

Y.E.S. House School
Student-Parent Handbook
2020-2021



Y.E.S. House School Mission Statement

“Empowering Youth”

Youth Emergency Services, Inc.

School: 905 N. Gurley, Gillette, WY 82716

Mailing: P.O. Box 2151, Gillette, WY 82717

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Y.E.S. House Administration

Sheri England	Executive Director
Clark Fairbanks	Assistant Executive Director
Tatyana Walker	Development Director
Ryan Anderson	Human Resources Director
Jordan Stenerson	Education Director

Non-Discrimination Statement

It is the policy of Youth Emergency Services, Inc. (Y.E.S. House) that no child or family shall, on the basis of race, creed, color, national origin, gender, or sexual preference, be excluded from participation in, be denied benefits of, or be subject to discrimination in receipt of services by Youth Emergency Services, Inc.; and further, to provide services in compliance with Title VI of the Civil Rights Act of 1964 and the Wyoming Statutes prohibiting discrimination.

Confidentiality Policy

Any employee who works for/with Youth Emergency Services, Inc. has an obligation to keep all information regarding students at the Youth Emergency Services, Inc. confidential. Violation of this confidentiality policy will be considered a major infraction as described in the Employee Handbook, Section 3.4, and will result in disciplinary action.

Youth Emergency Services, Inc. On-Site School (Y.E.S. House School) is committed to providing quality instruction for all students and does so by employing qualified individuals to teach and support each student in the classroom. If you would like to receive information about the qualifications of any of the staff please contact the Human Resources Director at the Administration building (307-686-0669).

Welcome

On behalf of the staff at Y.E.S. House School, I would like to welcome you to your school. Your school is unique because the staff is dedicated to providing students with the knowledge, skills, and tools necessary to succeed here, and in life. The Y.E.S. House School is a special place because YOU have chosen to be here and we have chosen to have you here. We sincerely hope you will take advantage of the opportunities provided by making good decisions and fulfilling your role as an integral part of our learning environment.

Purpose of Y.E.S. House School

- To provide an opportunity for clients to develop social and academic skills in an educational setting.
- The education program is designed to promote critical thinking skills that lead to self-respect, educational success and healthy lifestyles.

The purpose of an education is to prepare students to become positive, productive members of society and to encourage life-long learning. This requires not only growth in academic and social skills but in the development of personal responsibilities.

Student Behavior and Responsibility:

- Students will arrive at school on time.
- Students will show respect for all persons and property.
- Students will act responsibly while using school and community materials and equipment, and will help to keep the buildings clean and safe.
- Students will respect and obey all Y.E.S. House School rules and regulations, as well as the directions and requests from staff.
- Students will be active participants in the learning process.
- If a student is sleeping in class they will be asked to stand, until they are capable of participating.

Attendance:

Thirteen (13) Day Agreement: If a student misses one-third of all classes during a quarter (unless they are on homebound instruction) they will not receive credit. Carnegie Unit credit is measured by the amount of time spent receiving instruction. Missing one-third of all classes is too much missed instructional time to receive credit.

Five (5) Day Agreement: Students will be allowed five (5) behavioral days per quarter. A student may receive an in or out of school suspension as part of a discipline program. If that student misses a total of five days in the same quarter due to discipline issues (s)he is dropped from those classes and receives a failing grade. The student can petition to enroll in class for the following quarter, but it is no guarantee that the student will be re-admitted.

Suspension of Regular Education Students

As described under Wyoming State Department of Education Rules and Regulations Governing Services for Children with Disabilities Students Regulation 5135-R, it will be the duty of the Y.E.S. House School Director and his/her designated representatives to suspend any student who is guilty of :

- Willful disobedience or open and persistent defiance of school personnel.
- Willful threats toward, destruction of, or defacing school property.
- Any behavior, which in the judgment of the Y.E.S. House School Education Director, is detrimental to the welfare, safety or morals of other students.

Any time a student is suspended from school, it will be the student's responsibility to get assignments from all the teachers for the entire suspension period and complete the necessary work.

Suspension of Disabled Students:

Prior to imposing a short-term suspension, the Child Study/IEP Committee is to meet to determine the appropriateness of the suspension. A child operating under an (IEP) may be suspended from school for a period of time not to exceed ten (10) days if the Y.E.S. House School Education Director and staff determine that:

- The student's behavior poses a danger to themselves or others.
- The student is engaged in conduct which would warrant suspension for the student.
- The conduct is not directly related to the student's physical or mental impairment, based upon current assessment data and current IEP information.

Emergency Suspension:

At the discretion of the Y.E.S. House School Education Director a student operating under an IEP may be suspended from school on an emergency basis for up to three (3) school days prior to an informal hearing. Such emergency suspension must be based on one of the criteria previously listed. The Education Director and staff will hold an informal hearing to determine appropriate proceedings. Such hearings will be held no later than three (3) school days after the emergency suspension has been imposed.

Long-Term Suspension:

A student operating under an IEP may be suspended from school for a period which exceeds ten (10) school days, but does not exceed one school year if the following steps have been taken:

- The Y.E.S. House School Education Director has determined the student is engaged in conduct which would warrant a suspension of such duration if the child were not disabled.
- The Child Study/IEP Committee has determined the conduct is not related to the student's physical/mental disability, based on current assessment data and IEP information. The Child Study/IEP Committee may request, as needed, new data to be collected by a Multi-Disciplinary Assessment Team pursuant to Section 42 of the WSDE Rules to assist in its determination. The student must be given an opportunity for a due process hearing before Y.E.S. House School Education Director and staff to show just cause why the student should not be suspended on a long-term basis.

Types of Absences:

The Youth Emergency Services, Inc. Education Program recognizes two types of absences: excused and truant. Excused absences are legitimate ones whereby the student has make-up privileges. Truancies are absences which either are not legitimate or have not been cleared with a guardian through the school office. There are no make-up privileges for truancies.

Excused Absences: if applicable, documentation of absence must be submitted within 48 hours of return. If there are any questions on the validity of the absence, parents/guardians need to inquire before the absence.

Excused Absences:

- Documented illness of a student or death of immediate family member
- Serious, contagious, or epidemic disease in the household where the pupil resides
- Hospitalization
- A doctor/dentist appointment or court appearance
- Family emergency
- Documented guidance/therapy appointments
- Observance of a religious holiday

Student Health:

School staff is certified in Emergency CPR and First Aid and Medical Administration. Staff will assess ill students and follow through as needed.

First Aid Procedures and Protocol may indicate the following action:

- Temperature above 100* Fahrenheit – call parent/guardian and send home.
- Vomiting and/or diarrhea – call parent/guardian and send home.
- Other problems such as stomachache, headache, temperature under 100*, etc. treat the symptoms. If no improvement within one (1) hour, call parent/guardian.
- In case of significant injury, fill out incident report, and notify parent/guardian.

The safety and health of all students will be considered when removing clients from the classroom in order to limit the spread of illness.

- Unless otherwise specified by a doctor, a sick student will not be allowed into the classroom.
- A student may be placed in sick status for up to a minimum of 24 hours. For certain illness situations the term may be shorter. Parents/guardians, DFS worker, case manager, and/or RTC staff are asked to regard each situation with individual consideration. A note from the client's doctor may be required to determine the appropriate action.
- Upon recommendation of the Y.E.S. House School staff, sick students may be remanded to their parent/guardian, DFS worker, or case manager (RTC) for care.

Student Responsibility Regarding Make-up Work:

Students who know of a planned absence will be required to complete and turn in their work prior to the absence. Those students who have an unplanned absence have two (2) days per missed day to get work completed and turned in to the teacher. Promptness is an expectation at the school. Students who are late to class must report to the school office. Five tardies will result in one absence for that class period.

Leaving the Building:

All students must sign out before leaving the building. Prior notification must be provided before a student can access permission to leave. Once a student arrives at school, they are expected to attend all classes and required school functions for the remainder of the day.

The Y.E.S. House School is a closed campus. The students will not be allowed to leave the building unless accompanied by staff during the lunch hour. Students will not be allowed to bring in any outside consumable food or drink. A lunch and healthy snacks will be available to the students. Students **MUST** be signed out by a parent/guardian/program staff to leave campus during scheduled class time.

Youth Emergency Services, Inc. provides a continuum of prevention, intervention, and treatment services to students from the Campbell County School District #1, Residential Treatment Facilities, the Department of Family Services, and Juvenile Probation. The therapeutic services are a component of the education program and the school schedule facilitates these services.

Student Appearance:

Clothing that is revealing or distracting will not be permitted at school. Students are to conform to the following guidelines concerning appropriate dress and grooming.

1. All clothing is to be worn according to the way it is designed.
2. Students may not wear as outer dress the following:
Inappropriately sheer, tight, short, or low-cut clothing that bares or exposes traditionally private areas of the body including, but not limited to, the stomach, shoulders, buttocks, upper thigh, back and breasts.
3. Clothing with obscene or violent statements, designs, double messages, or advertisements for drugs, alcohol or tobacco will not be permitted.
4. Hats, caps, head bands, scarves and sunglasses are not to be worn in the building during normal hours.
5. Shoes, boots and other appropriate footwear are to be worn at all times (closed toed).
6. Articles of clothing that cause undue school maintenance problems will not be permitted.
7. Shorts may be worn, when weather permits, but the length of the shorts must reach fingertips when arms are held at the sides.
8. Females must wear bras.

Education Program:

The education program focuses on four core subjects: English, Math, Science and Social Studies. If a student has failed a class in one of these areas credit recovery is available via the Odyssey credit recovery program. The academic year is based upon a four quarter system which offers the opportunity to earn credits at an accelerated rate. Due to the nature of the educational program few electives are offered.

Family Educational Rights and Privacy Act

Student Records

Disclosure of materials incorporated in a child's cumulative educational record will be provided to parents or legal guardians and/or eligible students 18 years or older. All requests for disclosure will be in accordance with the Family Educational Rights and Privacy Act, Public Law 93-380; Individuals with Disabilities Act (I.D.E.A.) Public Law 101-476; Rules and Regulations Governing Services for Children with Disabilities from the Wyoming Department of Education; and Campbell County School District policy.

All requests for disclosure will be in writing and will become part of the student's file unless exempt by appropriate laws, rules and regulations, and policies listed above.

A copy of the Family Educational Rights and Privacy Act and Campbell County School District #1 Policy may be obtained from the Education Director. Complaints concerning alleged failure to comply with this act may be filed with the Department of Education, Washington, D.C.

The Family Educational Rights and Privacy Act of 1974 authorizes parents and guardians of students 18 years of age or older access to his/her student files by submitting a written request and following the established procedures.

- The written request must be presented to the Education Director.
- The parent or legal guardian shall review the records in the presence of the Education Director or counselor.
- The parent or legal guardian may not remove any material from the file.
- Parents shall be granted a hearing to challenge the content of the record folder if they submit to the Education Director a written request for such a hearing. This hearing shall be held within ten (10) days after receipt of such request and shall follow procedures established by the Youth Emergency Services, Inc. Board of Directors.
- Notice of the right of access shall become part of each parent handbook or official registration guide.
- All persons 18 years of age have the same right of access as their parents.

Custodial and Non-Custodial Parents Rights and Responsibilities

Custodial parent means the natural parent, adoptive parent or legal guardian with whom the student resides, unless a legal document or signed parental agreement indicates otherwise. Verification may be required from the custodial parent. If a guardian or adoptive parent is the custodial parent both natural parents would be considered non-custodial parents.

While both custodial and non-custodial parents may visit the student at the school, only the custodial parent has the right to remove the child from school property unless a verified note from the custodial parent provides otherwise. If school personnel anticipate a possible student abduction (by the non-custodial parent or any other person), law enforcement personnel are to be notified immediately.

The custodial parent has the responsibility to:

1. Keep the school office informed as to the address of his/her residence and how he/she may be contacted regarding student progress/concerns.
2. Provide a copy of any legal document, which restricts the rights of the non-custodial parent.

PowerSchool:

Parent/guardians will be able to access grades, attendance, etc. on the student management system used by the Y.E.S. House School and Campbell County School District #1. Parents/guardians can monitor student academic progress by going to: <http://records.ccsd.k12.wy.us/public> and logging in. Each student is given a user name and password. To receive your user name and password, please contact Y.E.S. House School Administration.

Searches:

The Y.E.S. House School and Campbell County School District #1 reserves the right for its personnel to conduct at any time, without notice, searches and inspections of students' personal effects and school issued property. This may include, but is not limited to, clothing, purses, desks, backpacks, sports equipment and bags, and packages brought onto school property.

Any illegal, dangerous, or unauthorized articles discovered may be taken into custody and may be turned over to law enforcement representatives. Any student who refuses to submit their property for inspection, or who is found in possession of prohibited articles or items, will be subject to disciplinary actions up to, and including, expulsion and removal from the program.

No student will be allowed on the school premises or on an off-site school sponsored activity in possession of or under the influence of any alcoholic beverage, drug, or illegal substance or try to dispense of or in any way transfer any controlled substance in accordance with the Controlled Substance Act of 1971.

Weapons:

Weapons are identified in two categories:

- A. Articles commonly used or designed to inflict bodily harm or to intimidate other persons. Examples include, but are not limited to, firearms, brass knuckles, switchblade/butterfly knives, chains, clubs, stars, etc.
- B. Articles designed for other purposes but are being used or threatened to be used to inflict bodily harm or to intimidate. Examples include, but are not limited to, belts, combs, compasses, scissors, pocket knives, etc.

A student acting in an aggressive or belligerent manner with any article will be administratively judged to be in possession of a weapon or who has caused injury to another person with a weapon intended or unintended will be subject to disciplinary action.

Vandalism:

It is the policy of Youth Emergency Services, Inc. and the Campbell County Governing Board (Adoption Date: August 20, 1968; Item C-July 26, 1972) that any student/client caught in the act of vandalism will:

- Be required to pay for the property damaged if the damage is minor in nature.
- Be suspended in any case involving major vandalism.
- Have charges filed in the case of vandalism.

Students are responsible for materials damaged or lost; fines may be assessed. Fines are to be paid to the school.

Medication Administered by School Personnel:

All medication administered by school personnel must be approved by the U.S. Food and Drug Administration. All medication shall be kept in secure locked storage with the exception of emergency medications that may be carried by a student with special written request of the physician and parent/guardian, and after the student had demonstrated proficiency. Before the end of the school year, the parent/guardian will be notified to pick up any leftover medication.

School personnel have the right to refuse to administer any prescription that is not in its original container. The original container is defined as the container which medication was purchased and which clearly states the name and strength of the substance and its proper usage. A record will be kept of each time the medication is administered. Administration of medication during school hours must be medically necessary. Permission for medication to be administered for 30 days or more must have completed a "Permission for Medication" sheet filled out and signed by a physician and parent/guardian.

Memorandum of Understanding:

Through a Memorandum of Understanding with Campbell County School District #1, students may be referred to the Y.E.S. House School. Campbell County School District #1 and Y.E.S. House School desire to cooperate in providing educational opportunities for children within the district that are receiving treatment at Youth Emergency Services, Inc. facilities. If the student is, or will be, expelled from the district that student may be admitted only upon the mutual consent of both parties.

Acknowledgement: The policies and procedures addressed in this handbook are in part based on the Westwood High School Handbook and the Youth Emergency Services, Inc. intake procedures.

Y.E.S. House Scholarship Program

MISSION: The Y.E.S. House Scholarship Program is designed to assist those present and/or former residents who seek to further their education by providing financial assistance as deemed appropriate by the Youth Emergency Services, Inc. Board of Directors.

CRITERIA:

1. Applicants must demonstrate a financial need and commitment to succeed in future career plans.
2. Applicants must have been a recipient of Y.E.S. House services. Preference will be given to long-term residents.
3. Applicants must submit a typed application to the Executive Director, Youth Emergency Services, Inc., PO Box 2151, Gillette, WY 82717.

The Y.E.S. House Scholarship Program will provide up to \$1,000.00 per semester based on demonstrated financial need and academic success. The recipient shall be eligible to apply for financial assistance for up to four (4) years. Continued support will be contingent upon financial need, academic success, and maintaining sufficient credit hours.

Applicants must have successfully completed a high school diploma program or equivalent, must have been accepted to an accredited institution (please attach copy of your acceptance letter), and must maintain a minimum grade point average (GPA).

Applicants need to allow two months for the Youth Emergency Services, Inc. Board of Directors' consideration, determination and assistance. Scholarship payments for tuition, books or room and board will be made to the academic institution unless another pre-approved agreement has been authorized. All of the Board of Directors' decisions regarding recipients, awards and all other details are final.

