



**School Year 2023-2024**

# **Elementary Parent/Student Handbook**

**Laramie Montessori School**  
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Albany County School District One  
1948 Grand Ave.  
Laramie, WY 82070

Dr. John Goldhardt, Superintendent

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## Section 1

# Laramie Montessori School

Laramie Montessori Charter School is a charter school within Albany County School District #1. A charter school is a public school that operates largely independent of the District's administrative structure, although it receives state funds and must follow state and federal law for public schools. Since LMCS is a public school, it is tuition free for all students in Albany County, and it has no religious or political orientation. LMCS is part of the District, and operates with ACSD#1 oversight, but it uses a different curriculum, has a separate budget, and has an independent governance system. LMCS's operating guidelines are laid out in Wyoming's Charter School Act (Wyoming Statutes 21-3-301 through 21-3-401), and in the five-year charter contract signed with the District. A copy of the charter contract and bylaws are available for review in the LMCS main office or online at [www.laramiemontessori.org](http://www.laramiemontessori.org).

## HISTORY

The Laramie Montessori Charter School is Wyoming's first Montessori charter school and third charter school in the state. In January 2008, a few parents wanted something different for their children. These parents created the non-profit group, Laramie Montessori Elementary School Steering Committee, to begin the process of bringing elementary Montessori to Laramie. With support from the Albany County Resource Center, the Wyoming Community Foundation, assistance from the Wyoming Department of Education and several Montessori schools in Colorado, this pioneering group of parents took the first steps toward opening Laramie Montessori School.

In September 2008, the Laramie Montessori Community Organization, a non-profit group, was created with the purpose of obtaining funding and approval for a Montessori charter school in Laramie.

In May 2011, all the pieces fell into place and the charter application was approved by the Albany County School District #1 Board of Trustees. The Montessori school was also awarded two grants: a Charter School grant and a Daniel's Fund grant to help with the start-up costs. A lease was acquired for space in the Lincoln Community Center at 365 W. Grand Ave.

On August 25, 2011, after extensive renovations of the historic Lincoln Community Center, the Laramie Montessori Charter School opened under the direction of a non-profit board and Christina Allen, School Director.

On February 10, 2016, the Albany County School District #1 Board of Trustees approved a second charter contract.

In February of 2021, the Albany County School District #1 Board of Trustees approved a third charter contract, marking the completion of 10 years serving the Laramie Community.

## **MISSION**

Our mission is to support the development of the whole child through a stimulating prepared environment that honors the child's intrinsic motivation to learn and supports each individual's unique intellectual, physical and emotional development.

## **BELIEFS**

The Montessori Method is based on the belief that children are born with an intrinsic desire to learn and to improve themselves, and that the responsibility of the adults who care for them is to protect and propel that desire. Our responsibility is to assist the child build within him or herself the foundations for a lifetime of creative learning.

The activities and environments provided at Laramie Montessori Charter School support the childrens' thirst for learning, engage their abiding curiosity about their surroundings, and develop their ability to learn and live independently.

Our goal for each child is to develop his or her ability to solve problems using an organized approach, to use freedom wisely, to respect him/herself, to respect others, and to take joy in learning.

## **GOALS**

- To encourage self-directed learning, self-esteem, academic achievement, artistic expression, group collaboration and respect by upholding Montessori principles in a thoughtfully prepared and non-competitive environment.
- To conduct assessments that authentically demonstrate each student's intellectual, emotional, social and physical development.
- To develop healthy life habits that foster care of the self and care of the environment through meals, physical movement and a quality school facility and surrounding natural environment.
- To build a community centered around nurturing children and their families through parent education, parent involvement, school events and service to the larger Laramie community.

Note: This document is a combination of LMCS and ASCD #1 Documents. LMCS uses the term “director” for our head of school; ASCD #1 uses the term “principal.” Both terms are used interchangeably in this document depending on the origination of the information but refer to the same person.

# LARAMIE MONTESSORI CHARTER SCHOOL CONTACT LIST

## **ADMINISTRATIVE STAFF**

Jeff Verosky, Director / Principal	jverosky@acsd1.org
Christina Clar, Administrative Assistant	cclar@acsd1.org
Norman Frost, Business Manager	nfrost@acsd1.org

## **INSTRUCTIONAL STAFF**

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Katie Uhl, Fine and Performing Arts	kuhl@acsd1.org
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Sara Saulcey, ELL & Title I	ssaulcey@acsd1.org
Bethany Wheeler, LE Assistant	bwheeler@acsd1.org
Grace Long, LE Assistant	glong@acsd1.org
Jacy Garcia, Primary Assistant	jgarcia@acsd1.org
Amanda Barnes, Resource Paraprofessional	abarnes@acsd1.org
Lindsey Salisbury, Counselor	lsalisbury@acsd1.org

## **BOARD OF TRUSTEES**

Emily Vercoe, Board President	emilyvercoelmcs@gmail.com
Carter Parks, Vice-President	carterparkslmcs@gmail.com
Rich Miles, Secretary	richmieslmcs@gmail.com
Megan Hawken, Treasurer	meganhawkenlmcs@gmail.com
Shawn Bunning, Member	shawnb@uwyo.edu
Amy Roberts, Member	aroberts@uwyo.edu

# **ADMISSION**

## **AGE CRITERIA/HEALTH/SCHOOL RECORDS**

As required by Wyoming state law, a Kindergartner must be 5 years old on or before August 1<sup>st</sup> of that school year. If your child's birthdate falls between August 2<sup>nd</sup> and September 15 of that school year, then you may request a Kindergarten Assessment. If a 5 year old passes the Kindergarten Assessment, then they can enter Kindergarten of that year. A 1st grader must be 6 years old on or before August 1st of that school year. A child who has completed a full year of kindergarten the preceding year in the public schools of another district may qualify for enrollment in grade one on a probationary basis, regardless of age.

A birth certificate or other legal documentary evidence of birth is required for enrollment and proof of immunizations or exemption as required under Wyoming state law. Records from previous schools will be requested.

Papers transferring guardianship are required for any child living with someone other than biological or adoptive parents. Custody agreements are also required for the student's permanent record.

## **ENROLLMENT PROCEDURES**

We ask that parent(s) interested in sending their child(ren) to Laramie Montessori Charter School visit the school and classrooms for a tour and observation. These are made at the convenience of the parent; however, the best times for an observation are between the hours of 9:00 AM and 11:00 AM. The best times for a tour are between 3:30 PM and 5:30 PM. Please call at least two days before and schedule a time with the office.

Interested parent(s) may receive and turn in a completed Registration Form. The School will then contact the parent(s) to let them know if there will be a place for their child based upon grade level. If space is not available, the child can be placed on a waiting list. In the event of a lottery, the Registration forms will follow the procedures outlined below.

Prior to the start date, the parent will receive all necessary forms for enrollment in the Enrollment Packet. These forms must be turned into the school office prior to starting school.

## **LOTTERY**

Should the demand for space at a specific grade level exceed school capacity, a lottery will be used to enroll students and compile a waiting list. A Registration Form should be submitted for each student being considered for an opening within the school. The lottery drawing will occur on a date that will be comparable with the ACSD#1 Lottery. If your child's name is drawn, you will have 7 days to decide whether to enroll your child. If LMCS does not receive written or verbal confirmation within 7 days, your child's spot will be forfeited to the next child on the waiting list. Some preference is given to siblings of previously enrolled students, but admission is dependent on openings available. A waiting list will be maintained through the school year and openings will be filled from the waiting list. LMCS will admit students of any race, color, national or ethnic origin. All students eligible to attend school in ACSD#1 who are in the grades served by LMCS, will be eligible to apply to attend LMCS.



# ATTENDANCE

## ATTENDANCE POLICY

### REGULAR ATTENDANCE IS CRITICAL TO RECEIVING A QUALITY EDUCATION

For good educational reasons and because it is the law, students must attend school every day that classes are in session unless excused for justifiable reasons. Therefore, students will be required to be regular and punctual in school attendance. They will be excused for personal illness, death in the family or other reasons the director considers justified.

An **unexcused absence** means an absence other than illness or death in the family that the director does not consider justified, even though the parent, guardian or other person having control of the child may have tendered an excuse.

### ABSENCES

If a student is absent or tardy, a call is required to the **school's office** on the day of the absence. A written note or a telephone call from home at the time of absence stating the nature of the absence may excuse the absence. If we do not receive the written note or telephone call by 3:00 PM stating the reason for the absence asking for the absence to be excused, the absence will be recorded as unexcused unless there are extenuating circumstances. When five (5) unexcused absences have been recorded for any student during any school year, the matter may be referred to the School Resource Officer.

**Please notify the office** if your child is sick or will be absent. The office will notify the teacher(s) of your child's absence.

Laramie Montessori Charter School requires a health care provider's note to excuse three or more consecutive absences that are not pre-arranged.

### TARDIES

All students coming to school 5 minutes after school has started will be considered tardy and must report to the office with an explanation before going to class. Every tardy may be excused by a written note or telephone call from home or personal visit from parent stating the nature of the tardy. If we do not receive a written note or telephone call stating the reason for the tardy, the tardy will be recorded as unexcused.

If a student is not in attendance before 9:30am, the student will be marked absent for a half day. If a student comes before 9:30 am, the student will be counted as tardy. **A tardy student must report to the office before going to class.**

In the afternoon, if a child leaves before 2:00 p.m., that child will be marked absent for a half day. After 2:00 p.m., the absence is an early dismissal and not counted as an absence.

At Laramie Montessori Charter School, the Administrative Assistant will phone parents of absent students by 9:00 a.m. if possible. Please try to call or email notification of your child's absence to the office before then. **Tardies** will be considered a form of absence. Five tardies are considered one day absent.

### **HABITUALLY TRUANT**

As defined by law, a habitual truant is any child with five (5) or more unexcused absences in any one school year. It is the duty of the Director and those persons who serve as its attendance officers to investigate and initiate legal proceedings against parents and guardians whose children are habitual truants under the legal definition, Wyoming Statute 21-4-101.

Unexcused absences or unexcused tardies may be referred to the School Resource Officer.

If a student accumulates ten (10) excused absence within any year, verification of further excused absences may be required, i.e., health care provider's excuse or permission from the principal. Students without verification for further absences may be referred to the School Resource Officer.

After ten (10) consecutive days of absences, a student will be dropped from the attendance per state statute. The student will need to re-enroll. Exceptions will be made in the event of a prolonged illness when homebound instruction is provided by the school district, Wyoming Statute 21-4-402 and a few other cases.

### **ACCELERATED PROMOTION**

District policy states: "In general, the District shall promote pupils only at the end of the school year." This policy also delineates social, emotional, mental and physical maturation criteria for considering retention decisions. These same criteria categories are to be considered for accelerated promotion requests. For further details information, please see the school director.

### **ARRIVAL AND DEPARTURE TIME**

Children should not arrive at school more than 30 minutes before school starts unless requested to do so by the teacher or the principal or scheduled to for the Early Drop-Off Program that begins at 7:30 a.m. At the end of the school day, all children who walk home from school are expected to leave the school grounds immediately. If a child needs to wait for a ride other than on a school bus, s/he should wait quietly in the designated area. There is no supervision for children who remain after school is dismissed, unless enrolled in the LMCS After-school Program.

### **RELEASE FROM SCHOOL**

A child shall not be released from the school premises at any other than regular dismissal time unless a parent or guardian or their designated personally picks him/her up, and unless approval of the director or his/her designee has been given. At no time, shall a child be allowed to leave unless accompanied by a school-approved adult.

## **WITHDRAWAL FROM SCHOOL**

The only time a final report card is given is if the child is enrolled on the last day of the grading period. Your child's "new" school will request records directly from us. We will send the records to them after you fill out a Release of Records form from them authorizing us to release your child's records to the new school, and we have received it. We cannot send your child's records to anyone without written authorization from you. Please let us know as soon as possible if you will be moving or transferring your child to a different school in the district.

## **BICYCLES/ ROLLERBLADES/SKATEBOARDS**

With parental permission, children may ride bicycles to and from school. Students riding bicycles to school are expected to know and obey all traffic rules and regulations. Bicycles are not to be ridden on school property. Bicycles ridden to school are to be parked in the racks provided. To prevent theft, students should lock their bicycles and have them licensed with the City of Laramie. This can be done at any bicycle shop. ACSD#1 and Laramie Montessori Charter School assume no responsibility for the theft of or damage to bicycles brought to school. Students should not play on or near the bicycle racks unless they are parking or removing their own bicycles at the beginning or at the end of a school day.

Rollerblades and skateboards are not to be ridden on school property.

## **BOOKS AND SCHOOL SUPPLIES**

Textbooks, library books and Montessori materials are provided to students at no charge; however, if there is damage beyond normal wear, or if a book is lost, replacement costs will be assessed. LMCS will purchase supplies, such as paper, pencils, notebooks and gym equipment, with donations by parents of students and community organizations.

## **CHANGES TO THE PARENT / STUDENT HANDBOOK**

On occasion, school experiences may result in policy changes to this Handbook. If our policies are adjusted, we will notify parents in writing of the new policy. We ask that you bring any errors in this Handbook to our attention.

At times during the school year we may include certain sections of this Handbook in your child's send-home papers. Unless otherwise contacted by school officials, this is for your information only or because we have had questions about a specific policy from multiple sources.

## **DRESS CODE AND APPEARANCE**

Children should be dressed neatly, cleanly and appropriately for the weather and for learning. Hats, t-shirts and sweatshirts with messages or pictures of drugs or alcohol, rude or unacceptable behavior or language or offensive appearance are not allowed. Schools may expect both boys and girls to remove hats inside the school. Appropriateness of dress and appearance will be determined by the school's director. Hats are to be worn outside the school, not in the building.

# **ELECTRONIC DEVICES**

## **USE OF SCHOOL ELECTRONICS**

All Chromebooks must be used and put away in the proper fashion. Students must treat the laptops with respect and with care. Students are not allowed to access or try to access inappropriate materials or subject matters with the school electronic devices. Failure to treat the laptops with care or attempting to access inappropriate materials or subject matters can cause the student to lose the privilege of using the laptops and depending on circumstances may be suspended from school. The Director may assign a consequence or restitution based on the circumstances.

## **PERSONAL ELECTRONICS**

Students cannot have cell phones or electronic devices during school hours without permission from the director. If parents need their older student to have a phone it must be checked into the office immediately when students arrive at school. We strongly suggest that students leave all unnecessary or recreational electronic devices at home. Laramie Montessori Charter School will confiscate any electronic devices that prove to be a distraction to the student or to the class around them. Laramie Montessori Charter School is not responsible for lost or stolen personal electronic items

## **INSIDE/OUTSIDE SHOES**

We request that your child have a dedicated pair of shoes for inside the classroom. These can be slippers, sandals, or normal shoes. With this we also request that your child have outside shoes appropriate for the weather. If we start any special athletics programs that require tennis shoes every day, then we will be sure to inform you.

## **LOST OR STOLEN ITEMS**

Laramie Montessori School and its staff are not responsible for items lost on school grounds or at school functions not on school grounds. We do maintain a Lost and Found, and if you or your student has lost an item please call or come into the office to see if it was recovered.

We encourage students to not bring articles of value that can be lost or stolen such as jewelry or small electronic items. If students need to bring in lunch money, they can bring it to the office where we will present them with a receipt and make sure the lunch personnel receive it.

## **LUNCH & BREAKFAST PROGRAM**

Lunch is an important time of day, and we pay attention to how it is conducted. Our school offers lunch and breakfast through ACSD#1. We ask all parents to fill out the reduced/free lunch form at the beginning of the year for Title 1 funding purposes for our school whether you will use or qualify for the Free or Reduced option or not. If you do pack your lunch for your child then we encourage a well-balanced lunch with proteins, vegetables, fruit, and whole grains with milk, juice, or water to drink.

School lunch calendars are found on [www.acsd1.org](http://www.acsd1.org) under the parent portal, school lunch program. They are also available on [www.laramiemontessori.org](http://www.laramiemontessori.org) on the school lunch page. Payment for school lunch is explained at [www.laramiemontessori.org](http://www.laramiemontessori.org) on the hot lunch page found below the school lunch calendar. If you have any questions, please call our office at 307-742-9964.

If your student requires a medical substitution or elimination from the school lunches, your doctor will need to complete the form from Food Service providing a medical need. Laramie Montessori Charter School cannot substitute or eliminate any part of the provided lunches. All religious requests are honored. Vegetarian alternatives are available by request. Vegan preferences are not available.

## **PARTIES/GIFT EXCHANGES**

Class parties may be permitted as a part of observing special seasonal events, not religious events. Students are permitted to bring birthday treats to share during the school day. Because these are items that will be shared with the entire class, please contact your student's teacher for guidelines on what to bring. This is important because there might be food allergies or dietary requirements in your student's classroom. Presents are not allowed to be distributed at school, unless they are for the entire classroom and permission of the teacher and the director have been obtained.

Birthday parties are not allowed at school. This includes student-sponsored or parent-sponsored surprise parties. Students may not distribute birthday invitations at school unless it is a party to which the entire class is invited.

## **PERSONAL PROPERTY**

All personal property should have the name of the owner written on it. This is especially important for student clothing. It is also recommended that students not bring valuable items that may be lost or damaged at the school.

Items that distract or disturb the learning process are not to be brought to class. Such items include: cell phones, gaming or entertainment devices, toys or any other personal items that may be a disruption to learning. If a student needs to use a phone during the school day, he/she must get permission from the school office.

Teachers may confiscate any nuisance items; these items will generally be returned to the student at the end of the day but can also be held for parents to pick up depending on the nature of the item. Students are advised to not have personal items of any value where others have easy access to them.

Please see our section on Lost and Stolen Items and Electronic Items.

## **RECESS**

Laramie Montessori Charter School believes strongly in outdoor experiences for children, staff and families. To this end, daily recess and outside time is an important part of every school day. Students who come early to school in the morning can choose to a morning play time/recess outside. The other daily recess time is after lunch, from approximately 11:45-12:20. We go outside as long as it is above zero degrees Fahrenheit. We also take into consideration the wind chill. If students get cold, they have the option to come into the hallway by the kitchen to warm up. Please make sure that your student has the weather gear appropriate for winter temperatures. We advise that all hats, gloves and coats have their name clearly written on each clothing item.

Montessori philosophy and curriculum emphasizes the importance of outside time for children. Students at Laramie Montessori Charter School will only be permitted to stay inside and skip recess with either a note from a doctor or medical professional, a note from a parent requesting it, or the request of a teacher in order to complete a classroom work.

## **REPORTING OF STUDENT PROGRESS**

### **REPORTING TO PARENTS**

Montessori is unique in that children do not get regular homework assignments or grades. This can make it difficult to know your child's progress in the classroom. Laramie Montessori does report on children's progress by utilizing Albany County School District # 1 system of two progress reports and two report cards. A first semester report card will come to you around January 20<sup>th</sup> and the second semester report card will come June 6<sup>th</sup>. Progress reports for the first and third quarters of the school year are given to parents during parent-teacher conferences. Report cards for the second semester of the school year, which is also the last report card of the year, will be mailed to each family's address after the end of the school year.

Parent-teacher conferences are scheduled at the end of the first and third reporting period of the school year to discuss student progress. More conferences are always encouraged to talk about your child's progress. These can be scheduled through your child's teacher or through the administrative assistant in the office. In addition, teachers may contact parents as needed throughout the year. Mid-term grade notices may also be used to inform parents of student performance.

Teachers will be available for conferences thirty minutes prior to start time and thirty minutes after dismissal time each day. Please arrange for conferences at least two days prior to the desired time in order that the teacher may properly arrange his/her schedule.

Parents having questions about information on the report card or progress report are encouraged to contact their child's teacher(s).

## **SCHOOL PHONE**

The phones in the schools are for school business. Student usage must be limited to only calls that cannot wait until the student returns home. Permission to use the office phones must be received from the office before students can call.

## SNACK

Laramie Montessori Charter School believes that snack is an important part of the school day. Every classroom offers morning snack for their students. Therefore, we ask that parents help us provide snack by donating snack to either the individual classrooms or to the communal Snack Pantry for Pre-K-6th grade.

If your child has a food allergy or food restrictions, please make sure both the office and the classroom teacher know. You may be asked to provide individual snacks for your child for snack if food restrictions will cause them to miss snack on a regular basis. If your student has food allergies, then the classroom will restrict that food item based on the severity of the allergy and parent's wishes.

LMCS will provide different snacks to the snack pantry throughout the year and ACSD #1 provides fresh fruit once a week. We ask parents to contribute to the Snack Pantry to defray some of the costs and so our students can have more variety than we are able to provide on a regular basis. We try to keep low sugar, healthy snack for our students. If you have any questions about what to bring for snack, please speak to the classroom teacher or the office.

### Items to donate to the Snack Pantry:

- Crackers
- Dried fruit
- Granola bars
- Granola
- Trail mix
- Bread
- Cheese
- Cheese sticks
- Carrots
- Celery
- Pretzels
- Popped popcorn (not microwavable kind)
- Yogurt cups
- Fruit cups (no sugar added)
- Applesauce (no sugar added)

### Please stay away from:

- Cakes
- Cookies
- Chips
- Go-gurts
- Tree Nuts (peanuts, cashews, etc.)
- Any high-sugar item

## **STRAY ANIMALS**

Any stray animal found on the school grounds during school hours will be reported to Animal Control, 307-721-5385.

## **STUDENT VISITORS**

Students who are not enrolled in Laramie Montessori Charter School will not be allowed to visit classrooms during school hours, unless the Director makes an exception.

## **VIDEO TAPING**

As part of the effort to improve instruction, Albany County School District teachers and student teachers frequently video tape lessons with students. Permission for pictures and videotaping is part of the School Permission Slip found in the Enrollment Packet. Please contact the school director if you have any concerns with your child being video-taped for instructional purposes.

### **Section 2**

## **SAFETY**

### **SUPERVISION**

Each school provides for the supervision of students immediately before school, during all recesses, and immediately after school. Personnel within the building have been trained in first aid procedures and can respond to the needs of injured students. Parents will be contacted if their child is injured or gets sick while at school.

Fire, lock down, and other drills are held monthly to enable students to practice responding to emergency situations, and instruction is provided on safety procedures in case of emergencies.

Crisis intervention plans have been developed at the building and district levels to cover natural disasters and other emergencies.

### **SECURITY VESTIBULES AND SECURE ENTRY PROCEDURES**

ACSD#1 schools adhere to a single-entry system where visitors to the school must enter school via one secure entrance. Visitors are then required to enter the school office to sign in and may be required to gain a visitor pass to attend to a specific function or activity in the building. The school buildings are secured always for the safety of our students and personnel.

## **VISITORS**

For the safety of our students and school personnel, **ALL visitors** to Laramie Montessori Charter School are required to check in at the school's office before proceeding to any other areas.

Visitors may also be asked to sign in and/or out at the school's office. Visitors may be required to wear an identification badge while in the school.



We recognize that the children often model their behavior on the actions they have observed in adults, and as such we expect the utmost in grace and courtesy from adults on campus. All community members, children and adults should be treated respectfully and in a way that reflect the peaceful environment of our school.

## **LOADING AND PARKING AREAS**

The parent loading and unloading area is the curb along 4th street in front of the doors. The bus loading zone is on the curb on Sheridan Street. There is no parking, loading or unloading on the 3rd Street side of the building. Please be courteous of the limited parking that is found around the school. Please DO NOT park in the bus loading zone on Sheridan!

## **PEDESTRIAN SAFETY / STUDENT PICK UP AREAS**

Students are expected to use sidewalks and crossing intersections at marked crosswalks. Students are expected to follow the established pedestrian routing plan as they come to and leave from school.

Parents are asked to utilize the designated student pick-up/drop-off areas when dropping off or picking up their children.

## **INCLEMENT WEATHER / SCHOOL CLOSURE**

During inclement weather, pupils will be permitted to go to the designated, supervised area in the building upon arriving at school. Students may also be directed to and required to remain in a designated area at other times during severe weather conditions. The decision to allow students to come in the building at these times will be made by the principal or the principal's designee. Monitors and teachers will bring children inside during recesses when threatening weather appears. If the temperature with wind chill drops below 0 degrees, students will be kept inside.

Children are encouraged to dress warmly and to wear overshoes or boots. Clothing should be marked clearly on the inside of the item (for safety reasons) with the child's name or initials.

### **SCHOOL CLOSURE**

In the event of a serious storm, listen to our local radio stations for the announcement of school closure. The decision to close schools comes from the superintendent of Albany County School District One, in cooperation with contacts throughout the county. ACSD#1 also offers a text message service for school closures and emergencies. To sign up for this service please enter your correct mobile number into PowerSchool through the Parent Portal or call Laramie Montessori Charter School at 307-742-9964.

## **RULE OF THREE ON SCHOOL TRIPS**

This policy shall institute the “rule of three” in all LMCS staff-student interactions on school sponsored field trips, which specifies that there should always be at least three people present in any interaction, specifically, one employee and two or more children, or two LMCS staff (which may include one volunteer) and one child. The “rule of three” is intended to prevent the isolation

of one adult and one child, a situation that elevates the risk for inappropriate conduct and potential abuse.

LMCS staff shall know the whereabouts of students in their care at all times, utilizing face counts or head counts, attendance, roster lists and the “rule of three,” while maintaining at least minimum ratios.

When a one-on-one interaction between a child and an adult becomes necessary (as in the case of, but not limited to, an emergency, an injury, an illness, or a disciplinary situation), the “rule of three” can be satisfied by having that interaction occur, for its entire duration, in full view of at least one other adult and/or in a public area. If isolation is warranted, the staff member shall inform others that s/he is alone with one child, maintain visual lines of sight, and request that another staff member or members monitor the situation.

### Section 3

## HEALTH AND WELLNESS

### RELEVANT INFORMATION ABOUT HOME

Should a significant change occur in your home, please inform the school as soon as possible. Changes in home life are a common cause of stress and can disrupt your child's daily routine and academic well-being. To continually meet your child's needs, this information is critical for the teacher to know in the event that your child's behavior changes. All information is confidential between the school director and the child's teacher.

## CHILD FIND

### FOR PARENTS WHO...

- o Are concerned about their preschooler's development
- o Would like to know how to help their school age child succeed in school
- o Have questions whether their child has a disability
- o Know their child has a disability and are looking for appropriate educational services

### WHAT IS CHILD FIND?

The Individuals with Disabilities Education Act requires school districts to locate and evaluate children between the ages of birth and 21, who may have a disability. This process for locating and evaluating children with these issues is referred to as "Child Find."

## **SCHOOL AGE**

The Albany County School District One identifies children 5 through 21 who may have a suspected disability. A parent, staff member or outside person may refer a student at their local school by contacting the director or the Special Services office (307-721-4460)

## **HEALTH**

We make every effort to ensure a safe and healthy learning environment throughout the school. If we are concerned about your child's health, or if a child has a complaint about his/her own health, we will attempt to resolve that concern and contact you if necessary.

## **ACCIDENT OR INJURY**

When a student is injured at LMCS an injury report is filled out by whoever witnessed the injury or by who cared for the injury. Parents will be notified if the injury is serious enough to report it. If the student does not report the injury and no one witnesses it then parents cannot be notified nor can the injury be cared for.

In the event of a serious accident and/or injury, personnel at your school will attempt to contact you or your designated emergency contact person or people as soon as possible. If we believe your child needs immediate emergency care, we will call 911 for an ambulance to transport your child. We will act in the best interests of your child and consider the time factor in deciding to call 911 and waiting to hear from parents or emergency contacts. In the event we are unable to contact you or your emergency contact person, school personnel will accompany or follow your child to the hospital.

## **COUNSELING**

Counseling interventions by School District professionals may be scheduled during the school day. Please contact our school director if you would like to schedule a counseling appointment for your child. School counseling services may be limited due to changes in ACS#1 policy. If parents wish for their children to have counseling by a non-School District counselor, they must schedule those appointments themselves.

If you would like your student's non-District counselor to share information with and work with Laramie Montessori Charter School to better fulfill your child's needs, then please fill out and return a release of confidential information sheet. This allows the school and your child's counselor to communicate with each other since both are bound by confidentiality laws and cannot talk to each other without your permission.

## **FOOD ALLERGIES**

There are some students in our school who have significant food allergies, especially to peanuts and products containing peanut oil. If these students come in contact with the foods to which they are allergic, they can suffer significant health problems. In order to protect these students, we ask that you comply with our request for restricting the types of foods brought by students on

a daily basis. For foods brought for special occasions, we ask that they not contain nuts or peanut oil.

If you have a child with food allergies, please ensure that director and teacher are notified immediately.

## **HEALTH POLICY**

Laramie Montessori Charter School's policy for health issues is below. We have enacted this policy for the health and safety of our students and staff. Parents will be notified as quickly as possible if the situations listed below happen. If your child is sent home because of a health issue the absence is marked excused automatically for the rest of that day.

LMCS office is generally the place students who are feeling ill come to wait. LMCS office staff are trained in CPR, First Aid, and Administration of Medicine. LMCS is unable to administer medicine to students without parental consent and medicine left at the office with the proper forms filled out. The office has a cot that students are able to use to lay down if they are not feeling well or are injured.

### **FEVERS**

LMCS will call parents to send students home when they are running a fever of 100 degrees Fahrenheit or more.

### **STOMACH UPSET**

If the student complains of nausea, but is not running a fever parents might be called. This is at the discretion of the teacher or office staff. If the student throws up parents will be immediately called to pick them up.

### **INJURY**

If a student is injured at school, we will follow the below procedures:

**Minor injury:** an injury that does not require special action

Examples: Nosebleed that lasts for under 5 minutes

Scratch or scrape that does not require pressure to stop bleeding if it bleeds at all

Contusions that do not swell or bruise within 15 minutes or less

Procedures: Wash the area with soap and water

Do clean up if required

Apply band aid if needed

Apply ice pack if needed

Injury Report not needed

### **Medium Injury:**

Examples: All Head Injuries

Nosebleed that lasts for 5 to 15 minutes

Scratch or cut that requires 5 or more minutes of pressure to stop bleeding

Bruising or swelling that is obvious and painful

Procedures: Take all proper first aid procedures to control and monitor injury

Contact parents, who decide if student needs to stay at school or go home

If parents choose for their student to stay at school, give them treatment as needed

Injury report filled out, reviewed and sent home

### **Severe Injury:**

Examples: Unconsciousness, especially after a head injury

Nosebleed that lasts for more than 15 minutes before stopping or won't stop

Cut or scrape that requires 10 or more minutes of pressure to stop bleeding or one that won't stop bleeding

Severe swelling, bruising, or pain that indicates a severe injury or break

Procedures: Take any and all first aid procedures to control or monitor the injury

Depending on the severity of the injury:

Contact parents or designated emergency contacts if parents cannot be reached

Contact Emergency Services

Student is sent home or to the hospital, depending on the severity of the injury

Injury Report filled out, reviewed and sent home

For highly contagious diseases such as strep, pink eye, chicken pox (varicella) or impetigo students should return to school 24 hours after beginning antibiotics or when a doctor advises that they are safe to return.

## **IMMUNIZATION REQUIREMENTS FOR ELEMENTARY PUBLIC SCHOOL STUDENTS**

Immunizations: All school children are required by state law to be immunized against certain vaccine-preventable diseases. These diseases include diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps and rubella (German or three-day measles). The law further provides that children can be exempt from this regulation due to religious or medical reasons. Proof of adequate immunization on a form provided by the state health officer, or a valid medical or religious exemption, must be presented to the individual school **within 30 calendar days** of the student's first date of attendance. Any questions regarding this regulation should be directed to your individual school administrator.

# IMMUNIZATION REQUIREMENTS

\*updated 10/7/2022 <https://health.wyo.gov/wp-content/uploads/2018/05/Are-your-Kids-Ready-for-Child-Care-or-Preschool.pdf>



## Are Your Kids Ready for Child Care or Preschool? Required Immunizations as of February 7, 2018



**INSTRUCTIONS:** To see which vaccines are required to attend a child care or preschool, find your child's age and look only at that row to find the vaccines and number of doses required. Example: If your child is 5 months old he/she should have 2 doses each of Hep B, DTaP, Hib, IPV, PCV13, and RV.

	Hepatitis B (HepB)	Diphtheria, Tetanus, Pertussis (DTaP)	<i>Haemophilus influenzae</i> type b (Hib)	Inactivated Poliovirus (IPV)	Pneumococcal (PCV13)	Measles, Mumps and Rubella (MMR)	Rotavirus (RV)	Varicella (Chickenpox)
<b>By 3 Months</b>	2 doses	1 dose	1 dose	1 dose	1 dose	Not given before 12 months of age	1 dose	Not given before 12 months of age
<b>By 5 Months</b>	2 doses	2 doses	2 doses	2 doses	2 doses		2 doses	
<b>By 7 Months</b>	2 doses	3 doses	2 or 3 doses*	2 doses	3 doses		2 or 3 doses*	
<b>By 16 Months</b>	2 doses	3 doses	3 or 4 doses*	2 doses	4 doses	1 dose	N/A	1 dose OR healthcare provider verification of disease
<b>By 19 Months</b>	3 doses	4 doses	3-4 doses*	3 doses	4 doses	1 dose	N/A	1 dose OR healthcare provider verification of disease
<b>By 4-6 years</b>	3 doses	5 doses	Not routinely given after 59 months of age	4 doses	Not routinely given after 59 months of age	2 doses	N/A	2 doses OR healthcare provider verification of disease

# MEDICATION POLICY

## ACSD #1 & LMCS

- 1) **Medication Policy:** For the protection of all students, the Albany County School District Board of Education policy states that school personnel may NOT administer any form of medication to pupils without the following process on record at school. If it is determined by a physician that medication must be taken routinely during school hour, proper prior arrangements for administration of medication at school must be made (See Appendix III). Expectations are that:
  - 2) "Medication" shall include prescription **and non-prescription** drugs intended for the diagnosis, cure, treatment or prevention of any illness, disease or other conditions adversely affecting the individual.
  - 3) Each medicine to be self-administered by the student shall only occur under the supervision of director-designated school personnel.
  - 4) Neither LMCS or any of its personnel, shall be responsible for medication taken by a student or administered by the parent or legal guardian without supervision of designated school personnel. Likewise, LMCS and its personnel will not be responsible for the drug itself. Supervising personnel will only ensure that medication is taken in specified dosages at specified times.
  - 5) Each medicine will be self-administered only under the supervision of designated school personnel when a "Request for Supervision of/Self-Administration of Medication at School" form has been signed by the parent/guardian, the prescribing physician and approved by the building director. These are to be renewed on an annual basis.
  - 6) **The "Request for Supervision of/Self-Administration of Medication at School" form must be completed and on file** with the school office prior to supervision of any self-administered medication. (See Appendix III)

- 7) Medication which is to be self-administered under the supervision of school personnel will:
  - a) Be in its original pharmaceutical container. If not in the original container, personnel shall not allow it to be taken.
  - b) Remain in the designated secure area of the school. Students will not be permitted to keep their medication in their possession while at school.
- 8) A record shall be maintained of each time the medication is taken, including the child's name, medication name and dosage, time, date and signature of the person who supervised the student taking the medication.
- 9) District personnel will be trained in supervision of medication self-administration

**EXCEPTIONS:**

- 1) If exceptions are needed, individual adjustments to this policy may be made with the approval of the director (e.g., students may be allowed to carry their own asthma inhalers or EpiPen auto-injections if ordered by a physician.)
- 2) If a student is incapable of supervised self-administration of medication, his/her medication will be administered by the parents or other appropriately trained school personnel. Parents must sign a release form indicating the specific school personnel whom they have trained who may administer the medication other than the school nurse and whether or not they will allow anyone else to administer the medication if one of the persons they have named is not present during an emergency requiring use of the medication. For students for whom medication must be administered, the school nurse and other school personnel who have been given permission by the parents to administer the medication, and parent(s)/guardian(s) will meet to discuss the logistics of the administration of the medication. The director, the teacher(s) and other school personnel may be invited to this meeting.
- 3) Students may possess and self-administer asthma medication within the school setting of the District (which includes in school, on school grounds, on school buses, at school activities of the school site, etc.) if a written statement is submitted to the principal (or the principal's designee) of the school attended by the student containing the following:
  - a) Parental verification that: (1) the student is responsible for and capable of Self-Administration and parental authorization for self-administration of asthma medication, (2) the medication carried by the student in the school setting will always be current (i.e., not expired) and of the proper dosage and (3) the student will always have the proper medication while in the school setting; and
  - b) Physician identification of the prescribed or authorized medication and verification of the appropriateness of the student's possession and self-administration of the asthma medication.

The forms to be used for the written statement shall be the one developed by the Wyoming Department of Education and will require signatures from the parent or guardian of the student and the student's physician or the physician's representative. This form will be available at any school, the District administration office and on the District's website.

Nurses or other school personnel shall have the right to examine medication carried by students to ensure that it is current and previously authorized to be carried in the school setting. Nurses or other school personnel may require students to demonstrate that they can properly use an inhaler before students can possess and self-administer asthma medication in the school setting.

As used in this policy, "asthma medication" means prescription or nonprescription inhaled asthma medication. This policy implements Wyoming Statute 21-4-310.

**Please note: The Laramie Montessori Charter School does not have a school nurse. All full time staff are required to be First Aid/CPR/AED trained.**

#### Section 4

## EXPECTATIONS AND STUDENT CONDUCT

Laramie Montessori Charter School believes in meeting children's psychological as well as academic needs. We believe that the administration, staff, and parents work together to support the healthy, natural development of children. One of the most important jobs of the School Director/Principal is to ensure a safe and orderly environment has been created and maintained during school hours.

**Classroom agreements and non-negotiables rules:** To facilitate a safe and orderly environment, teachers lead their students in a process to establish agreements. This helps to build a school family and a healthy community. In addition, there are non-negotiable rules (i.e. - fighting and harassment) that if violated can represent serious offenses. These student conduct agreements and rules integrated with our peace curriculum form a holistic approach. As a final aspect of this approach, there must be an opportunity for the staff to apply natural consequences when appropriate.



**Peace Curriculum:** The ideal process is when students can independently resolve conflicts. Montessori principal Judy Dempsey profoundly states, “When we learn how to calm ourselves and make choices based on our tranquil inner nature and what we know is right, then we are less prone to react in emotional and irrational ways.” (Turning Education Inside Out, pg. 175) Calm, spiritually prepared adults can help students take responsibility for their behavior while redirecting undesirable behavior and reinforcing desired behavior. At LMCS we always emphasize conflict resolution over punitive action, and we believe that prevention and resolution are the most important goals in any situation. Discipline in an authentic Montessori environment is a noun and not a verb.

*"Let us always remember that inner discipline is something to come and not something already present. Our task is to show the way to discipline. Discipline is born when the child concentrates his attention on some object that attracts him, and which provides him not only with a useful exercise but with a control of error. Thanks to these exercises, a wonderful integration takes place in the infant soul, as a result of which the child becomes calm, radiantly happy, busy, forgetful of himself and, in consequence, indifferent to prizes or material rewards."*

(Maria Montessori - The Absorbent Mind, pg. 236)

## **STUDENT CONDUCT PROCEDURES**

When a child becomes disruptive, we will stop the child, speak to him/her and seek their input when and if they can become calm and able to process the event. We always try to avoid discussing these matters if the student's emotions and/or behavior are elevated or highly obstinate. Only when the child has calmed him or herself and is compliant to kind requests can mediation be successfully attempted in a Montessori tone. As part of the prevention goal we will, if necessary, temporarily limit a child's freedom by asking him/her to stay close to an adult, provide a table at which to work, and/or provide a different location. However, if the teacher deems the behavior to be dangerous, overtly anti-social, or if a repeated offense occurs and the classroom peace corner protocols are not successful, a trip to the office to visit with Mr. Jeff will be necessary. Students sent to the School Director will be carefully processed. In school suspension (ISS) and out of school suspension (OSS) will be used sparingly unless it is an extreme or repetitive case. As per district policy the following guidance is given to all principals, “*habitually disruptive behavior means overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on school vehicles or at school activities or events...*”

Since we are a public school the possible consequences must be clearly outlined in our handbook. Below we listed some of the possible consequences of undesirable behavior as well as possible disciplinary procedures that are required by the Albany County School District for certain violent and/or unlawful behaviors.

Consequences and discipline procedures may consist of, but not be limited to, one or more in combination of the following:

- 1) Loss of classroom or other privileges
- 2) Loss of recess time, partial or complete
- 3) Limited choices
- 4) Loss of school-wide privileges
- 5) Student/teacher conference
- 6) Student/teacher/principal conference
- 7) In-office time before, during and/or after school (ISS)
- 8) Letter or phone call to parents from student, teacher or principal
- 9) Student/teacher/principal/parent conference
- 10) Review & Reflection Form
- 11) Out-Of-School Suspension (OSS)
- 12) Contact School Resource Officer and notify parent

### **REVIEW AND REFLECTION (yellow form)**

The school director or a staff member may ask students to complete a review of what happened and why, and a reflection on what they should have done differently and/or could do differently next time. The student(s) will report back to the staff on how the situation will be resolved or could have been solved differently. The student(s) can rejoin the activity or class when the staff member is satisfied that the problem has been recognized by the student(s) involved and that there is a plan to resolve the conflict(s). **The Review and Reflection yellow form when utilized will be shared with parents to sign.**

If the student(s) cannot complete the review and reflection process within a reasonable amount of time, a parent will be called. It will be determined between the parent and the staff member whether the student should complete the process at home prior to returning to the classroom the next day or immediately go home to complete it.

Consequences for more serious offenses may consist of, but not be limited to, one or more of the following:

1. **In-School Suspension:** Student is removed from the classroom but stays at school, for a short period of time (up to 2 days).

2. **Out-of-School Suspension:** Student is sent to the ACES Program or home because of a major offense. The suspension can be for 1-10 days and determined by the director. This option can only be initiated by the director and is required in some circumstances by the Albany County School District. Student may return to class once a conference with student and parent has been held, in person or by phone.

**Note:** Albany County Expelled and Suspended Student Program (ACES): ACES is aimed at youth who are educationally at risk due to suspension/expulsion. The program will help students stay on track scholastically, while providing support to the family.

3. **Expulsion from School:** Student is entitled to a hearing before the Albany County School District One Board of Education to determine if the expulsion is approved and, if so, the length of expulsion. ACES is a possibility for expelled students.

## **BEHAVIOR**

**Staff will assign consequences or a discipline procedure for the following behaviors suitable to the behavior, circumstances and child(ren) involved after the steps in the Behavior Plan have been followed.**

**If the behavior escalates or becomes violent at any time, the Director or his/her designee will call parents.**

### **Serious Behaviors include:**

#### **Endangering Property, health, safety or comfort of others:**

- Hitting or kicking
- Writing on objects
- Physical Harassment (poking, touching, etc.)
- Verbal Harassment (teasing, name-calling, etc.)
- Throwing item: rocks, sticks, materials
- Fighting:
  - Defensive participant
  - Threatening to fight

#### **Impeding the Learning of Self and Others**

- Loud talking / yelling
- Unacceptable language
- Class disruption

#### **Disobedience:**

- Willfully disregarding a reasonable request of an adult
- Disrespectful behavior (verbal and non-verbal)

### **Violating School Rules:**

- Running in the hall or classroom

### **More Serious Behaviors Include:**

#### **Endangering Property, Health, Safety or Comfort of Others**

- Possession of weapons, fireworks, etc.
- Fighting: active participant
- Verbal Harassment (swearing, screaming, obscene gestures or threat, directed either orally or in writing, that are addressed to an individual)

#### **Harassment/Bullying**

- Bullying, resulting in the use of physical or verbal coercion to obtain control over others or to be habitually cruel to others who are weaker.
- Intimidation, resulting as an act intended to frighten or coerce someone into submission or obedience.
- Please see the section on Harassment, Intimidation, and Bullying for more information.

#### **Unlawful**

- Possession, use and/or sale of drugs, alcohol, etc.
- Arson
- Vandalism
- Theft
- Extortion
- Smoking
- Terrorism, resulting as a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

#### **Violating School Rules**

- Throwing food
- Spitting on or at people

A Laramie City Ordinance prohibits the throwing of snowballs or rocks inside the city limits. We will help enforce the ordinance on the school grounds. In the interest of safety, we ask that you caution your child against throwing snowballs or other objects. In these cases, children will be sent immediately to the director. In all cases, consequences are at the discretion of the administration.

## **CORPORAL PUNISHMENT**

Corporal Punishment (spanking) shall not be administered to a student. School employees may defend themselves if attacked by a student and may remove a student against his/her will where his/her continued presence endangers themselves or others or is extremely disruptive to others.

## **HARRASSMENT/HAZING/BULLYING OF STUDENTS**

Our students should expect to be in a school environment that promotes positive interactions between and among students and adults throughout our schools. In addition to being a reasonable expectation, an environment free of harassment, hazing and bullying is the law. We expect our students to follow the law and to be sensitive to the feelings of both children and adults. Please see the “Prohibiting Harassment, Intimidation, and Bullying” section for more information.

## INFORMATION ON HOW TO REPORT HARASSMENT AND BULLYING

### **What is bullying? How do you report it? What does LMCS do?**

With the excitement and anticipation that comes every fall with the start of the school year, it is important to discuss bullying and harassment in school, so that all students have a safe environment in which to learn. With that said, it is also important to make sure that LMCS:

- Defines bullying and the processes for addressing it;
- Informs students and families how to report potential bullying behavior;
- Communicates the steps that LMCS takes to address potential bullying situations.

It is important to clearly define bullying and harassment. Specific words may activate specific processes. Regardless of what the actions or behaviors are called by LMCS or a parent, ensuring that LMCS addresses unwanted and/or inappropriate actions as soon as possible is important, so that students will have a safe environment in which to learn.

### **What is Bullying?**

LMCS recognizes that bullying (please see: [www.stopbullying.gov/bullying/what-is-bullying?](http://www.stopbullying.gov/bullying/what-is-bullying?)) is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and those who bully others may have serious, lasting problems.

Wyoming Statute 21-4-312 defines “Harassment, intimidation or bullying” as follows:

“Harassment, intimidation or bullying” means any intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act initiated, occurring or received at school that a reasonable person under the circumstances should know will have the effect of:

(A) Harming a student physically or emotionally, damaging a student’s property or placing a student in reasonable fear of personal harm or property damage;

(B) Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or

(C) Creating an intimidating, threatening or abusive educational environment for a student or group of students through sufficiently severe, persistent or pervasive behavior.

### **How Can Students/Families Report Unwanted Behavior**

LMCS takes reports of this type of conduct seriously. LMCS students or parents/guardians of LMCS students that are being affected by bullying or any form of harassment are encouraged to communicate with LMCS staff members. This initial report will start an investigation that allows for the opportunity to discuss the resources and response options available through LMCS.

Students or parents/guardians may report concerns of bullying/harassment to any of the following LMCS personnel:

- Paraeducators, Bus Drivers, Campus/Bus Monitors
- Teachers
- Counselors
- Administrative Staff
- The School Director
- Any LMCS Employee

### **LMCS's Investigation Process**

Once an LMCS employee is made aware of a potential incident, LMCS will conduct an informal investigation using the *McGrath 5-point Criterion* to determine the severity and the next course of action. The 5-point Criterion is as follows:

- Did harm occur/was a protected class targeted?
- Was the behavior unwelcome or unwanted?
- Is the behavior severe and/or pervasive?
- Is the behavior objectionably offensive and does the unwanted behavior substantially interfere with the student's educational experience?
- Does the unwanted behavior unreasonably disrupt the educational environment?

*The McGrath Response System* thoroughly addresses Title VI (discrimination based on race, color, and national origin), Title VII (sexual harassment in employment) and Title IX (discrimination on the basis of sex, sexual harassment and sexual misconduct in education), in addition to intake and investigation of bullying concerns. It covers student-to-student, student-to-staff, staff-to-staff, and staff-to-student issues and is compliant with the new *Title IX Final Rule*. LMCS will ensure that its employees are trained so that those with authority to address harassment, misconduct, discrimination, and bullying know how to respond appropriately, and other responsible employees know that they are obligated to report to appropriate school officials. Failing to identify, report, and investigate these behaviors can result in great harm to the students and staff. For more information about the McGrath Response System, please visit this website: [www.mcgrathtraining.com/response-system](http://www.mcgrathtraining.com/response-system)

Regardless of the findings from the McGrath process, LMCS personnel will work with students and families to develop supportive measures to work toward an environment where students are safe and can focus on being in school.

If you have any questions regarding anything communicated here please reach out to:

**Jeff Verosky, LMCS School Director**

In the event of any ambiguity, this policy should be interpreted in conformity with the Wyoming Safe School Climate Act, W.S. 21-4-311 through 21-4-315.

## Section 5

# COMMUNICATION

Communication is very important to our school. Laramie Montessori believes that communication between parents, teachers, and staff promotes a healthy, safe, and community oriented environment.

### **PARENT TO SCHOOL COMMUNICATION**

Parents are encouraged to contact Laramie Montessori with any questions or concerns. Teachers and staff can be contacted at their respective emails, the school phone, or teacher and staff cell phones if given. Please communicate with us about absences, tardies, appointments, concerns and other questions. We also encourage parents to bring any concerns to our attention as soon as possible so that they can be addressed. It can't be fixed if we are unaware that it is a problem.

#### **Parent Communication with LMCS:**

**Phone:** Call our school number. Leave a message if necessary.

**Email:** Email our staff and teachers with questions or email or call office with absence/tardy excuses or transportation changes.

**Notes:** Send a note with your child if there is a change in their bus routine or if they will be absent the next day.

**Contact and RSVP forms online:** RSVP for events and activities.

**Volunteer:** Volunteer for snack, PTO events, or sign up for scheduled times.

### **SCHOOL TO PARENT COMMUNICATION**

Laramie Montessori Charter School has many methods of communicating important news and events to parents. In the 2015-2016 school year LMCS decided to go paperless for environmental as well as communication concerns. We know it can be hard for students to give parents flyers and important information, therefore we wanted to foster better communication.

#### **School Communication with Parents:**

**Parent Memo:** From director with all the latest news. Usually included in the Parent e-Newsletter.

**Parent e-Newsletter:** From administrative assistant with flyers and paperwork.

**Classroom Newsletter:** Weekly classroom news from your classroom teacher.

**Website:** [www.laramiemontessori.org](http://www.laramiemontessori.org), our school website with our Event Calendar and more!

**Email:** We may email you with individualized information.

**Phone:** We may call for some items of information or to give updates on student progress.

**Facebook:** Laramie Montessori Charter School, Laramie Montessori Charter School PTO



## **PERSONAL INFORMATION**

Student lists and other personal information about students cannot be given to anyone without proper authorization. Laramie Montessori Charter School develops a school directory for distribution to the parents of children who attend our school. At the beginning of the school year we send the Directory Permission form on which parents will be given the option of having their names, phone numbers, and address included or not. Please be sure to fill out and return this form.

For your child's protection, and for administrative purposes, it is essential that the individual school has on record the correct home and mailing address, as well as the telephone number of each parent. It is also suggested that as parents you provide the same information of another individual who may be contacted in an emergency. This information will be asked of you in the Enrollment Packet, specifically the Student Information Card and Consent to Release form. Some medical facilities refuse to render services if parental consent cannot be obtained.

## **PROBLEMS & CONCERNS**

Parents with problems or concerns are asked to direct their questions to the person closest to the situation, which in most cases is their child's teacher. In the event that a satisfactory resolution is not reached, the director should be contacted. If the person closest to the situation is the director, then contact her/him first.

For more information about this and other questions please review our Questions section.

## **PARENT - TEACHER ORGANIZATION (PTO)**

Laramie Montessori Charter School has a Parent-Teacher Organization! It was founded in 2014 and is meant to be a way for parents, teachers, and staff to work together to improve our school. The PTO is in charge of helping with most school functions, teacher appreciation, and some forms of fund-raising. We also address trends in our school district and education in general and see if there are ways to improve community support for education.

The PTO sign-up sheet is sent home every year to parents in the Enrollment Packet, but you can decide to join and sign up at any time of the year.

Check them out on Facebook at Laramie Montessori PTO for information, events, and ways to support our school.

# QUESTIONS

If you ever have any questions or concerns about policies or their implementation, or any aspect of your experience at Laramie Montessori Charter School, we ask that you address them with us promptly. Even concerns that are seemingly small can be addressed quickly to avoid any unnecessary stress for you or your child. We value your input and support to the Laramie Montessori Charter School community, and we welcome your participation in our program.

For answers to questions and solutions for your concerns, please refer to the following chart:

**Matter Related to:**

Your child's progress  
Classroom activities & schedules  
Classroom procedures  
Academic policies  
e-Newsletter, Website  
Parent conferences  
Parenting education

**First Contact:** Classroom Teachers

**Other Resources:** Classroom Newsletters, Parent Memo,

**Matter Related to:**

Admissions information  
Classroom observation  
Registration  
School calendar  
School directory  
School schedules  
Student records  
Field Trips

**First Contact:** Administrative Assistant, Operations

**Other Resources:** Parent Memo, e-Newsletter, Website

**Matter Related to:**

Academic policies  
Facilities  
Faculty and Staff  
Fund Raising  
Long Range Plan  
Governance / Board of Trustees  
Website  
Legal Matters  
Montessori Education  
Parent Communications / Issues  
Parent Organization activities  
Volunteering activities

**First Contact:** Director, LMCS School Board

**Other Resources:** Parent Memo, e-Newsletter, PTO,

**If more help is needed, resolution should follow these steps:**

- If you have questions regarding your child, ask the teacher. Please leave a message at school, or email the teacher. Teachers are your first resource to answer your questions and resolve your concerns.
- If the communication with the teacher by telephone or email does not answer your questions or resolve your concerns, please request a parent conference.
- If the communication with the teacher by telephone and conference does not resolve the issue, please address your question to school administration and, if appropriate, request another conference. A Concern / Problem Solving & Solutions Report will be signed by the attendees.
- If communication with the director does not resolve your concern, please contact the Grievance Committee via Grievance Form available in the office.

We desire to provide a healthy and safe school experience for all of our students. When areas of concern are addressed quickly, collaboratively, and with care then we will all be able to support your student and your family in developing appropriate solutions.

# SERVICES

## BUS TRANSPORTATION/BUS CONDUCT

Bus transportation is available to elementary students living a mile or more from the school in the attendance area they reside. Students receiving special services in a school outside their attendance area are also eligible for bus transportation. The District has implemented a new bus stop locator system, InfoFinder. This bus stop locator system allows parents to enter a home address, locate the nearest bus stop, and the pickup time for each school. InfoFinder can be obtained from the District website at [www.acsd1.org](http://www.acsd1.org). Contact the Transportation Department at 307-721-4470 for further information. Students are expected to wait in an orderly manner while waiting for buses and to respond to the directions of the bus driver while riding the bus. Discipline of students on the bus is handled by the bus drivers and misbehavior will be reported to the transportation supervisor who may notify the director. Students may be restricted from riding the bus for disciplinary reasons.

If you need to change your student's bus route or drop off notify both the Transportation Department and the Laramie Montessori Charter School office as soon as possible so that your child gets to the correct place. We try to accommodate changing schedules, but we need the information as soon as possible in order to do this.

### Bus Conduct Rules

#### DO NOT LOSE YOUR BUS PRIVILEGE

##### BE SAFE

1. REMAIN SEATED WHILE BUS IS MOVING
2. NO HORSEPLAY OR FIGHTING
3. BULLYING IS STRICTLY PROHIBITED
4. THROWING OBJECTS IS PROHIBITED
5. TOBACCO OR ALCOHOL IS PROHIBITED
6. THE BUS DRIVER IS AUTHORIZED TO ASSIGN SEATS – WITH OR WITHOUT CAUSE

##### BE RESPONSIBLE

1. KEEP ALL BODY PARTS INSIDE THE BUS
2. KEEP BUS CLEAN
3. DO NOT DAMAGE OR TAMPER WITH BUS EQUIPMENT
4. POSSESSION OF ILLEGAL DRUGS IS PROHIBITED
5. POSSESSION OF WEAPONS IS PROHIBITED

##### BE RESPECTFUL

1. LISTEN TO THE BUS DRIVER OR AIDE'S DIRECTIONS
2. NO PROFANITY
3. TALK QUIETLY
4. KEEP YOUR HANDS TO YOURSELF
5. BE COURTEOUS AND HAVE A SAFE TRIP

## **FACILITY RENTAL**

St. Laurence O'Toole has decided not to rent out this school facility at this time.

## **FAMILY ASSISTANCE**

There are programs that Laramie Montessori Charter School, Albany County School District #1, and the Laramie Community provide to help families that need assistance. Some information or sign-up sheets may be sent home at different times during the year for families to fill out if they need the assistance.

### **Examples of assistance that is offered from LMCS and ACSD #1:**

- Thanksgiving meal
- Holiday Meal and Gift Help
- Weekend food program
- Operation Warm for coats
- Assistance for families in transition

### **Examples of assistance that is offered from the community:**

- Laramie Soup Kitchen
- Clothing Cottage
- Interfaith/Good Samaritan
- Public Health
- Downtown Clinic
- Peak Wellness Center
- SAFE Project
- Wyoming Work Force

### **Examples of assistance offered by the State of Wyoming:**

- Supplementary Nutrition Program (SNAP)
- Low Income Energy Assistance (LIEAP)
- Women, Infants, and Children Program (WIC)

All entries for assistance programs are confidential. For more information visit our Family Assistance page at our website, [www.laramiemontessori.org](http://www.laramiemontessori.org).

## **FREE AND REDUCED LUNCH PROGRAM**

Laramie Montessori Charter School does participate in both the school lunch program and the Title 1 program. Free and Reduced Lunch is available for qualifying families by filling out the Free and Reduced Lunch form. This form must be filled out every year and is available in May of each year. There are many benefits for both families and our school when this form is filled out.

Benefits of the Free and Reduced Lunch Program:

- Families are assured that their child or children have a well-rounded healthy hot lunch provided by the school.
- If the family qualifies for the Free or Reduced Lunch Program then it can help relieve any financial burden by providing one meal a day, which reduces stress for both the family and the student.
- Laramie Montessori School's Title 1 Reading Program, which helps all students in the school who need it, is funded based on how many families in our school qualify for Free or Reduced Lunch.

The application form for the Free and Reduced Lunch Program is available at the office or online where Online Student Registration takes place.

Please see our section on our Lunch Program for more information about the school lunch that ACSD#1 provides.

## **LOST & FOUND**

We encourage children and adults to turn articles in to the office where they will be stored until claimed or until the end of the grading periods. Unclaimed items will be disposed of or donated to a non-profit agency.

You may call the school office if you have questions about lost articles or you may go to the office to check the Lost and Found. Each classroom may have its own Lost and Found area, as well.

We also have a Lost and Found for school-hosted events. There will always be an announcement in the Parent Memo if we find anything at a school-hosted event.

## **CLASSROOM OBSERVATIONS**

Parents are welcome and encouraged to observe their child's class after the first six weeks of the school year. Please schedule your visits through the office and be certain to sign in upon your arrival and exit from the school. Arrangements should be made in advance with your child's teacher. The parent's role while in the classroom should be that of an observer of the children and their activities. The parent is asked to remain seated and not become involved in what the children are doing (by talking to them) and enjoy the children at work.

If you are more interested in seeing your child's experience, you may observe in your child's own classroom. If you are interested in understanding Montessori, you may benefit from observing in another classroom, so that you may watch the children at work without drawing the attention of your own child. Please ask for more information about observations and how they may increase your understanding of our school and the Montessori Method.

Our Observation Guidelines follow:

### **OBSERVATION GUIDELINES**

The Montessori classroom is often described as a "child-directed" classroom. This is a different kind of classroom than most of us knew when we went to school. In a "child-directed" classroom, teachers work with students rather than do things to or for them. The approach is to provide an environment for the whole child – development of social skills, emotional growth, physical coordination and cognitive preparation.

Observation may seem easy; however, objective observation is difficult to accomplish as we bring to the observation our past experiences, values, beliefs, personal issues and hang-ups. We should continually work on controlling out projections to develop our objectivity. To observe well, one must give their full attention to the natural responses of the children to the environment. Be aware that one's actions can and will interfere with the normal routine of the class, the focus of the children and at times the natural responses to the environment, the teacher and the classmates.

We are glad that you have made the effort to observe a classroom. This shows commitment to understanding how things work here. We appreciate your time.

#### **As you observe, please follow these guidelines:**

- Plan to observe for about 45 minutes. (If you have decided to observe for longer, then please plan on your arranged time.)
- Remain seated. Your movement through the room creates a distraction to the children.
- Try not to make eye contact or initiate conversation with the children. If you engage a child in casual conversation, the natural curiosity of the other children may result in their gathering around you. This interferes with your observation and affects the normal routines of the class.
- Refrain from initiating conversations. If a child asks a question, answer briefly and then state that you are here to watch the class work.
- If you are observing your own child's classroom, you may talk briefly with your child and explain that you are here to watch everyone work.
- If a child approaches you and asks your name, answer politely, but do not encourage further conversation.
- Use a quiet voice.
- Write down your observations and questions on the feedback sheet.
- Please do not initiate conversation with the teacher. He/she is responsible for the education of every child in the room. If you would like to speak later, please leave a note on the second sheet and how you would like to be contacted. If a teacher has the time, they might initiate conversation with you. Please talk in a quiet voice and understand that they might be pulled away to work with students.

Thank you for your cooperation with our observation policy. We have discovered (the hard way) that following these procedures minimizes the distractions for your child and his/her classmates and supports the classroom procedures.

#### **Ideas for observing a Montessori Classroom:**

##### **First, take a quick look around the room. Notice:**

- The degree of organization on the shelves

- The development of awareness of a sense of order among the children
- Freedom of movement and diversity of activity
- Individual activity of the children
- Interaction of the children

**Second, focus your attention on one of the teachers. Notice:**

- Composure
- Tone of voice and body postures of the teachers
- Respect the teacher shows the child
- The teacher as a guide and observer of children
- The degree of independence of the class as a whole

**Third, focus your attention on one child. Notice:**

- Concentration on work
- Succession of activities – do they move from one work to another
- Respect for teachers, other children, materials
- Enthusiasm and self-motivation in the children

**Fourth, focus your attention on the areas of learning. Notice:**

- Sequencing of the work on the shelf – left to right movement indicates levels of difficulty
- Individualized activities for students
- Control of error – most materials will have a way for the child to self-check his/her work rather than relying on the teacher
- Pace – the children are working at their own paces

**Questions for your consideration:**

- What skills are evident to you as you are observing?
- Are there any apparent procedures or guidelines?
- How focused is your child in the work? The other children?
- What is the nature of the interactions between the children?
- Do the children appear happy and relaxed?
- Based on your observation, what would you guess to be the main goal or priority of the teacher?



## **PARENTS' RIGHT TO KNOW (NO CHILD LEFT BEHIND)**

The federal law, commonly called "No Child Left Behind," requires that schools which receive Title I money notify parents that they may request certain information about their child's or children's teachers' qualifications. The specific information about which parents may inquire includes:

- 1) Whether the teacher has met Wyoming's licensing criteria for the grade level and/or subject s/he teaches.
- 2) Whether or not the teacher is teaching on emergency licensure or had had licensing criteria waived; and
- 3) The teacher's college major, any graduate degrees or certifications, and the field of discipline for those degrees and certifications.

In addition, if a child receives services from a paraprofessional, parents may request information about the paraprofessional's qualifications.

If you have questions or desire to obtain this information, you may contact the LMCS school director.

Please rest assured that Albany County School District One, and Laramie Montessori School, takes pride in the quality of teachers and paraprofessionals it employs to serve your children.

## **SPECIAL SERVICES**

The School District provides general screening in the areas of hearing, vision, and scoliosis to selected grades each year. Kindergarten screening is conducted prior to the start of school in August. Counseling, school nursing services, and homebound instruction services are accessible depending on need. In addition, special education services are available for qualified students in the areas of instruction, speech and language therapy, social work, psychological services, physical/occupational therapy, adaptive physical education, audiological services, counseling, school nursing services, vision/hearing, and assistive technology/equipment. The district conducts Child Find activities throughout the year. If a parent is concerned about their child's development, would like to know how to help their school age child succeed, has questions whether their child has a disability, or knows their child has a disability and are looking for appropriate education services, the Child Find process assists in addressing these concerns. Parents wishing more information about these services and the process by which they can be implemented should contact the **Director of Individualized Instructional Programs at 307-721-4460** or the school director.

Federally funded Title I remedial reading and math programs are also available in schools qualifying as Title I schools.

The Gifted and Talented Education (GATE) Program serves highly academic/creative students who are selected, based upon indicators of success, for an academic program that practices differentiated instruction, and who could benefit from a full-time program with their peer group. This program will be available to elementary students in grades 3 through 5 who have documented evidence of exceptional abilities through our specific GATE testing criteria. If deemed appropriate, and after all testing is complete, recommendations for admittance into the GATE Program will be made to provide for students of high academic ability and/or potential, providing equal access to culturally different students, students of different economic levels, and students with special needs.

Information about these programs can be obtained from each school office.

## **TITLE 1 READING AND MATH PROGRAM**

Title 1 is a federal program that focuses on reading and math for students in schools that qualify for funding for the program. This is a school-wide program offered to any student that is struggling with reading and/or math. This program is voluntary and requires parental permission for their student(s) to participate.

Funding for Title 1 is granted based on the number of Free and Reduced Lunch forms that are turned in and accepted each year. Laramie Montessori encourages all parents to fill out the forms for and apply to the Free and Reduced Lunch Program even if they are not planning for their children eating school lunch.

## Section 7

# PARENT/STUDENT ACTIVITIES

## DONATIONS

Laramie Montessori Charter School is a non-profit organization for public education. All non-compensated donations are tax deductible by the giver. If you wish to have a receipt for any donations given to our organization, please ask the office.

Donations can consist of school supplies, snack for classrooms, money, donations of clothing or winter gear, and donation of a service or teaching materials. They cannot include treats for birthdays or special days, teacher appreciation, volunteered time, or personal gifts. Donations cannot include the cost of any compensation received for the donation.

## FUNDRAISING

Laramie Montessori Carter School does not participate in many fundraisers throughout the year. We try to do at least one food drive, UNICEF change collect, Teton Science School, and Box Tops for Education.

There may be more that we send home, but please understand that you and your family are under no obligation to participate in any fundraising activities.

### BOX TOPS

Laramie Montessori Charter School collects BoxTops. The money collected from BoxTops provides some funding for the PTO. There is a collection site at the office and sometimes we will send home optional BoxTop collection sheets. We do appreciate our families taking the time to collect these for us!

### PTO

Laramie Montessori Charter School PTO does at least one fundraiser a year for aspects of school needs, such as playground modification, P.E. equipment, or field trips. This event and its content will be announced each year and parents and staff are asked to volunteer at times.

## PARENT / COMMUNITY INVOLVEMENT

Laramie is fortunate to have an active parent support group in each of the schools. Laramie Montessori Charter School is no different. At Laramie Montessori Charter School, we believe that fostering community through parent involvement is something to build and strive for. Often throughout the year our school is involved in various fund-raising and community events and we

ask parents and family who wish to be involved to help with these events. We also appreciate the support of parents on field trips as well as school events such as ice skating.

## **VOLUNTEERS**

Parents and non-parent volunteers provide welcome support to teachers and students in the schools. Information about volunteering in the schools can be obtained from each school office. Volunteers are required to complete an "Volunteer Guidelines" form. This form also includes the Volunteer's oath to keep all confidential information confidential and a consent to submit to a background check, paid for by the school, if necessary. An example of this form is found in Appendix IV.

## **PARENT PARTICIPATION**

Parents who seek out Laramie Montessori School and enroll their children are obviously concerned with their child's education. We hope this concern is further reflected by their participation and involvement in the daily operation and growth of the school. Each classroom will have different needs (material making, pet care, laundry, etc.) and parents are encouraged to contact their child's teacher to determine where one may be of help.

We always need help in these areas:

- 1) Yard / Garden Care: As our outdoor space develops, we will need the assistance of parents with the planning, development and maintenance of the playgrounds and gardens.
- 2) Material Making: This area is ongoing and benefits the children directly and allows the teacher to spend time on planning.
- 3) Reading to the Children: Small groups of children can be read to by a willing adult. We need to know when you can come. We ask that parents not help in their child's classroom, leaving that space and environment to the child without intrusion on his/her independence.
- 4) Listening to Children Read: Likewise, children like to read to an adult. This one-on-one activity helps them develop their reading ability and a love of reading.
- 5) Chaperones: We sometimes ask for parent chaperones for field trips and special outings.

## **FIELD TRIPS**

**Field Trips and non-LMCS staff volunteers:** Parents are encouraged to volunteer and attend field trips when possible. All field trip volunteers will be asked to sign a simple trip itinerary and agreement. This document will explain their supervisory role and boundaries. These guidelines in general will include:

1. An explanation of their role and guidelines in helping make each field trip a safe and orderly event.
2. The need to stay in communication and in sight of an employee that will be like their "buddy" as the children each will have a buddy. In most cases this will be the Head Teacher for which they are assisting.
3. Bathroom protocols will be explained to the entire student body prior to the field trip by the Director/Principal and/or his/her designee. Different field trips may have slightly different bathroom guidelines based on the available facilities. All adults must know these guidelines. If an adult on the trip (parent, staff member or volunteer does not know the protocol they should not assist in any way.) All volunteers can help make sure the students in their group are accounted for.

**Off Campus outings/trips:** Extra-curricular activities and field trips present unique risks for the safety of children. Large groups are difficult to monitor, and children and adults may be more likely to act out sexually in a less structured environment. An ill-intentioned adult may try to arrange to meet with a child. It is important to be aware of these risks and take measures to minimize the risk. The LMCS Director and/or his/her designee is responsible for clear guidelines for each trip; however, general safety guidelines will apply for every trip. The **"rule of three"** is one example of a rule that must be understood and followed on all trips:

- o Prior to each field trip all parents and/or volunteers will be provided with written information stating details regarding how the **"rule of three"** will be kept.
- o Students and staff will remain visible during off-site field trips, except during their own personal bathroom use.

In the event of a field trip, parents will be notified through the weekly Parent e-Newsletter and through classroom newsletters and emails explaining the field trip. Permission for such field trips will be obtained through the School-wide Permission Slip form filled out at the beginning of the year. Parents are welcome to attend field trips with their students, and younger siblings are usually allowed with the parent. Please call or email the teacher, office or administration before attending a field trip. At any time you have a question about field trips, please contact the teacher or office.

On some field trips Laramie Montessori Charter School might cover entrance fees for some or all of parents who attend. Laramie Montessori will not cover fees for younger siblings or unplanned guests. ACSD#1 **will not** allow younger siblings to ride the bus for transportation to or from destinations for insurance and security reasons, so families who wish to bring younger siblings must use their own vehicles.

If at the location of the field trip food is available for sale, we would ask that parents who are with us do NOT buy food for children other than their own. If you have any questions about this policy, then please speak to your child's teacher or the director.

The primary mode of transportation for our field trips will be the ACSD#1 bus system. All students are required to ride the bus to the field trip. There will be paperwork available if parents wish to pick their children up from the field trip so please make sure this is filled out before the field trip.

## PERFORMANCES

Each student is provided the opportunity to participate in one or more public performances each year depending on the special or activity. In addition, individual teachers may have their students give class plays or performances.

## SCHOOL PICTURES

Individual student pictures are taken in the fall and group class pictures are taken in the spring of each school year. Purchase of pictures is voluntary. Information about the packet options available and the cost of the pictures is sent home with students at least a week before the picture day.

# **STUDENT ACTIVITIES**

Laramie Montessori Charter School is proud to offer a selection of student activities. This contains a list of activities we have had that is subject to change. Thank you to all the teachers who help make these opportunities available to our students!

## **BAND**

Laramie Montessori Charter School Band was started in the 2015-2016 School year by our music teacher for fourth grade and above. Our band participates in the All District Band that performs twice a year. Instruments are available for borrow, purchase or rent through ACSD#1 and other organizations .

## **CHOIR**

Laramie Montessori Charter School Choir was started in the 2015-2016 School year by our music teacher for second grade and above. Our choir participates in the LMCS Winter Concert, the LMCS Spring Musical, and the All District Spring Sing.

## **WINTER CONCERT**

This winter or holiday themed music production features the entire school and the school choir.

## **SPRING SING**

The All District Spring Sing is organized by ACSD#1 and involves all the school choirs in the district! Music is chosen every year.

## **SPRING PERFORMANCE**

This is either a concert or a musical production featuring the entire school and the school choir.

## **STUDENT COUNCIL**

The first elections for the Laramie Montessori Student Council were held in spring of the 2015-2016 school year. Student Council helps with event planning and fund raising. Student council generally meets during school, but as we see this program progress it may evolve with new leadership and needs of the school and students. Student council generally helps decide event themes, fundraisers, and ideas for school spirit.

## **TETON SCIENCE SCHOOL**

Teton Science Schools' mission is to connect people, nature and place through education, science and stewardship.

TSS is an organization in northwest Wyoming and Idaho comprised of seven program areas sharing a common vision of education. The school has been teaching about the natural world and the Greater Yellowstone Ecosystem since 1967. TSS is deeply rooted in the outdoors as place anchors and enriches our understanding of the world. The organization has educated, trained and inspired thousands of children, youth and adults, bringing them together through the study of nature and place-based education. TSS serves students from across Wyoming, the intermountain west, the nation, and around the world.

# **ACSD #1 POLICY STATEMENTS, TO WHICH LMCS ADHERES:**

## **DISCRIMINATION**

Albany County School District One does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504, may be referred to the LMCS School Director or the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, or telephone (307)777-6218.

## **SEXUAL HARASSMENT**

Albany County School District One does not condone or tolerate sexual harassment or discrimination of students by employees, other students, or non-employees. Any employee or student who engages in sexual harassment of students will be subject to disciplinary action. Procedures to report sexual harassment or discrimination can be found in the LMCS administrative office, in the LMCS Personnel Policies, and on the school's website.

## **SECTION 504/ADA POLICY**

The Albany County School District One does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Americans with Disabilities Act (ADA) applies to employers who have over 14 employees regardless of federal financial assistance. Under both Acts, the definition of an "individual with a disability" is a person who:

- (1) has a mental or physical impairment which substantially limits one or more major life activities, such as seeing, hearing, speaking, breathing, learning, or working; or
- (2) has a record of such impairment; or
- (3) is regarded as having such an impairment.

The district will evaluate, identify, and provide free appropriate education to all students who are individuals with disabilities under Section 504 or the ADA. Parents of these students are entitled to procedural safeguards, including individual notice and an impartial hearing.

The district and LMCS will provide reasonable accommodations to each employee and qualified employment applicant covered by Section 504 of the ADA unless it would impose an undue hardship on the operation of the school.

The district and, where applicable LMCS, will furnish auxiliary aids and services to students, employees, parents, and members of the public who have disabilities to the extent necessary for communications with other persons, unless it will result in an undue burden on, or a fundamental alteration in the program.

LMCS has a grievance procedure for discrimination complaints. Please check the school's website or in the school's administrative office for more information about the school's grievance procedure.

### **GRIEVANCE PROCEDURE**

If any person believes that LMCS or any of its employees has inadequately applied the regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, or (3) Section 504 of the Rehabilitation Act of 1973, or (4) Americans with Disabilities Act, he/she (or parents, if a minor child) may bring forward a complaint which shall be referred to as a grievance, which can be found on the School's website:

[http://www.laramiemontessori.org/uploads/3/4/2/5/34254377/lms\\_grievance\\_procedures\\_accepted\\_011514.pdf](http://www.laramiemontessori.org/uploads/3/4/2/5/34254377/lms_grievance_procedures_accepted_011514.pdf)

It should be understood by the individual(s) involved that a complaint can be made directly to the Office of Civil Rights without going through the LMCS grievance procedure. The grievance procedure is meant to provide for a prompt and equitable resolution of a complaint.

If a the complaint involves an ACSD#1 employee, the district's Section 504/ADA coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the acts and the regulation, on which this notice is based, may be found in the coordinator's office.

The person who believes they have been discriminated against shall discuss the grievance and give the completed form to the district Section 504/ADA coordinator who shall, in turn, investigate the complaint and reply with an answer to the complainant. To obtain a complete copy of the grievance procedure, please contact district Section 504/ADA coordinator: 1948 E Grand Ave., Laramie, WY 82070 (307)721-4400

### **TOBACCO-FREE CAMPUS**

All District buildings, District Property, and District vehicles operated by the Board and all spaces within them, are to be officially designated tobacco free environments. Therefore, the use/ and or possession of tobacco in any form, tobacco products and/or electronic cigarettes or similar devices, by students, employees, patrons, and other non-students is prohibited at any Albany County School District Number One event, in buildings, in vehicles, or on property owned or operated by Albany County.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT(FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:



(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School director (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School director (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by LMCS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

# **ACSD#1 REPORTING:**

## **CRIME REPORTING and TIP HOTLINE**

If students have knowledge that a crime has been committed or if they are aware that someone is going to commit a crime, they are urged to inform a teacher, school administrator, or another school employee. If a student feels reluctant to inform someone, s/he may make an anonymous tip by calling 1-800-78-CRIME. A reward of up to \$1000 may be provided for tips.

## **ALCOHOL/OTHER DRUG-FREE SCHOOLS**

LMCS recognizes the adverse effect of the use of alcohol or other mind-altering chemicals on academic success and the mental and physical development of its students. Students at any level of education can become involved in chemical abuse. LMCS acknowledges that drug dependency is an illness that requires treatment and assistance as well as consequences for specific behaviors. A partnership between home and school is essential to effectively preventing and responding to the use of alcohol and other drugs by students. Please contact the school director for more information on drug/alcohol prevention or resources.

LMCS adheres to ACSD#1's policy regarding drugs and alcohol at LMCS. Accordingly, the following student behaviors by any student while on campus, or on a school bus, or at any school-sponsored activity are prohibited:

1. The possession, use, being under the influence, transfer, and/or sale of alcohol, drugs, or any other illegal, controlled substance as defined by Wyoming State law or;
2. The misuse, being under the influence, possession, and/or sale of other stimulating, depressing or behavior altering substances such as prescription drugs, legal pharmaceuticals, inhalants such as paints, glue or other solvents;
3. The possession, use, transfer, and/or sale of any substance represented or misrepresented to be behavior-altering chemicals.

Bylaws and Policies of the ACSD#1 Board of Education, 4035 (Drug-free schools).

## **DRUG OR ALCOHOL OFFENSES**

In cases of drug/alcohol or controlled substance possession/use, the student will be suspended from school for up to 10 days. During this suspension, the student and parents will be encouraged to attend counseling sessions centered around drug/alcohol use and abuse. If the student and parent sign a contract in which they agree to attend and complete the recommended meetings, a student will be allowed back in school after a five-day suspension from school. In the event a second drug/alcohol possession and/or use offense occurs within a school year, or in initial cases involving extraordinary circumstances, the student will be suspended from school for 10 days with the possibility of an expulsion recommendation after an administrative review.

Should a student be involved in the delivery, buying, or selling of alcohol or drugs on school grounds, that student will be suspended for 10 days with the possibility of an expulsion recommendation after an administrative review. In all drug/alcohol related incidents, the police will be notified.

## **ACSD#1 STUDENT ACTIVITIES**

ACSD#1 offers student activities that Laramie Montessori School can participate in. These are listed below.

### **ALL DISTRICT BAND**

#### Winter All District Band Concert

The District Band made of bands from every school in ACSD#1 performs their first concert every December.

#### Spring All District Band Concert

Their second performance is in May. New music is chosen each year for each band concert.

### **ALL DISTRICT CHOIR**

#### Spring Sing

The All District Spring Sing is organized by ACSD#1 and involves all the school choirs in the district! Themes are chosen every year and each choir sings a selection of songs separately and together for the enjoyment of the community.

### **HAPPY HOLIDAYS, LARAMIE!**

This program is through the UW Art Museum and is a showcase of Albany County School District student art. Each school submits artwork that goes on display for the community to view for the holidays. We are proud that our students are a part of this wonderful program!

### **IMAGINE LEARNING FROM THE MASTERS**

Students in grades 1-3 may participate in a free after-school program at the Art Museum called Imagine Learning from the Masters. This program is made possible through a partnership with Albany County School District #1 and uses original art work in the UW Art Museum to enhance student's art, writing, thinking and speaking skills.

Students will have the opportunity to sign up for the program through their elementary school. Each program meets for seven consecutive sessions from 3:30-4:45 PM and follows the Art Museum's model of inquiry - observe, question, explore, create and reflect. These dynamic classes engage students in essential learning activities in ways that are fun and creative. They will work with professional artists and a master teacher on writing and art skills, using art on exhibit as a starting point for ideas and creative process.

This program is free and students are offered bus transportation courtesy of ACSD#1 both to the UW Art Museum and to home or daycare afterward. Please contact the Laramie Montessori School Office for questions or to register your children for this program each year.

### **ESY (BRIDGES) SUMMER SCHOOL**

- Albany County School District One will once again be running a summer program for students on current ILP's who would greatly benefit from experiential learning while working on targeted academic areas..
- Transportation will be provided to children living outside of a 1-mile radius of Linford if requested.
- A morning snack and lunch will be provided to all children.  
Individual Learning Plans (ILP) are required for each participating student.
- Reminders about ESY will be e-mailed the last week of June. If you do not have e-mail, please keep track of this information.
- If transportation is requested, the transportation office will call to set up bussing. You may not get a call until the end of June or the first part of July. Transportation: 721-4470