student-Led Conferences**

Parent-teacher conferences and/or student-led conferences are scheduled at the end of the first quarter and during the third quarter. Other conferences may be requested by either the parent, teacher or administrator. Parents, you will find conferences to be much more informative than any other means of communication. Please call the school office to make appointments with any of the school staff. Parent/Teacher Conferences are one of the most effective methods of reporting student progress to parents. It is our hope that parents ALWAYS feel welcome in our school. We invite you to come in at anytime, but especially for Parent/Teacher Conferences.
Field Trips/Enrichment Activities

A teacher may use field trips 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. Parents are often asked by the teacher to assist in supervising the students. Any parent that would like to attend a field trip, must be fingerprinted. You can contact NCSD (253-5200) to set up an appointment to get fingerprinted. The fingerprinting process can be lengthy, please take care of this early in the school year if you are interested in helping with field trips. The best behavior is expected of all students when on a field trip. All regular classroom and school rules apply to the students on a field trip.

Parents will always be notified of an upcoming field trip. Parents will be asked to sign a permission form at the beginning of each school year, which gives students permission to attend school-sponsored field trips.

Field trips at Bar Nunn are meant to be educational and therefore are aligned with the Common Core State Standards. Students are allowed and encouraged to participate as long as they are being safe, responsible, respectful, and kind. Otherwise, it is at the discretion of the teacher/principal to have students stay behind.
Health Services

Five days a week a school nurse is available at our school. She is responsible for checking the general health of students (eyes, ears, throat and teeth). The nurse also works in the area of communicable diseases, accidents and illnesses that occur at school. All parents are welcome to ask for assistance from the nurse with any health problems they may have with their children.

A child who is feeling ill is encouraged to communicate with their teacher, and the teacher will send the child to the office. If a student has a temperature of 100 degrees or higher, he/she will be sent home. This is done to prevent the spread of illness.

Human Growth and Development sessions will be provided for 5th graders. Parents will be informed when these sessions will occur. If you do not wish to have your child participate, please notify us in writing after you have received the notice of these sessions. If you have any questions, you may contact our school nurse.

**Parents/Guardians understand that NCSD will protect my child’s health information (Form SS-H-06) as prescribed by the Family Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) and that the information will be shared with individuals working at or with NCSD for the purpose of providing appropriate educational and school health services. Wyoming law prohibits the NCSD from making further disclosures of health information. This authorization shall become effective immediately and shall remain in effect until revoked.

Natrona County School District’s Medication Policy is listed in the District Handbook.
**Immunization**

Under the law of the state of Wyoming (W.S. 21-4-309), your child is required to be properly immunized against vaccine preventable diseases as designated by the State Health Officer.

Waivers may be obtained only from the State or County Health Officer upon submission of written evidence of religious objection. For medical exemption to the administration of any vaccine, please have your physician complete the proper section of the immunization form.
Homework Policy

At Bar Nunn School, homework is assigned at each grade level for three main purposes:

- To provide extra practice on skills which have already been taught at school.
- To help children develop responsibility for completing homework and returning it to school on time, thus building the study skills necessary for future success.
- To provide opportunities for children and parents to share the joy of learning together.

OUR MISSION

The mission of Bar Nunn Elementary is to help ALL students achieve at the highest level required for success at their grade level and beyond.

GENERAL HOMEWORK GUIDELINES

Grades K – 5

READING:

20 minutes of supervised reading Monday through Thursday. Reading will be reported on a Reading Log signed by the parent.

MATH:

Each Grade Level will establish an appropriate common practice for math homework and communicate that to their parents.

TEACHER EXPECTATIONS

- Assign appropriate homework.
- Communicate expectations for quality work.
- Provide feedback on completed work.

STUDENT EXPECTATIONS

- Complete quality work.
- Read for at least 20 min.
- Tell a parent what they are learning in class and share their teacher’s feedback.
- Ask for help if they need it.

PARENT EXPECTATIONS

- Provide a positive and caring environment to do work.
- Check for assignments and look over homework to check student’s understanding.
- Communicate concerns to the teacher.

EXTRA HELP

We understand schedules can be busy, so students may complete their homework:

Before School in the Library - 8:00 - 8:35
After School in the Library - 3:35 - 4:45

Students who consistently complete homework will receive homework completion incentives. In addition, for every 400 minutes of completed reading homework, students will be able to choose a free book.
**Instructional Learning Time**

At Bar Nunn our focus is academics. With this in mind, we work hard not to interrupt instructional learning time during the school day. Phone calls for students or staff will not be transferred to the classroom during instructional learning times. We will be happy to take a message for either students or teachers. Messages and deliveries for students and teachers will be delivered to them in the least disruptive way and at the most appropriate times. Thank you for understanding that we take learning very seriously at Bar Nunn.

**Library**

Our library is available to every student in the school. It contains volumes of resource material to help students complete class projects and assignments. Fine fiction and nonfiction books also are available for reading enjoyment. A librarian is available at all times and each student will have a scheduled time in the library at least once a week. Lost or damaged books are to be paid for by the student to whom the book is checked out. Parents are always welcome to visit our library.

**Make-up Work**

Make-up work is the responsibility of the student. Students are allowed a *minimum of three* days for each day absent in order to make up work. If a student is going to be out for more than one day, please notify the office. Call the main office before 10 a.m. to request homework.

**Parent Teacher Association (PTA)**

Our Bar Nunn Parent Teacher Association (PTA) provides assistance and programs which benefit our students and our school. Visitors are always welcome at our meetings. We hope everyone will join and become an active member of the Bar Nunn PTA.
Student Pick Up During School Hours
If it is necessary for a parent to pick-up their child during the school day for a doctor appointment or because of an illness, you are asked to please pick up the child at the main office and sign them out. If you pick up your student at noon or during recess, the teacher and office personnel must be notified. If student pick-ups are not cleared properly, it may lead to much confusion as the teacher, administrative specialist, and principal may not know what has happened to the child.

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

- Send the student to school before or after the appointment when at all possible. Students who arrive late or who must leave early for an appointment will not be counted tardy or absent providing a note of explanation accompanies the child.
- Please try to send a note to the teacher in advance when at all possible. This eliminates classroom interruptions and allows the teacher time to plan ahead for your student.

Safety
With school in session and many children crossing busy streets as they travel to and from school, we ask that you please discuss with your children the importance of obeying traffic laws and using safe routes when walking to and from school. Parents should advise their children on traffic safety, bicycle safety, pedestrian safety, and expectations on arrival and departure times. We will have the same conversations with children at school throughout the school year.

As you are delivering and picking your students up from Bar Nunn Elementary, we need your assistance! It is extremely important that you arrange with your children a delivery and pick-up location that will not interfere with the bus loading zones. Typically, parents pick students up at the side parking area by the bus stop.
At the end of the school day, we ask that students go directly home, report in to their parents, babysitter, or whomever is responsible, then plan their after school activity.

**Special Education**

Special education programs are available for those students who show a need for special education according to local, state, and federal guidelines. We have two resource classrooms in our building for those students who meet the criteria. In addition, Bar Nunn has three specialized district programs for students with behavior problems that interfere with their learning. Physical, Occupational, and Speech Therapy, as well as other related services, are available for qualified students.

**Visitors**

All visitors to Bar Nunn Elementary must enter the front door and be buzzed in by the office staff. Once you have checked in with the office, we ask that all visitors wear a visitor’s badge during their time in the building. Visitors with items to be delivered to students may leave the item at the office for the child to pick up at their teacher’s convenience. **Visitors will not be allowed in the hallways or on the playground without checking in with the office first.** Visitors picking up students during the school day may check in at the front office so the child may be called down to the office with their belongings.

Parents are always welcome and encouraged to visit our school. Please check with the teacher ahead of time as the class may be involved with special projects. It is recommended that visits be for no more than one hour or one class period and that you visit several times rather than in just one large block of time. Many of
the teachers appreciate and request parent assistance within the classrooms.

**Volunteering**

All volunteers are encouraged and welcome at Bar Nunn Elementary. Per district policy, every volunteer will be required to be fingerprinted and have a background check prior to volunteering. We ask that you please check in at the office, sign in, and obtain a visitor’s badge. Parents of preschool students are required to give 2 hours per week of volunteer time. This time is documented with the preschool teacher. Please see the preschool teacher for volunteer requirements.
Title One District/Building Level
Parent Guidelines/Policy

Natrona County School District commits to dynamic partnerships with students, parents, businesses, and the community to assist students to work productively in a free enterprise system, to achieve personal fulfillment, and to serve their community, state, nation, and world. (Board approved Mission Statement, 1991)

Within this context, what follows is district level written guidelines/policy for establishing the expectations for parent involvement of participating Title 1 children.

The intent is to encourage Title 1 schools to further involve parents of participating children in the education of their children through an organized structure that:

A. Involves parents in joint development and review of each building’s Title One and school improvement plans through school improvement plan meetings held at each site;

B. Coordinate and assist participating Title One Schools by holding district parent advisory committee meetings two times per year for the purpose of sharing parent involvement activities and developing new activities for buildings implementation;

C. Provide each school with ideas and recommendations for building their capacity to:
   ● Assisting parents in understanding the standards, assessments, monitoring their student’s progress, and working with educators,
   ● Provide training on helping parents work with their children,
   ● Building ties between the school and parents, including educators on reaching out to parents and the value of their involvement, and
   ● Communicating to parents the information about meetings and programs, effectively

D. Coordinating and integrating Title One parent involvement strategies with those of Head Start, Even Start, preschool and other parent-student training programs;

E. Annually evaluate the parent policy during one of the district Title One parent advisory committee meetings;

F. Require buildings to plan specific parent involvement activities and spend a portion of their Title One allocation toward the support of these activities and distribute the district parent involvement fund as needed;

G. Develop school/parent compact for schools to use each year to define shared responsibility with parents for student achievement;
H. At each building’s annual meeting and/or during individual conferences complete the following items:

- Give timely information about their programs to parents.
- Describe the curriculum, assessments, and proficiency levels required.
- Provide opportunities during School Improvement Planning and/or other meetings for parents to provide suggestions and participate in decision making.
- Inform parents of their right to submit comments with the school’s plan, if the plan is not satisfactory to them, and
- Review the Parent/Student/Teacher Compacts which describe our shared responsibilities for obtaining high student academic achievement.
- Include a description of parent involvement activities in their school improvement plans.

In summation, at the building level there will be an organized plan for parent involvement; at the district level a Title One Parent Advisory Council will be continued; in addition, it is the district’s responsibility to provide coordination and other support to those involved with program implementation; it is understood when parents are meaningfully involved there are positive effects for the education of children.

**Bar Nunn School Parent Involvement Plan**

Bar Nunn Elementary has a Parent Goal Team and a P.T.A. These teams coordinate efforts to develop and implement parent involvement activities throughout the year. The Parent Goal Team surveys parents and staff regarding key school procedures and processes to target for improvement. Annually, this team reviews our Title I Plan for Success and Homework Policy. They establish a team goal each year and prioritize the parent involvement activities for our school community to implement. All parents are represented on this team but they are also invited to attend any scheduled meetings. Finally, all parents attend parent/teacher conferences two times per year, student goal setting activities, and Back To School Night.

**Highly Qualified Information**

All teachers and teaching assistants who work in Title I schools are required to meet specified credentials that make them “highly qualified.” All teachers and assistants at Bar Nunn School have been deemed “highly qualified.” Parents will be notified if this 100% highly qualified status changes. Parents have the right to contact NCSD Human Resources to check these credentials.

**Strategies to Attract High-Quality Highly Qualified Teachers to High Needs Schools**

The strategies used by NCSD to attract high-quality, highly qualified teachers to high-needs schools includes, but are not limited to:

- Holding job fairs
- Attending job fairs
- Maintaining a competitive salary schedule based on market analysis data
- Providing additional professional development
- Providing additional pay to teachers for attending quality staff development
Dear Parent or Guardian:

Title One Law requires school improvement plants to be offered in the language native to the reader. If you would like a copy of your child’s schools improvement plan and need it translated into your native language, please call Norm Cox at (307) 253-5302.

Atención: si no puede leer esta forma en Ingles, por favor ponga una (X) en este lugar, _________ y regrésela a la secretaria de la escuela,  Gracias.

Attention: si vous ne pouvez pas lire ce formulaire en anglais, veuillez mettre un (X) à cet endroit, _________ et le renvoyer au secrétaire de l'école, merci.

E mālama: inā’a‘ole hiki iā‘oe ke heluhelu i kēia palapala ma kaʻōlelo Pelekan, e hoʻokomo i hoʻokahi (X) ma kēia wahi, _________ a hoʻihoi‘i i ke kākau kula, Mahalo.

注意：如果您不能用英語閱讀此表格，請在此處放置一個（X），________並將其寄回學校秘書，謝謝。

Chú ý: nếu bạn không thể đọc được mẫu này bằng tiếng Anh, vui lòng đặt một (X) ở nơi này, _________ và gửi lại cho thư ký trường. Cảm ơn bạn.