Welcome to Summit Elementary School!

The Summit family is excited to begin a new school year. Having your family be a part of the Summit Elementary Community is both an honor and a responsibility we take seriously. We are thrilled to have you on board as partners in the education of your children. Our staff is looking forward to the opportunity to partner with you in a joint effort to see all children excel and lead in the 21st century.

This building is so much more than a school. Summit Elementary School serves as a village center for community activities, a neighborhood park for family recreation, and most importantly a campus committed to the idea that all children are leaders and learners. Summit Elementary is about the children, their families and our dedicated staff. Summit staff members, in partnership with you, are committed to ensuring your child is engaged in extraordinary learning opportunities that stir creativity, cultivate thinking, enhance physical and mental well being and optimize his/her whole learning experience.

While in our care, we pledge to keep your child physically and emotionally safe. At Summit Elementary high expectations for behavior and academics is modeled by all. Staff will optimize learning opportunities for your child, keep abreast of his/her progress and frequently communicate with you. You and your family are your child's first teachers. Your expertise, insights and active involvement are critical as we work hand-in-hand to realize your child's fullest potential.

Personally I want to assure you of my commitment to high standards, quality instruction, and open communication. I am honored to be your principal and am eager to continue this journey with the Summit family and friends.

The intent of this handbook is to provide you with information about Summit Elementary School and to establish some common procedures for all of us to follow. Although we have tried to include as much information as possible, if you have additional questions, please contact your child's teacher or the school office at 253-3000. We hope you will read this handbook thoroughly and keep it available for reference throughout the school year.

Yours in education,

Ted J. Theobald
Principal
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Summit Elementary School...A School of Great Leadership Through
The Habits of Highly Effective People

Summit Elementary is gaining recognition as a school that emphasizes, teaches and models leadership. At Summit, leadership means “doing the right thing even when no one is looking.” The innovative Leader In Me program is based upon the Eight Habits of Highly Effective People. Our staff has been most diligent, dedicated, and creative in developing curriculum and a leadership matrix to help each student to more fully reach his or her potential by developing habits of effectiveness that define leadership. These habits provide the guide, language and motivation for all that we do at Summit Elementary School, to the point that these eight habits frame how we conduct ourselves; how we conduct business; and they define our school culture.

The Eight Habits include:

**Habit 1:**
*Be Proactive* – We learn to take full responsibility for ourselves, and to avoid the negativity of being reactive.

**Habit 2:**
*Begin with the End in Mind* – We think beyond the present to consider the implications of our actions into the future. We encourage goal-setting, advance planning, and projecting ourselves into the future to try to shape our destinies. We write and adhere to mission statements.

**Habit 3:**
*Put First Things First* – We endeavor to set proper priorities, to make wise choices, and to keep a positive perspective. Our “first things” should never be at the mercy of second or third priority items. This habit requires time management, planning and putting our mission into action.

**Habit 4:**
*Think Win-Win* – We try to exercise both courage and consideration as we seek mutual benefit. While I cannot always achieve a win-win situation, I can always THINK win-win.

**Habit 5:**
*Seek First to Understand, Then to Be Understood* – We practice empathic listening where we try to listen for understanding rather than to formulate our own responses. This is a skill that requires sensitivity to others, empathy, and leads to greater understanding and improved relationships.

**Habit 6:**
*Synergize* – We choose to cooperate and collaborate in order to achieve results that simply cannot be found on our own.

**Habit 7:**
*Sharpen the Saw* – We include activities that provide a sense of physical, emotional/social, and mental/intellectual renewal.

**Habit 8:**
*Find Your Voice* – We are true to ourselves, help others be true to themselves, and live the life we were meant to live.

Such a paradigm leads us to look for ways to be kind and considerate while finding solutions, answers, and approaches that can make everyone happy and valued.
COLLECTIVE COMMITMENTS
At Summit Elementary School our staff is committed to:

- Valuing relationships
- Empowering the whole child
- Working collaboratively and interdependently
- Excellence in learning and behavior
- Living the Seven Habits
- Fostering empathetic changemakers
- Providing a safe, engaging community
- Lifelong learning
- Joy
- Transparency
- Shared ownership
- Collective decision making

MISSION
Summit’s mission is to “Prepare Children To Excel and Lead In The 21st Century.”

VISION
Our vision is “To Be An Excelling School That Empowers Changemakers To Positively Impact The World Through Their Legacy.

MOTTO
Summit’s school motto is “Excel And Lead.”

SCHOOL COLORS
School colors are blue, green and gold.

SCHOOL MASCOT
The Mighty Bison is Summit’s mascot.

SUMMIT STAFF AND ASSIGNMENTS

Kindergarten/First Grade House
Kindergarten Team................................. Amy Harmsen / Cassie Holt
Kindergarten Team................................. Erica Hallock / Jennifer Limmer
First Grade Team................................. Kate Cherry / Stephine Jolivet
First Grade Team................................. Beth Catchpole / Tiffany Meisinger

Second/Third Grade House
Second Grade Team................................. Kim Harder / Kary Dronek
Second Grade Team................................. Judy Cornia / Casey Oliver
Third Grade Team................................. Kim Hornbeck / Jennifer Wilson
Third Grade Team................................. Abby Bishop / Beth Corley
Fourth/Fifth Grade House
Fourth Grade...................................................... Meagan Dye / Chrissy Owen / DeLaine Williamson
Fifth Grade......................................................... Christine Bartlett / Karen Higginson / Michelle Thayer

Tutors
Tutors........................................................................ Cinnamon Dow / Peggi Hopkins

Special Education Department
Adaptive PE Teacher............................................. Steve Barrett
Deaf/Hard of Hearing Teacher............................. Sarah Purdy
K-2 Special Education Inclusion Teacher.............. Lexy Black
3-5 Special Education Inclusion Teacher............... Brandy Martinez
Occupational Therapist....................................... Heather Grigg
Physical Therapist............................................... Nicki Loghry
Psychology Assistant......................................... Sharon Peabody
Social Worker / Counselor.................................... Jamie Daugherty
Speech Therapist................................................ Becka Porter
School Psychologist............................................. Brenda King

Specialist Teachers
Art Teacher.......................................................... Amy McCormick
General Music, Band, and Orchestra Teacher.... Robin Grussendorf
P.E. Teacher.......................................................... Erik Holden

Support Services
Bus Monitors........................................................ Eric Turner / Kelley Houseworth
Custodian, Lead.................................................... Wayne Carlson
Custodian.............................................................. Michael Culbertson
Custodian.............................................................. Seth Moore
Educational Support Personnel (ESP).............. Renae White / Erik Turner / Cara Debban / Kelley Houseworth / Nicole Lewis / Dorthy Neumiller
Instructional Technology...................................... Richard Bruehmer
Library Technician................................................ Martha Karavitis
Breakfast/Lunch Servers/ESPs......................... Kelley Houseworth / Dorthy Neumiller
Refocus Room Coordinator............................... Anna Boronda

Administration
Administrative Specialist..................................... Becki Dahill
Office and Records Assistant............................. Shannon Fischer
Office Assistant.................................................. Cortney Lewis
Assistant Principal................................................ Lynn Leslie
Principal............................................................. Ted J. Theobald
# STAFF MEMBERS

To contact any staff member, please call Summit’s main phone number: 253-3000.

<table>
<thead>
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<th>Position</th>
<th>Email Contact Information</th>
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Multi-Tiered Systems of Support

The goal of the Natrona County School District Students Academically and Behaviorally At-Risk policy is early identification and early intervention for students struggling academically and/or behaviorally. At Summit Elementary, this policy is implemented when school staff meets quarterly to monitor the progress of each child. In addition to these scheduled meetings, a classroom teacher and/or parent can also make a request for progress review at any time. Once a student is identified as needing assistance, interventions are determined and implemented, with progress reviewed on a regular basis. Please refer to Administration Regulation 6240 for further information.

ACCREDITATION

If you would like to know more about the accreditation process, please contact the school principal or talk to your child’s teacher. The goal of Summit’s improvement process is to increase student achievement in foundational and stretch learning, to enhance student engagement and teach personal and social responsibility so our students “excel and lead.”. To keep abreast of Summit’s progress toward meeting our school improvement goals, please read the Bi-weekly edition of the Bison Brief. In addition, attending parent partnership meetings, student-led conferences and participating in building and district surveys are great ways to provide feedback and participate in decision-making at Summit!

ADMISSION

Children may enter kindergarten if they are 5 years old on or before September 15 of the current school year. Children may enter first grade if they are 6 years old on or before September 15 of the current school year. Children who reach the entrance age after September 15, cannot enroll in school until the next year. For more information, please refer to the Natrona County School District Student/Parent Handbook.
ADVERTISING
By District policy, commercial advertising or religious material will not be distributed to Summit students. Information that relates to students and the school such as Scouting, Brownies, PTO, YMCA, community, recreation, and 4-H may be permitted with prior approval. All advertising information must be cleared through the School/Community Relations Office at the Central Service Facility.

ALCOHOL / AND DRUGS / TOBACCO
The possession or use of alcohol or any illicit, controlled substance, as defined by Wyoming State law, by any student while attending school, on campus, at any school activity, or traveling to and from any school activity, is prohibited and will result in an automatic five- to ten- day suspension. For more information, please refer to the Natrona County School District Student/Parent Handbook.

ANIMALS / PETS
We love pets! If you plan on bringing a family fur baby to school please arrange it in advance with your child's teacher, bring documentation from your veterinarian that the pet has had all the required shots, and plan to stay for no longer than fifteen minutes. For additional information please refer to Board Policy 6900.

ASSEMBLIES
During the year, your child may participate in school assemblies. School assemblies are educational in nature and vary in topic. Musicals, drama events, enrichment presentations, special guests/speakers, and dance groups are some examples of assemblies in which your child may participate.

ATTENDANCE
Summit Elementary adheres to the Natrona County School District's Board Policy 5120 on student attendance, including guidelines for absences and tardies.

The NCSD Board of Trustees recognizes 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 elementary, five (5) parent-excused absences will be allowed per semester. Examples include vacations, family emergencies, bereavement, illnesses not requiring the care of a healthcare professional. Missing 45 minutes of class in the morning or 45 minutes of class in the afternoon will result in a one-half (1/2) 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. If your child misses school because of a medical appointment please bring documentation from the medical office.

School-related absences will not count against the student, nor will medical absences that are excused by a healthcare professional. If your child misses school because of a medical appointment please bring documentation from the medical office.

b) 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 the parents.
  - Examples:
    - vacations
    - family emergencies
    - Bereavement
    - illnesses not requiring the care of a healthcare professional

Limited to five absences in any one semester at the elementary level. 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. These 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).

For more information, please reference the NCSD Student Discipline and Conduct Handbook.

We kindly request parents consider making appointments before and after school whenever possible.

We also ask parents if at all possible avoid school-wide testing events for appointments or vacations. For more information, please refer to the Natrona County School District Student/Parent Handbook.

BEFORE SCHOOL/AFTER SCHOOL CARE
Before and after-school supervision is provided at Summit. Village Center supervision begins at 7:40 a.m. and per District regulation, playground supervision begins at 8:00 a.m. After-school supervision is provided until 4:00 p.m. and bus supervision is provided until the last bus departs. Children may also attend the Boys and Girls Club after-school program located at Verda James Elementary School. For
more information about the after-school care provided by the Boys and Girls Club, please contact the Club directly at 234-2456. Other before and after-school activities will be published in the Bison Brief.

BICYCLES / SKATEBOARDS / ETC.
Students who are capable of independently navigating sidewalks and roadways and who have permission from a parent/guardian and are wearing a helmet may ride bicycles, scooters, or skateboards to school. We request, however, that students not use/ride these items once they are on school property or while crossing 21st/Centennial Hills Blvd, Waterford, and/or Gosfield streets. Once on school property, students should ‘walk’ bikes, scooters, etc. from the street to the bike racks or school. These items may not be ridden or used during the school day (7:30 a.m. – 3:30 p.m.), including recess time. Students who abuse this policy will lose their privilege, and additional consequences, when necessary, are up to the discretion of the principal. We strongly encourage all bicycles be locked to the rack on the east side of the school. No supervision of that area is maintained during the school day, so locks are a necessity. Helmets can be hung on the child’s coat hook. Scooters and skateboards must be stored near or in a child’s backpack. Students are expected to walk with their bikes or skateboards once they are on school grounds. Staff members at Summit Elementary are not responsible for the security of these items and no investigation of lost or stolen items will occur. Exceptions to this policy may be granted by the principal, and only with prior notification.

Note: The Natrona County School District Transportation Department does not allow these items to be brought onto the buses at any time.

BIRTHDAY BOOKS AT SUMMIT
To honor your child’s birthday, we invite you to donate a book to the Summit Elementary School Media Center. We have chosen hardcover books that are needed for our library’s collection development, and with your help we can put these on our library shelves. For a donation of $10 you can purchase one of these birthday books in your child’s name. A bookplate will be placed inside the front cover of the book with your child's name and birth date on it.

BIRTHDAY PARTIES
Birthdays are very important at Summit! To honor your child on his/her special day, your child’s name will be broadcast over the public announcement system and he/she will receive special recognition from the staff. In addition, a birthday lunch honoring all children whose birthdays fall within that month will be held on the first Wednesday of each month. Parents/guardians and family members are welcome to come to lunch and celebrate with us! Because our emphasis on educational time is so valued, we kindly request parents do not plan for separate birthday parties to be held in classrooms. In addition, if birthday invitations are given out at school, please send an invitation for each and every child in the class.

BOOK FINES
Natrona County School District board policy 5140 states that a pupil shall be held responsible for damage to, loss of, or failure to return books. Summit staff members are authorized to use judgment when assessing fines. That being said, we are most happy when a ‘lost’ book is returned rather than receiving money generated through fines and/or replacement costs. Fines will be assessed for books
that have been damaged by water or are torn. The full replacement cost shall be charged for lost
textbooks and library books. Of course, money will be refunded when a book is found and returned.

BREAKFAST AND LUNCH
Summit Elementary participates in the School Hot Lunch Program. The program includes serving
breakfast and lunch each day the school is open for students beyond noon. **Breakfast is served from**
8:10 – 8:40 a.m. each day. **Breakfast ends promptly at 8:45 a.m.** Lunches are served on a daily
basis. Actual lunch times will be listed in the Bison Brief at the beginning of each school year. All
meals are served in the Village Center unless otherwise specified. Students will enter the Village
Center from their houses and sit by grade level in assigned areas.

At the beginning of each day, teachers collect lunch money from students. It’s often easier for a
parent/guardian to pay for several meals at a time thus eliminating the need to remember lunch
money on a daily basis. Parents may make advance payments via check, which should be made
payable to the Natrona County School District. Please write your child’s full name on the check. A
convenient, easy and secure online prepayment service is now available to deposit money into your
child’s school meal account at any time. This service also provides parents the ability to view their
child’s account balance through a Website called Myschoolbucks.com. By having money in each
child’s account prior to entering the cafeteria, we find the lunch lines move along much faster, so
children have more time to eat and be with friends. The Records Clerk will record and track payments
and send reminders home as needed. Students eating a lunch prepared from home may choose to
purchase milk. Prices for breakfast, lunch and milk are subject to change and will be announced in
August. Families wishing to apply for free and/or reduced meals will find an application online at the
District website under food services. All information is confidential. For more information, please refer
to the Natrona County School District Student/Parent Handbook.

Once a week, the Natrona County School District arranges for “Pizza Day” for all elementary schools.
Local pizza businesses deliver the pizza to the school for hot lunch. The cost is the same as hot
lunch, and extra pieces of pizza may be purchased for an additional charge.

BULLYING / HARASSMENT / INTIMIDATION
Summit Elementary abides by the [Natrona County School District Board policy No. 5440](#) which
provides for a secure student learning environment free of threat, hazing, harassment, intimidation,
menacing cyber bullying, ‘sexting’ and other bullying behavior. All such behavior by students, staff or
third parties against any student or student participant is strictly prohibited and will not be tolerated.
Any student, employee, parent or third party who has knowledge of conduct in violation of this policy,
or any student who feels he/she has been a victim of hazing, harassment, discrimination, blackmail,
imimidation, bullying or retaliatory behavior, shall report his/her concerns to a teacher, counselor or
school principal. Students and parents may report incidents of bullying anonymously through
safe2tell.com. A box is also available in the office for students and parents to leave a note reporting
bullying behavior.

BUS SERVICE / BUS CONDUCT
Buses delivering children to and from school arrive at Summit Elementary between the hours of 8:20-8:30 a.m. and leave Summit at approximately 3:50-4:00 p.m. To ensure the safety of children, the district Transportation Department has established bus rules that are strictly enforced. It’s important to remember riding a bus is a privilege and not a right. Therefore, it’s wise for our bus students to be proactive and become familiar with the bus rules and, of course, to follow them. A card outlining the bus citation policy and rules is given to each student upon authorization from the Transportation Department to ride the bus. Bus citations are issued for not following bus rules and citation consequences are progressive. Please refer to Board Policy 5373 for additional information.

Riding the bus home with a friend:
It’s important to ‘begin with the end in mind’ and think ‘first things first’ when a student wishes to ride a bus to a friend’s house. The policy requires students to obtain written permission from both sets of parents/guardians prior to riding the bus. No permission will be granted verbally through telephone calls, so planning ahead is a necessity. A “Friend Riding With A Friend” permission slip is available here.

Activity Trips and Non-Participant Riders:
COREGIS Insurance Incorporated is the Property and Casualty Insurance carrier for Natrona County School District No.1. COREGIS discourages non-participant riders on any activity bus. Non-participant riders include but are not limited to: parents, friends, relatives, and/or the children of the coaches/sponsors, driver or chaperones on the activity bus. In order for any adult to ride the bus during a school activity, he/she must be on file as a District-Approved Chaperone. In keeping with the District’s insurance carrier, non-participant riders shall not be permitted to ride to or from activities/sporting events on any Natrona County School District No.1 activity bus carrying participants. Only volunteers cleared through the NCSD fingerprinting process are permitted to ride the bus.

Activity Trips and the Return Trips:
Students riding to an activity/sporting event on any district NCSD No.1 activity bus shall be required to ride the activity bus on the return trip. A participant’s parent(s) and/or legal guardian shall be required to provide a written request and a face-to-face meeting with the activity sponsor/coach indicating the student will be returning with the parent. Student participants are not permitted to make the return trip with the parents of a friend or other relatives unless arrangements have been made in writing with the sponsor/coach prior to the activity bus leaving Casper. Permission letters or notes requesting students to depart the activity bus at destinations other than the school where the activity concludes will not be honored.

2019-2020 Calendar (Some dates are Tentative)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 26</td>
<td>Kindergarten Orientation (6:00 - 7:00 P.M.)</td>
</tr>
<tr>
<td>August 29</td>
<td>Back to School Night (4:30 - 6:00 P.M.)</td>
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<tr>
<td>September 3</td>
<td>Classes Begin</td>
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<tr>
<td>September 4</td>
<td>September Birthday Lunch</td>
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<tr>
<td>October 2</td>
<td>October Birthday Lunch</td>
</tr>
<tr>
<td>October 31</td>
<td>Halloween Parties (1:30 P.M.)</td>
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<tr>
<td>October 31</td>
<td>End of 1st Quarter</td>
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<td>Date</td>
<td>Event</td>
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<tr>
<td>November 1</td>
<td>NO SCHOOL (Professional Development Day)</td>
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<tr>
<td>November 4 - 7</td>
<td>Fifth Grade Teton Science School</td>
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<tr>
<td>November 6</td>
<td>November Birthday Lunch</td>
</tr>
<tr>
<td>November 12</td>
<td>Students-led conferences (3:30 P.M. - 7:00 P.M.)</td>
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<tr>
<td>November 13</td>
<td>Leadership Assembly (2:30 P.M.)</td>
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<tr>
<td>November 14</td>
<td>Students-led conferences (3:30 P.M. - 7:00 P.M.)</td>
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<tr>
<td>November 27, 28., 29</td>
<td>NO SCHOOL - Thanksgiving Vacation</td>
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<tr>
<td>December 4</td>
<td>December Birthday Lunch</td>
</tr>
<tr>
<td>December 18</td>
<td>Winter Parties (2:30 P.M.)</td>
</tr>
<tr>
<td>December 19-January 1</td>
<td>NO SCHOOL - Winter Break</td>
</tr>
<tr>
<td>January 2</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>January 8</td>
<td>January Birthday Lunch</td>
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<tr>
<td>January 17</td>
<td>Second Quarter Ends</td>
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<tr>
<td>January 20</td>
<td>NO SCHOOL - Equality Day</td>
</tr>
<tr>
<td>January 22</td>
<td>Leadership Assembly (2:30 P.M.)</td>
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<tr>
<td>February 5</td>
<td>February Birthday Lunch</td>
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<tr>
<td>February 13</td>
<td>Valentine’s Day Parties (2:30 P.M.)</td>
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<tr>
<td>February 14</td>
<td>NO SCHOOL - Staff Professional Development</td>
</tr>
<tr>
<td>February 17</td>
<td>NO SCHOOL - President’s Day</td>
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<tr>
<td>March 4</td>
<td>March Birthday Lunch</td>
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<tr>
<td>March 12</td>
<td>Students-led conferences (3:30 P.M. - 7:30 P.M.)</td>
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<tr>
<td>March 27</td>
<td>End of 3rd Quarter</td>
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<tr>
<td>March 30-April 3</td>
<td>NO SCHOOL - Spring Break</td>
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<tr>
<td>April 10</td>
<td>NO SCHOOL - Good Friday</td>
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<tr>
<td>April 8</td>
<td>April Birthday Lunch</td>
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<tr>
<td>April 15</td>
<td>Leadership Assembly (2:30 P.M.)</td>
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<tr>
<td>May 6</td>
<td>May &amp; July Birthday Lunch</td>
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<tr>
<td>May 25</td>
<td>NO SCHOOL - Memorial Day</td>
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<tr>
<td>June 3</td>
<td>June &amp; August Birthday Lunch</td>
</tr>
<tr>
<td>June 5</td>
<td>Leadership Assembly (9:00 A.M.); Kindergarten Graduation (2:00 P.M.); 5th Grade Farewell (3:25 P.M.); Last Day for Students; End of 4th Quarter</td>
</tr>
<tr>
<td>June 8</td>
<td>Last Day for Teachers</td>
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</tbody>
</table>

**CARPOOL / PARKING LOT SAFETY**

**Bus Lane Parking**
The bus drop-off and pick-up loop is located on the south side of the building. Please note there is no parking allowed at any time in the bus loop. This area is strictly reserved for NCSD busses and official before- and after-school care vehicles of registered child-care providers.

**Student Drop-Off and Pick-Up Parking**
When picking up or dropping off students, please use the student drop-off loop (second right) located at the front of the school. The inside lane next to the curb/sidewalk is designated for vehicles to briefly stop and allow children to enter/exit the vehicle. Vehicles should not be parked and left unattended in the drop-off/pick-up lane. If a driver wishes to enter the building, please park your vehicle in the designated parking spaces and come inside. As safety of children is our first priority, no child will be released from school per a cell phone call from a parent or family member parked in the parking lot.
Please park in a designated parking space, enter the building, and personally escort your child out to your vehicle.

**Staff/Disabled Parking**

Disabled parking is available for parents and visitors and is accessible in the staff parking lot. Stopping and/or parking a vehicle that inhibits others from parking in a disabled space is strictly prohibited. Only vehicles with an officially registered disabled parking permit are permitted to park in disabled parking spaces. We do request that parents and family members with a registered disabled parking permit appropriately park in a designated space when picking up and/or dropping off a child.

And please remember...

- *Do* drive slowly and follow traffic arrows and signs.
- *Do* drop off students from the right lane of the circle.
- *Do* keep the line moving.
- *Do* display courtesy to other drivers.
- *Do* watch for children.
- *Do* park in the designated parking area if you plan to enter the building.
- *Do* avoid the bus pick-up area on the southeast side of the school when picking up or dropping off students.
- *Do* remember it is illegal to pass a bus (in either direction) when the lights are flashing.
- *Do* set positive examples of courtesy and safety for our children.
- *Do* think win-win.

**CELL PHONES**

Summit adheres to the [Natrona County School District Policy 5376 – Student and Staff Use of Cell Phones and Other Technology](#). Students are asked to turn cell phones off when arriving on campus in the morning and to keep them in their backpack for the remainder of the day. Classrooms are equipped with telephones if a child should require a call home. Parents are always welcome to call the office if there is an urgent need to contact a child. Cell phones are kept at school at the student’s own risk. Natrona County School District does not take responsibility for lost or stolen cell phones and Summit staff will not investigate if a cell phone or other technology is stolen or lost.

According to the NCSD policy and procedures, inappropriate student use of a cell phone/other technology may result in referral to the school office by any staff member where:

- **A.** The principal or designee will label the phone with the student’s name, and the date and time confiscated, and
- **B.** Place the phone, or other technology, in secure area for the remainder of the school day, and contact parents to advise of the phone confiscation for the remainder of the school day.
- **C.** Repeated violations may be considered defiance of authority and may result in further consequences described in the NCSD student behavior framework and conduct handbook.

**CHANGE OF ADDRESS**
In case of an emergency, it is important the school has current information concerning residence, home telephone, and emergency numbers. Please let the school office know if there is a change of residence, a change in telephone number(s), employment and home and/or emergency numbers. We also request a copy of any divorce decree with custodial information be placed in your child’s file.

COMPUTERS AND INTERNET USAGE
The staff at Summit works collaboratively to provide ongoing technology instruction to students. Summit Elementary is considered a ‘high-access’ school, which means there is a 1:4 ratio (one computer for every four children) in grades K-3 and a 2:1 ratio (one computer for every two children) in grades 4-5. We invite family and friends to visit our Summit Website.

Internet and email access are available to our students and support the integration of technology to promote research, resource sharing, innovation and communication. To ensure our parents/guardians and children understand responsible technology usage, parent/guardian permission must be obtained annually prior to children accessing the Internet. The permission form outlines district guidelines for Internet use and affords the opportunity for a proactive conversation between children and family members in regard to safe and responsible Internet use and general care of computer equipment. At Summit Elementary, we strive to teach both the use and care of the computer, and will adhere to the following policies:

1. Students will use the Internet following school protocol and under the supervision of an adult.
2. Students will use the network and related hardware and software in a responsible manner.

CRISIS MANAGEMENT
The Summit Elementary Crisis Management Plan and Quick Reference are derived from the District plan. The plan addresses possible crises and the proper procedures for before, during and after those crises. The procedures are designed to ensure the safety of Summit Elementary Students. The entire school will participate in practice drills throughout the school year. These drills may include: bomb threat, earthquake, flood, fire, tornado, school violence, out-of-control students, lock out, lock down, and weapons at school. In case of a school evacuation, parents will be notified as soon as possible. Each classroom and office has copies of our Crisis Management Quick Reference.

DENTIST / DOCTOR APPOINTMENTS
When possible, it’s best to schedule dentist and/or doctor appointments outside of regular school hours. We do recognize this is not always possible. The following guidelines may be of assistance:

· Send the student to school before or after the appointment whenever at all possible.
· Students who arrive before 9:30 a.m. will be counted tardy.
· Students who arrive after 9:30 a.m. will be counted absent for the morning.
· Students who must leave school early for an appointment will be counted absent or excused tardy providing a note of explanation accompanies the child.
· Students/parents must sign in and sign out at the office.
· Please avoid school-wide testing periods as advertised.
· Please notify the office and the teacher in advance when possible. This will eliminate Classroom interruptions and allow the teacher time to plan ahead for that student.
Safety and security of our students is a priority and we hold ourselves to the highest standard of care in this area. If it is necessary for a student to be picked up during the school day, including during lunch or recess, for an appointment or illness, please park your vehicle and come to the main office to check your child out of the school. Please refrain from calling the office on your cell phone and asking that your child be sent to the circle or parking lot. **Children will not be released from our care unless an appropriate adult checks the child out through the office.**

**DISCIPLINE POLICY**

Staff members at Summit Elementary School believe one of our major objectives is to assist students in developing self-discipline, to help students take pride in themselves and to display leadership skills both in and out of the classroom. Leadership at Summit means **“doing the right thing, even when no one is looking.”** Our program emphasizes the positive behavior of all students and recognizes the leadership skills in all students. Please reference the Summit Leadership Matrix. This matrix aligns school-wide behavioral expectations with the Habits.

At Summit, we believe proactive measures such as engaging, relevant learning and clearly defined and consistent expectations prevent most discipline issues from occurring in the first place. Therefore, teachers work diligently to plan for and deliver stellar instruction each and every day. Occasionally, a child may need additional reinforcement and/or correction for low-level behavioral issues occurring in the classroom, at lunch or on the playground. On these occasions, Summit staff will choose to take appropriate step(s) which may include, but are not limited to, any of the following:

1. Re-teach and practice routines, procedures and expectations;
2. Re-teach the Habits/leadership skills/social skills;
3. Provide a cool-down activity or space;
4. Contact parent/guardian;
5. Enact a loss of privileges;
6. Conference with the child and/or parent;
7. Conference with the principal to brainstorm strategies and/or decide upon additional action;
8. Refer the child to the principal’s office for further action.

When a child is referred to the principal, the principal will:

1. Seek the facts from the student(s) and adult(s) involved.
2. Share known facts with student(s). “This is why you were sent to the office.”
3. Give student(s) the opportunity to tell his/her side of the story.
4. Decide appropriate step(s) which may include, but are not limited to, any of the following:
   a. reteach and practice routines, procedures and expectations;
   b. re-teach Habits/leadership skills/social skills;
   c. provide a cool-down space/isolation;
   d. enact a loss of privileges;
   e. determine appropriate consequences for behavior displayed;
   f. conference with parent/guardian;
   g. develop a written performance contract; behavioral plan
   h. refer student for counseling ;
   i. refer student for evaluation;
   j. refer student to behavioral intervention lab;
k. refer student to the Safe Schools Suspension Lab;
l. suspend the student;
m. recommend student for expulsion;
n. other.
5. Contact parent/guardian.
6. Fill out and send home a Discipline Form.
7. Follow up as needed with all involved.

Summit Elementary has defined the following behaviors as ‘automatic office referrals.’ They include:
1. Bullying//Harassment/Intimidation
2. Physical Assault
3. Fighting
4. Vandalism
5. Verbal Assault
6. Weapons
7. Habitually Disruptive Behavior that causes continued disruption of the educational environment.

It is imperative for school staff to protect academic time during the school day and prevent behavioral interruptions. When a student receives a major behavior referral, the school will call parents or guardians in a timely manner. This information will help parents be proactive in helping to correct disruptive behaviors or to resolve problems or conflicts. If a student continues to struggle with behavior, the parents/guardians will be asked to meet with the school team to develop a success plan for their child. The Summit staff will make every effort to keep Summit a safe and productive school, and will seek the continued support of our parents ensuring Summit is the best possible school for children.

All students are responsible for complying with, and are expected to be familiar with, the Natrona County School District Student/Parent Handbook, and the school board policies which govern student behavior and conduct contained at the back of this handbook distributed to all students and parents at the beginning of each school year, or upon enrollment in the Natrona County School District. A parent who has concerns about any disciplinary matter involving a student should initially speak to the staff member involved. If no resolution can be reached, the parent may request that the principal involve the school district’s Human Resources Office to help resolve the issue.

DRESS
Summit adheres to the Natrona County School District Policy 5375 – Professional Guidelines for Students and Staff. At Summit, we encourage students and staff to dress for success. It is expected students and staff will dress in a manner compatible with the educational mission of the school. Students and staff shall not wear clothing that, in the judgment of the appropriate school personnel, constitutes a health or safety hazard or is distractive or disruptive to the educational process. Clothing which advertises or promotes the use of drugs, including tobacco, and/or alcohol, is not permitted. Outerwear, such as coats, jackets, gloves, etc. are not to be worn in the building except when going to and coming in from recess. Shoes should be worn at all times. Slippers are not allowed. Clothing such as tube tops, halter tops, see through garments, spaghetti strap shirts, fishnet tops, undergarments, low cut tops, clothing allowing a bare midriff, shorts in poor repair, short shorts, and tightfitting shorts
shall not be worn. Shorts and skirts must be no shorter than mid thigh. All pants, skirts, and shorts
must be worn no lower than the hips, no sagging or undergarments showing. Sleepwear is not
allowed. Tights or leggings must be worn with a shirt, blouse, or tunic that is long enough to cover
one's behind. Hats, caps, bandannas, sweatbands, sunglasses, chains, dog collars, and sharp objects
are not to be worn in the school. Girls wearing dresses should also wear tights, leggings, or shorts to
ensure coverage during movement and active play. No staff or student shall wear, possess, use,
distribute or sell any clothing, jewelry, emblem, badge, symbol, sign or other things that are evidence
of membership or affiliation in any criminal gang. Hair length is not prescribed but uncleanliness of
hair constitutes a health hazard.

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.

**ELECTRONIC GAMES / TOYS / ETC.**
The Natrona County School District adopted Policy 5376 – Student and Staff Use of Cell Phones and
Other Technology applies to electronic games. Electronic games, toys, etc. frequently contribute to
student disruptions in the classroom. They hinder our habit of 'sharpening the saw.' Many students
who need to stretch their legs and get some fresh air during recess spend their time playing with
electronics. Upon returning to class, students struggle to attend and focus on academics. Students
are not allowed to be on devices upon entering the school in the morning. Board games are available
for checkout in the village center before school. There are times—during some indoor recesses—
when students are given permission to use electronic games. **All other times of the day electronic
games, etc. should be kept in backpacks.** Students in upper grades, with teacher permission, are
permitted to bring eReaders, such as a Kindle or Nook. Electronics are kept at school at the student's
own risk. Toys that fit in a child’s pocket are allowed during some indoor recesses as long as the toys
do not cause disruption and misbehavior. Trading cards such as Pokémon are not allowed at Summit.
The office does not take responsibility for electronic toys, games, etc. and will not investigate if a toy
or game is stolen or lost.

**EXTRA - CURRICULAR ACTIVITIES**
Summit Elementary provides a variety of extracurricular activities through the After- School Sports
Program (see Sports) and club activities. The number and variety of activities change yearly based on
the interests of the student population. Watch for more information about before- and after-school
activities in the *Bison Brief.*

**FERPA**
The **Family Educational Rights and Privacy Act** (FERPA) affords parents/guardians certain rights with
respect to a student’s educational records. For more information, please refer to the Natrona County
School District Student/Parent Handbook.

**HIPAA**
The **Health Insurance Portability and Accountability Act** facts:
  · enacted in 1996;
· applies to all public and private schools not already covered by FERPA;
· provides national standards for protecting the privacy of health information;
· covers the confidentiality of the student’s medical information:
  · past, present, or future physical and/or mental health condition.
  · provision of health care to the individual, including past, present, or future payment.
  · other information that identifies the individual.

Parent/Guardian Responsibilities and Rights:
· gives parents of minors and students 18 years or older, more control over their child’s health information;
· sets boundaries on the use and release of health records;
· empowers an individual to control certain uses and disclosures of their child’s health information.

School Responsibilities and Rights:
· limits release of information to the minimum reasonably needed for the purpose of the disclosure (an educational ‘need to know’);
· requires prior written consent is required before information can be released;
· sets boundaries on the use and release of health records;
· establishes safeguards that health care providers and others must follow;
· determines whether the requesting agency or organization is allowed to have the information.

The District may release educational records to other educational agencies providing service to a student without prior written consent. For more information, please refer to the Natrona County School District Student/Parent Handbook.

FIELD TRIPS
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, museums, state or national park, etc. All regular classroom and school rules apply to the student on a field trip. Parents will always be notified of an upcoming field trip activity. Parents will be asked to sign a permission form at the beginning of each school year giving the child/children permission to attend field trips and explains in written detail behavioral expectations for field trips.

If a parent/guardian is asked to drive for a field trip, he/she will be asked to provide a copy of their certificate of insurance and a valid driver’s license. All safety restraint laws must be followed, including guidelines for use of seat belts and car-seat requirements: children weighing less than 80 pounds and through the age of 8 (until the child is 9 years of age) must ride in a car seat. In order for any adult to ride the bus during a school activity, he/she must be on file as a District-Approved Chaperone. In keeping with the District’s insurance carrier, non-participant riders shall not be permitted to ride to or from activities/sporting events on any Natrona County School District activity bus carrying participants.

GRADING
The Natrona County School District uses the following grading scale. Summit uses an
A-F grading scale for third-, fourth-, and fifth-grade students.

A = Excellent: 90 - 100%
B = Above Average: 80 - 89%
C = Average: 70 - 79%
D = Below Average: 60 - 69%
F = Unsatisfactory: Below 60%

Kindergarten first-grade, and second-grade students will be graded using the following scale:

E = Excellent Progress
S = Satisfactory Progress
N = Needs Improvement
I = Improving/Incomplete
U = Unsatisfactory

Parents of students who are identified as ‘at risk of not meeting benchmarks’ will be contacted and invited to participate in a school meeting to determine a plan of action to support their child’s academic goals.

Report cards will be distributed at the end of each nine-week grading period. Report cards will be given to the parents during fall and spring student-led parent-teacher conferences. Report cards will be sent home with the student at the end of the second, third, and fourth grading periods. Report card dates are advertised in calendars and weekly newsletters.

Natrona County School District #1 is transitioning to a standards-based report card in the elementary school. Teachers and staff will receive professional development on the new report cards and they will go live during the 2020 - 2021 school year.

**HOMEWORK POLICY**

At Summit Elementary, we believe that the purpose of homework is to support classroom learning through practice and/or checking for understanding. Students at Summit may be assigned homework up to two (2) nights a week in grades K-2, up to three (3) nights per week in grade 3, and up to four (4) nights per week in grades 4 and 5. Students will be assigned approximately 10 minutes per grade level. Guidelines are:

- Kindergarten: 0-10 minutes
- First grade: 10 minutes
- Second grade: 20 minutes
- Third grade: 30 minutes
- Fourth grade: 45 minutes
- Fifth grade: 60 minutes

Homework will not be assigned on weekends or holidays. If your child is struggling with homework and it is causing undue hardship and stress, please write a note to the teacher and stop the struggle. Homework should not cause conflict at home.

**INCLEMENT WEATHER**
School may be dismissed early if weather conditions present a hazard to students' safety. Please talk with your child and develop a plan for what he/she should do if school closes early. Emergency contact information should be on file with your child’s teacher/school office. If the school closes early due to inclement weather, all after-school programs will be cancelled. Parents should plan to pick up their child(ren) within 30 minutes of the close of school. If school is delayed, all students will follow the delayed schedule. Parents will be notified through the Safe Schools Office’s Alert Now phone system of school cancellations and/or delays. Also, please listen to the local news stations and check the school district website, natronaschools.org, for school closure/delay information.

INCLUSION SPECIAL EDUCATION TEACHERS
Our inclusion special education teachers provide support and assistance to students in the regular education setting to the maximum extent appropriate. These teachers also work with regular-education teachers to help them implement learning and behavior strategies in their classrooms. Questions regarding special education services provided to a child should be directed to the inclusion special-education teachers, a related-service provider or the school psychologist.

ILLNESS
A child who is feeling ill should let his/her teacher know and the teacher will then send the child to the nurse’s office. Using the best practices of school nurses, the nurse or school personnel will contact parents and send students home when:

- They have a fever of 100.0° or above.
- They are vomiting or have diarrhea.
- They have an unidentified or undiagnosed rash.
- They have a possible contagious disease such as pink eye, impetigo, ringworm, scabies, or strep throat.
- The nurse or school personnel determine the student is distressed or uncomfortable to the extent that he/she needs to go home.
- The student has an injury that requires medical attention.

For more information, please refer to the Natrona County School District Student/Parent Handbook.

IMMUNIZATION
Wyoming state law requires children to be immunized against preventable disease as designated by the State Health Officer. Students are not allowed to attend school if they have not received the minimum doses required for their age within 30 days of starting classes. For more information, please refer to the Natrona County School District Student/Parent Handbook.

INSURANCE
The Natrona County School District and its schools do not carry accidental injury insurance that covers students injured at school. Accidental injuries may happen with children taking part in the activities of the school day. In an emergency, Summit staff has authority to take action to assist the injured students in the place of the parents. This may include emergency transportation to medical facilities. The resulting cost of the injury will by the responsibility of the parent, not the school district. For more information, please refer to the Natrona County School District Student/Parent Handbook.

LOST AND FOUND
Please put name labels on students’ personal belongings. These markings will help school personnel locate lost items. **Children who bring extra money, valuable items, toys, electronics, or sports equipment to school do so at their own risk.** We do not assume responsibility for the security of such items. If your child loses an item, please encourage him/her to check the lost and found area located in the Village Center. Clothing and other items not claimed are donated to charity every other Friday during the school year.

**LUNCHROOM CODE OF COOPERATION**

Students are escorted by a teacher(s) from their education house to the Village Center and sit in an assigned area. Due to scheduling, some children go to recess prior to eating lunch; some do not. To encourage proper nutrition and healthy eating, all children are required to spend 15-20 minutes eating their lunches, and they are then dismissed by an adult to go out to recess.

While at lunch, children will:

- Use restaurant etiquette.
- Walk at all times.
- Eat until they are full.
- Choose a seat in their assigned area and stay there.
- Bring everything they need with them for lunch and recess.
- Leave their area neat and tidy.
- Wait to be excused.
- Be considerate of lunch workers.
- Build community with other children and adults.
- Eat a healthy lunch.
- Eat his/her own food.

It is important to note that there are **no microwaves available for student use**, so please plan your child’s lunch accordingly. Also, there is a designated ‘**TLC’ table for students with food allergies** at each lunch period.

**MEDICATION POLICY**

District policy requires that school personnel must administer any and all medication taken by a student during the school day. When your child receives medication of any type, including over-the-counter medicine (including cough drops), given during school hours, you have the following choices:

1. You and your doctor may discuss an alternative schedule of medication so it can be administered outside of school hours.
2. You may come to school when the medicine dose is needed and give the medication to your child.
3. You may get a medication form from the school office and have your physician indicate on the form the diagnosis, drug, dose, and time to be given. **Be sure the physician signs the form.** This information can be faxed/scanned to the school from the doctor. The medication must be in a pharmacy-labeled or manufacturer’s container. A parent’s signature should also accompany the request.
All medication will be stored in a designated area that is locked when not in use. Students must take all medication in the presence of designated school personnel.

**EXCEPTION:** the Students may carry inhalers or EpiPens if the “exception” on the medication form has been signed by both the parent/guardian and the physician, and is on file in the school nurse’s office. For more information, please refer to the *Natrona County School District Student/Parent Handbook.*

**MEDIA SERVICES**
The media center is open each day for checking out materials and conducting research. Our media technician works with the regular classroom teachers in planning and implementing the curriculum and extending children’s learning beyond printed material.

**MESSAGES**
Getting messages to your child in a timely manner is important. Please keep in mind that during the peak activity times of 8:30 - 9:00 a.m., 12:00 - 1:00 p.m., and 3:00 - 3:30 p.m. office staff are not always available to deliver messages to classrooms. We encourage you to practice ‘begin with the end in mind,’ and to make end-of-day arrangements with your child(ren) ahead of time. Thank you for understanding and for your courtesy to our office staff.

**NONDISCRIMINATION**
Natrona County School District No. 1 does not discriminate on the basis or race, color, national origin, sex, age or disability in employment, treatment, admission or access to educational programs and activities. Inquiries concerning perceived discrimination may be referred to the Associate Superintendent of Human Resources. For more information, please refer to the *Natrona County School District Student/Parent Handbook.*

**NURSE**
A school nurse is provided for all schools in the Natrona County School District No. 1. The nurse is responsible for checking the general health of a student (eyes, hearing, ears, throat, teeth). She works in the area of communicable diseases, accidents and illnesses that occur at school. Summit’s school nurse is scheduled in the building 4 days per week: Monday, Tuesday, Thursday and Friday. During the school year, the nurse also conducts general health screenings and growth and development films for all fifth-grade students. She also conducts a short session of Choking Charlie. **If you do not wish to have your children screened, view the films or conduct the standard eyes, ears, hearing, throat, teeth checks, please notify our school nurse in writing of your request.** Natrona County School District policy stipulates that any child having a temperature of 100 degrees or higher, vomiting or experiencing diarrhea is sent home. Children experiencing these are far more comfortable at home and this practice prevents the spread of illnesses between and among students.

**OFFICE HOURS**
The school office will be open daily, except for holidays and summer vacation from 7:40 a.m. to 4:30 p.m. To ensure the principal’s availability and adequate time just for you, please call the office to make
an appointment. All telephone calls, unless it is an emergency, will be returned within a 24-hour period.

PARENT-TEACHER, STUDENT-LED CONFERENCES
Student-led parent-teacher conferences are held twice each year. Please see the calendar in this document for those dates. These conferences are an opportunity for your child(ren) to share data notebooks, showcase accomplishments and to set goals.

PARENT-TEACHER PARTNERSHIP (L.A.M.P.)
Leading As Model Partners, or L.A.M.P., is Summit’s parent-teacher organization, and is a partnership between school staff and parents. The L.A.M.P. President for the 2019-2020 school year is Jen Purveyance. Meetings will be held on a Monday each month. Meetings will alternate between Summit and the Casper Country Club this year. Meetings at Summit will begin at 2:30 PM, the meetings at the country club will begin at 6:30 PM. If you are unable to make these meetings, there are numerous leadership roles and committees upon which to serve that meet outside of these times. Your voice is important at Summit, and we would love for you to have an active role in this partnership. Tentative dates for L.A.M.P. meetings are:

- Monday, September 10       6:30 p.m.
- Monday, October 7          2:30 p.m.
- Monday, November 12        6:30 p.m.
- Monday, December 9         2:30 p.m.
- Monday, January 6          2:30 p.m.
- Monday, February 11        6:30 p.m.
- Monday, March 9            2:30 p.m.
- Monday, April 7            6:30 p.m.
- Monday, May 11             2:30 p.m.
- Monday, June 2             6:30 p.m.

PLAYGROUND CODE OF COOPERATION
For the purpose of pupil safety, we have a playground supervision on duty at all times children are outside. Children are encouraged to wear appropriate attire, including closed-toe shoes to keep toes safe when running, playing games, swinging, etc. There are certain types of behaviors we cannot allow, either because it presents a danger to the child and/or others, or because it violates what is commonly accepted as appropriate behavior. These behaviors include:

1. Fighting, wrestling, attempting to provoke fights, kicking, hitting, or any other type of assault provoked or unprovoked.
2. Throwing snowballs, rocks, gravel, dirt or any other projectile.
3. Insubordination; Refusal to follow playground rules.
4. Leaving the playground without permission.
5. Excessive obscenity or profanity.
6. Unnecessary roughness, harassment, pulling on or taking other’s coats or caps.
7. Intimidation of smaller children -- our older students must be good role models and leaders.
8. Bullying, verbal cruelty, name calling or ridiculing.
10. Lying.
11. Theft.
12. Chewing gum or eating candy, drinking soda, etc.
14. Carrying or using tobacco, alcohol, or controlled substances.
15. Willful destruction of school property.
16. Disrespect toward playground supervision.

PRESCHOOL
In partnership with the Natrona County School District, the Child Development Center (CDC) will be operating an independent preschool program connected to Summit Elementary. Hours of operation for children will be between 8:45 a.m. - 3:15 p.m. This preschool will serve children between the ages of 3-5. For more information on enrollment and program opportunities, please contact John Starnes, Executive Director, at 235-5097.

RECESS
Recess is one of the most important times of the school day. At Summit students are encouraged to engage in free play, have fun, and practice socially acceptable behavior. For the 2019-2020 school year the morning and afternoon recesses have been extended from 15 to 20 minutes. Students are expected to go outside and enjoy the Wyoming weather on most days. If the wind is blowing at a sustained speed of over 30 MPH or if the wind chill or static temperature is below 10 degrees fahrenheit students will not be outside for more than 10 minutes and may have indoor recess.

RELEASE OF RECORDS / DIRECTORY INFORMATION
All educational records maintained for students by Natrona County School District are treated as confidential and will not be shared or released to any non-educational agency or person without specific written consent of the student’s parent/guardian, except for information considered as ‘directory information.’ Directory information including student’s name, date of birth, awards received, etc. may be published in school material unless Summit Elementary School is specifically notified in writing the parents do not want this information released. Student records and cumulative records will not be released without the parent’s written consent. Normally, records are requested and sent directly to agencies; however, parents may certainly look at or request copies of their children’s records. Adequate time must be allowed for examination and making copies. If you would like to view your child’s records, it is recommended you call ahead and specifically request a time to examine the records. For more information, please refer to the Natrona County School District Student/Parent Handbook.

ROOM PARTIES
Special room parties are scheduled each year. These parties are planned and supervised as a joint effort of the teacher and the room parents. Generally, these parties are held after lunch between 2:00 p.m. and 3:15 p.m. If a need exists for an individual room to deviate from this time schedule, a note will be sent home for your information. The three yearly parties are: Halloween, Winter, and Valentine’s Day.
SAFETY POLICIES
Safety and security of children is of paramount importance at Summit; therefore, outside doors are locked (from the outside only) beginning at 8:40 a.m. each day. The main doors will remain unlocked, and parents/guardians and visitors may enter the building through these doors at any time during the regular school day.

1. Supervision inside the Village Center begins at 7:40 a.m. Students who arrive between 7:40 and 8:00 a.m. should come directly into school through the front entrance. Children should not arrive at Summit before 7:40 a.m. as no supervision is provided before this time. The playground opens at 8:00 a.m. and breakfast is served from 8:10 – 8:40 a.m.

2. The first bell rings at 8:45 a.m. At this time, students should go to their designated house door. Students will be met at the door by one of the teachers to ensure a safe and orderly entry into the building and education houses. During inclement weather, all students will be admitted into the Village Center upon arrival at school.

3. All students should adhere to instructions given by adults assisting with the arrival and departure of students, crosswalk procedures and paying attention to stop signs. Students should enter the school playgrounds by way of the community pathway along the west side of the school or by walking along the sidewalk adjacent to the parent drop-off circle. Once children enter school grounds, they are not to leave without checking out at the office. Students must obtain permission to come into the office from the playground supervisor. Leaving school grounds without permission is truancy.

4. Supervision ends at 4:00 p.m. Parents may be billed for childcare and/or the authorities may be called for children who are not picked up from school after 4:00 p.m.

SCHOOL-HOME COMPACT
At Summit, we believe everyone plays a key role in ensuring each and every child experiences school to his/her fullest potential. To that end, we have created a School-Home Compact that outlines our partnership agreement between the school principal, teachers, parents/guardians and the children.

As the PRINCIPAL I will:
- Provide a school where all feel welcome and proud to be part of the community.
- Hire the most capable employees to ensure the safety and success of your child.
- Seek first to understand your concerns and suggestions and maintain an “open door” policy.
- Maintain only the highest of expectations for students and staff.
- Be fair and consistent with all children, and demonstrate a respect for cultural diversity.
- Put students first in all of our decisions.
- Provide an environment that is safe, civil and conducive to learning where Think Win-Win is modeled and promoted.
- Be Proactive by enforcing school-wide practices and procedures.
- Show respect for each staff member, student, family and the community.

As the TEACHER I will:
- Begin with the End in Mind by providing high-quality instruction in a safe and organized environment that is conducive to learning.
● Believe every student can learn and grow to his/her full potential.
● Show respect for each child and his/her family.
● Maintain and initiate open lines of communication with students and parents, including parent-teacher conferences, student-led conferences and frequent reports on student progress.
● **Synergize** by involving parents in their child’s learning and school activities, by joining the PTA and by participating in at least two school-sponsored family activities.
● Come to class prepared to teach, demonstrating professional behavior and a positive attitude.
● **Be Proactive** by enforcing and monitoring school-wide practices and procedures.

As the **PARENT/GUARDIAN**, I will:
● Show respect for my child’s teacher, substitute teachers, and staff members.
● See that my child attends school regularly and arrives on time.
● See that my child gets adequate sleep and receives a nutritious breakfast prior to the start of each school day.
● See that my child comes to school prepared with completed homework, proper supplies, and lunch arrangements.
● Provide a safe and non-threatening home environment that encourages my child to learn and to **Put First Things First**.
● Check with my child about homework and school on a daily basis.
● Encourage my child to read at home, neatly complete all assignments, and do his/her personal best.
● Be an active listener and communicate with my child and his/her teacher.
● Attend all student-led parent-student conferences during the school year.
● Become involved in my school and participate in school-sponsored activities.
● **Be Proactive** by supporting The Habits of Highly Effective People classroom rules, and school-wide expectations and procedures.

As a **STUDENT**, I will:
● Do my best work (both class work and homework) and show my best behavior.
● Demonstrate and practice the Habits of Highly Effective People.
● **Think Win-Win** by showing respect to my teachers, substitutes and staff, my classmates, my family, my friends and myself.
● **Arrive on time, prepared, with a positive attitude and willingness to learn and participate.**
● **Find My Voice** by believing I can and will learn and that I am a leader.
● **Be Proactive** by following the Habits of Highly Effective People and obeying classroom, school and bus rules and procedures.

**SCHOOL HOURS**
● 8:45 a.m. – First Bell Rings for Students
● 8:50 a.m. – Tardy Bell Rings
● 3:30 p.m. – School Dismissal

**Supervision at Summit** begins at 7:40 a.m. The office will open at 7:40 a.m. and all school doors will remain locked until this time. Parents are welcome to drop their children off at 7:40 a.m. so they can
arrive at work by 8:00 a.m. Please do not drop children off earlier in the morning. There is no one in the office nor is supervision staff on duty and we simply cannot guarantee a child’s safety. The authorities will be called for students who consistently arrive before 7:40 a.m.

Summit’s instructional school day is from 8:45 a.m. – 3:30 p.m. daily. The tardy bell will sound each day at 8:50 a.m. **Students should be in their classrooms before the tardy bell rings at 8:50 a.m.** For student safety, all exterior doors other than the main entrance will be locked at 8:50 a.m.

**Supervision at Summit** ends at 4:00 p.m. The authorities will be called for students who are consistently not picked up from school by 4:00 p.m. We strive to provide supervision for children to accommodate parents’ work schedules. That said; please make arrangements to ensure your child/ren are at Summit during the hours of 7:40 a.m. – 4:00 p.m. only.

**SCHOOL IMPROVEMENT**
Summit's School Improvement Goals for 2019-2024 are:

1. Summit Elementary will meet or exceed school level performance expectations as defined by the Wyoming School Accountability Model.
2. By May of 2024, students in grades K-5 will meet or exceed school level performance expectations in READING as measured by the grade-level WY-TOPP.
3. By May of 2024, students in grades K-5 will meet or exceed school level performance expectations in MATH as measured by the grade-level WY-TOPP.
4. By May of 2024, Summit Elementary School will provide a safe and healthy learning environment that emphasizes leadership.

**SCHOOL PICTURES**
Individual packet pictures are taken of students each fall and spring. The purchase of the picture packets is completely voluntary. Every student has his/her picture taken whether or not a family intends to purchase the pictures so that the child’s picture will appear in the school yearbook. A school yearbook is offered for sale in the spring.

**SEXUAL HARASSMENT / SEXTING**
Students are encouraged to report any allegation of sexual harassment to their teacher and/or principal. Sexual harassment is defined as any type of unwelcome personal attention which is coercive or offensive to another person including, but not limited to, unwelcome touching, patting, pinching, sexually offensive language or pictures; derogatory or sexually based humor, disparaging remarks of a person about his/her gender; suggestive references about a person's appearance; or unwanted notes, calls, messages by cell phone, computer or other electronic means. Please refer to the NCSD Student Discipline Natrona County School District Student/Parent Handbook.

**SNACKS**
We understand children are often hungry and need to be ‘refueled’ during the school day; therefore, students may bring something from home if they would like to snack between meals. In accordance with the District’s Wellness Policy, snacks should be of high nutritional value – no candy, food containing high sugar content and/or pop. Spill-proof water bottles are allowed and must contain
water. Your child’s teacher(s) will communicate the team’s snack policy. Some students at Summit have severe peanut allergies, and team policies may reflect a need for additional care with regard to the kinds of snacks permitted.

**SPIRIT DAY**
Every Friday we celebrate Summit Spirit Day! Join us by wearing the school colors: blue, green and gold, or your Summit t-shirt. Go bison!

**SPORTS PROGRAM**
Summit Elementary participates in the after-school sports program. Fourth and fifth grade boys and girls will have the opportunity to participate in the C.A.S.P.E.R. (Casper After School Program for Educational Recreation). This program is designed to provide an opportunity for children to practice with a team from their own school and participate with teams from other schools under adult supervision and coaching. Registration takes place in late September and registration brochures with information and the schedule are available in the school office. You may also call Brad Raney of the Casper Recreation Center at 235-8393 for more information.

Practice is held in the wellness area of the Village Center before and/or after school. To ensure the safety of children and to maximize skill building, **only those students who are participating in the sport are permitted in this area** during practice sessions. Volleyball and basketball seasons are divided into seasons for girls and for boys, each lasting about six weeks. While VB and BB practices are held in the Summit Village Center, VB and BB games and tournaments are played at the Boys and Girls Club. All students are expected to conduct themselves in accordance with our Habits and to use their leadership skills during practices and games.

*We ask adult spectators also practice the Habits and conduct themselves in a manner that models leadership for our young athletes.* It’s important to remember that young eyes are watching and tender spirits of young athletes can be shattered with just a few harsh words. Also, many of our referees are young and inexperienced and they will make mistakes. It’s important to remember the objective of the program is to provide students with the opportunity to learn team cooperation, the love of physical activity, leadership skills, sportsmanship and the fundamentals of the games. Winning is good, playing like a team and having fun is better! Participating students must maintain a "C" average in order to be eligible. **To ensure the safety and security of our children, and to maximize the playing opportunity for our athletes, student spectators at sports events must be accompanied by a parent/guardian.** Please refer to the Natrona County School District Student/Parent Handbook.

**TELEPHONES**
Telephones are located in each classroom. Students who wish to use the telephone must gain permission from the classroom teacher and/or adult in charge. Telephones are also available in the office and may be used with permission. Students may use the telephone only when an urgent need exists, and they are not permitted to use the telephone to make after-school social arrangements after school. Cell phones are permitted; however, they must be turned off and stored in a backpack during the school day.

**TESTING**
The *Bison Brief* and weekly classroom newsletters will announce testing periods. To get an accurate snapshot of student achievement it is recommended to avoid having students out of school during these times. Students achieve higher scores when they take the test with their own classmates.

THURSDAY FOLDERS
Each week on Thursday students will be arriving home with their *Thursday Folder,* which contains school-to-home communication. Please let your children know you value and expect to review the contents of this folder each week. The folder will contain information regarding classroom activities, L.A.M.P. news, student achievement information, etc. Please review your child's work, remove the contents of the folder, sign the space in the folder and return it to school with your child on Friday. If children lose their folder, a new one can be obtained from their teacher.

TITLE IX - EQUAL OPPORTUNITY
The Natrona County School District is committed to the concept of equal opportunity for all people regardless of race, color, creed, national origin, political affiliation, sex, or religious belief. The policy of the District is to provide equal opportunities to all students for participation in all of the educational programs under the direction of the school system, including extracurricular activities. A person who feels they have an alleged Title IX grievance may contact the principal.

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 participating.

VISITS TO SCHOOL AND CLASSROOMS
Parents and families are always welcome at our school and encouraged to visit between 9:00 a.m. and 3:00 p.m.. Per district policy, *all visitors must sign in at the office and wear a visitor's badge while in the building.* Any visitor in the building without a visitor's badge will be redirected to the office. These procedures are in place to ensure the safety of all students and your cooperation with our policy of identifying yourself as a visitor in the building is greatly appreciated.

Teachers have many responsibilities at the start and closing of each school day. Teachers are always willing to meet with you if you have a question, concern or would like to schedule a conference. *Teachers are not able to meet with you if you appear at your child's classroom for an impromptu visit or conference. These interruptions interfere with the instructional day and can pose a risk to students.* Please send a note, email a message or call the school to schedule an appointment. *Please check with the teacher prior to a visit* because the class may be involved in a special project or in a different location within the school. It is recommended visits be for no more than one hour or one class period, and you visit several times rather than in one large block of time.

When visiting classrooms, please remember children may not always be displaying their very best behaviors. We ask that you assume the positive by thinking *win/win* and *seeking first to understand* if you happen upon an occasional ‘off moment’ for a child. *Please allow teachers to contact parents about student concerns.* When picking up students at the end of the day, parents are asked to wait in the Village Center toward the main entrance until the bell rings. Please understand these requests
are for our students’ safety and instructional well-being. We greatly appreciate your willingness to adhere to these policies and procedures.

Visits by relatives, particularly young children, are encouraged on special occasions only (lunch, class parties, school performances, etc.) and must be cleared through the office. Prior to your visit, please make the appropriate arrangements with your child’s teacher. **To protect your children**, parents and visitors, **must** report to the school office to sign in and receive a visitor’s badge before entering the classroom and hallways, or picking up students for appointments during the school day.

**WEAPONS IN SCHOOL**
The possession or use of any such weapon requires the principal to initiate proceedings for the suspension with the possibility of expulsion of the student involved immediately. For more information, please refer to the *Natrona County School District Student/Parent Handbook*.

**WALKERS**
Walkers are defined as children who live within walking distance of the school, and are not riding in a car or bus to and from school. Children who walk may cross streets as they travel to and from school. We ask that you talk with your child(ren) about the importance of obeying traffic laws and using safe routes. Traffic safety, bicycle safety, pedestrian safety and expectations for arrival and departure times are great topics for discussion.
### Summit Elementary Leadership Matrix

“Doing the right thing even when no one is watching.”

<table>
<thead>
<tr>
<th>Habit 1</th>
<th>Habit 2</th>
<th>Habit 3</th>
<th>Habit 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be proactive</td>
<td>Begin with the end in mind</td>
<td>Put first things first</td>
<td>Think win-win</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Expectations</th>
<th>Expectations</th>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunchroom</td>
<td>Use polite manners.</td>
<td>Clean table and floor.</td>
<td>Pick up trash.</td>
</tr>
<tr>
<td></td>
<td>Students on pockets.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Playground</td>
<td>Use equipment safely.</td>
<td>Be responsible and follow the rules.</td>
<td>Follow directions from</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>playground teachers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>the first time given</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Keep the playground clean.</td>
</tr>
<tr>
<td>Transitions</td>
<td>Keep hands and feet to self.</td>
<td>Go directly to where you need to be.</td>
<td>Join the end of the line.</td>
</tr>
<tr>
<td></td>
<td>Voices off.</td>
<td></td>
<td>Leave your area neat and tidy</td>
</tr>
<tr>
<td></td>
<td>Walking feet.</td>
<td></td>
<td>Respect the learning of others</td>
</tr>
<tr>
<td>Common Areas</td>
<td>Keep hands and feet to self.</td>
<td>Be where you need to be.</td>
<td>Leave your area neat and tidy</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Respect the learning of others</td>
</tr>
<tr>
<td>Assemblies and Guest Speakers</td>
<td>Enter with walking feet</td>
<td>Hold questions and comments until the appropriate time.</td>
<td>Sit on your pockets.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Use audience manners.</td>
</tr>
<tr>
<td>School Bus and Field Trips</td>
<td>Stay with the adult or supervisor.</td>
<td>Follow directions. Respect the bus driver and follow bus rules.</td>
<td>Use audience manners. Say please, thank you, and excuse me. Leave the site as you found it, or better.</td>
</tr>
<tr>
<td>Restroom</td>
<td>Use restroom for appropriate reasons.</td>
<td>Return promptly to class.</td>
<td>Flush the toilet after use, then wash your hands. Leave the area clean. Give others privacy, knock to see if you can enter.</td>
</tr>
</tbody>
</table>
Technology
Make responsible choices.
Be respectful with the technology.
Know and complete your assigned task.
Use your time well so others can have a turn.
Leave the technology ready for the next person.
Log out when you are finished.
Follow the Digital Citizen document.

I am a Leader

Chorus

We are all leaders at our 7 Habit School
We always do our best, in everything we do
We carry our own future and teachers show they care
Everyone here loves to learn, and friendship fills the air
Yes, we are all leaders and friendship fills the air.

Verse 1

Everyone is special here, we’re one of a kind
We put first things first, and re-do things all the time
We synergize, work and play together as a team
Begin with the end in mind to reach our goals and dreams.

Verse 2

Kindness is important, we feel safe at our school
We believe that we should live by the Golden Rule
We always wear a smile, because it makes us feel so good
We seek first to understand and then be understood.

Verse 3
Everyone is given the opportunity
To be proactive in our community
We think win-win, and everyone takes part
We find our voice, make smart choices, listen to our hearts.