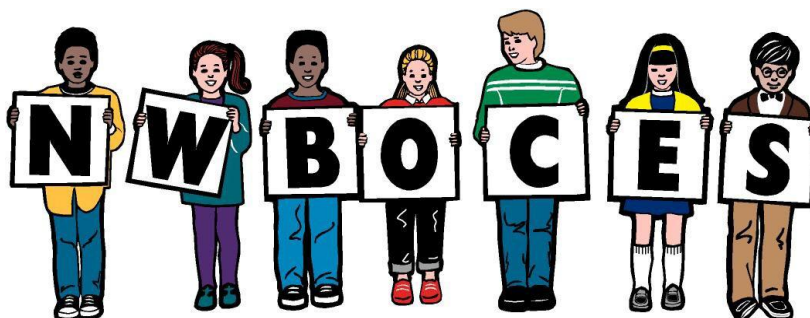


# Northwest Wyoming Board of Cooperative Educational Services



Northwest Wyoming Board of  
Cooperative Educational Services

## *Admission Packet* *2024-2025*

*Big Horn Basin Children's Center*

P.O. Box 112  
250 E. Arapahoe  
Thermopolis, Wyoming

307-864-2171/2100

800-928-2171

307-864-9463 Fax

[nwboces@rtconnect.net](mailto:nwboces@rtconnect.net)

<http://www.nwboces.com>



# New Student Enrollment Forms Needed

NW BOCES / Big Horn Basin Children's Center

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Entry Date: \_\_\_\_\_

Please remit the following items, as they are mandatory for admittance to NW BOCES.  
Admissions Packet forms are to be filled out and signed by parent/guardian.

## Forms to be provided by Parent/Agency

- \_\_\_\_\_ Individual Education Program (IEP)
- \_\_\_\_\_ 3-Year Evaluation
- \_\_\_\_\_ Immunization Record
- \_\_\_\_\_ Psychological Evaluations
- \_\_\_\_\_ Transcripts/Last Report Card
- \_\_\_\_\_ Social Security Number
- \_\_\_\_\_ Title 19/Ins. (Copy of card and/or no.)
- \_\_\_\_\_ Court Order (if applicable)
- \_\_\_\_\_ Discipline Reports/Records

## Forms (to be filled out by Parent/Agency)

- \_\_\_\_\_ Student Information Form
- \_\_\_\_\_ Student Inventory
- \_\_\_\_\_ Admission Application/Consent and Authorization
- \_\_\_\_\_ Special Treatment Intervention
- \_\_\_\_\_ Permission Form for pictures, activities, contests, etc.
- \_\_\_\_\_ Social/Sexual Program Permission
- \_\_\_\_\_ Religious Attendance Permission
- \_\_\_\_\_ Computer Use Policy
- \_\_\_\_\_ Home Language Survey/English Language Learner
- \_\_\_\_\_ Haircut Permission
- \_\_\_\_\_ Camera/Recording Notification
- \_\_\_\_\_ Climbing Wall Permission
- \_\_\_\_\_ Notice of Destruction of Sped. Files

## NWBOCES Medical Forms (to be filled out by Parent/Agency)

- \_\_\_\_\_ Health & Safety Documentation
- \_\_\_\_\_ Student Nursing Release
- \_\_\_\_\_ Psychiatric Evaluation Permission
- \_\_\_\_\_ Consent for Administration of OTC Meds
- \_\_\_\_\_ Psychotropic Medication Permission/ Medications List
- \_\_\_\_\_ Special Meals
- \_\_\_\_\_ 1 month of any prescriptions in RX bottles
- \_\_\_\_\_ 1 month written prescription for any controlled meds

## NWBOCES Forms (to be filled out by student and staff after admission)

- \_\_\_\_\_ Student Orientation Rights
- \_\_\_\_\_ School & Cottage Rules
- \_\_\_\_\_ Student Handbook Signature Page
- \_\_\_\_\_ Referral
- \_\_\_\_\_ Student Intake
- \_\_\_\_\_ Treatment Plan

Revised July 2019

# Student Information

**Student's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Student's SS # \_\_\_\_\_

Birthdate: \_\_\_\_\_ Birthplace: \_\_\_\_\_

Gender: \_\_\_ male \_\_\_ female Religion (optional): \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Household Members (Names and Relationship, Age of Children)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Father's Name (Stepfather or Guardian):* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Occupation:* \_\_\_\_\_ *Employer:* \_\_\_\_\_

*Home Phone:* \_\_\_\_\_ *Work Phone:* \_\_\_\_\_ *Cell Phone:* \_\_\_\_\_

*Mother's Name (Stepmother or Guardian):* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Occupation:* \_\_\_\_\_ *Employer:* \_\_\_\_\_

*Home Phone:* \_\_\_\_\_ *Work Phone:* \_\_\_\_\_ *Cell Phone:* \_\_\_\_\_

*Preference for receiving weekly, monthly, & quarterly reports on your child (check one):*

\_\_\_ e-mail \_\_\_ regular mail e-mail address: \_\_\_\_\_

---

Person to notify in case of emergency, other than parent. MUST HAVE 2 PHONE NUMBERS AVAILABLE.

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Physician (home): \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance: \_\_\_\_\_ Policy Number: \_\_\_\_\_

(A copy of the insurance card is required)

Title XIX: \_\_\_\_\_ Medicare: \_\_\_\_\_

Referring Agency: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Court District: \_\_\_\_\_ Judge: \_\_\_\_\_

Guardian Ad Litem/Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_

School District: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Current grade: \_\_\_\_\_

Operations (and dates): \_\_\_\_\_

Diseases (and dates): \_\_\_\_\_

Health Problems: \_\_\_\_\_

Bleeding or Clotting Problems: \_\_\_\_\_

Please write any special instructions about your child you think we should know:

---

---

---

Emergency Medical Attention:

In the event that emergency medical, dental, and/or psychological care is deemed necessary by the Big Horn Basin Children's Center staff, I hereby give my permission to the Big Horn Basin Children's Center staff to seek and carry out appropriate actions.

I understand that I will be notified should such an event occur and be notified of action taken or to be taken.

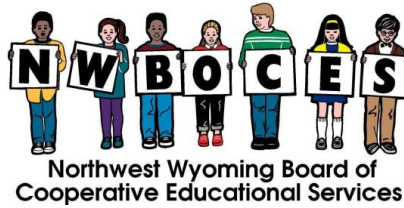
I understand that Big Horn Basin Children's Center, its agents and employees shall not be liable in the event an accident should occur in connection with any activities.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Revised 7/2019

ED #1



## ADMISSION APPLICATION CONSENT AND AUTHORIZATION

The undersigned authorize placement of \_\_\_\_\_ at Big Horn Basin  
(Child's Name)

Children's Center and consent to the following conditions:

1. Provide assessment and/or treatment for psychiatric, psychological, emotional, social/sexual program, and behavioral methodologies, which are normal and customary practice.
2. Allow student to participate in online educational programs and activities following compliance with Children's Online Privacy Protection Act (COPPA).
3. Allow physical intervention and/or placement in a seclusion room when used in accord with Big Horn Basin Children's Center's policies and procedures for crisis intervention to prevent harm to student or others.
4. Allow a physical examination upon admission and medical care by a local physician, periodic blood work, emergency care, and other curative or preventive procedures.
5. Allow Big Horn Basin Children's Center to authorize emergency medical services.
6. Transport the resident within the state or across state lines for program and/or other treatment purposes.
7. Allow the resident to be recorded/filmed for the purpose of internal security, staff training and resident treatment ONLY.
8. Consent to NWBOCES to submit medical claims for court ordered youth for psychological counseling and evaluation, occupational therapy, physical therapy, and speech language therapy per the student's IEP goals.

Signature Instructions:

1. If placement is by a social agency or Court Order, a representative from the agency that has legal custody must sign below.
2. If the placement is through a school district, parent or legal guardian AND a representative from school district must sign.

I hereby attest that I am the parent/legal guardian/official representative of the student and possess full/legal rights to sign the above Consent and Authorization.

Signature \_\_\_\_\_ Title/relationship: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Agency (If applicable): \_\_\_\_\_

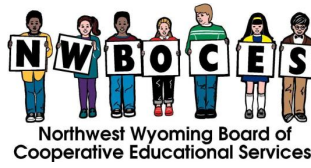
Signature \_\_\_\_\_ Title/relationship: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Agency (If applicable): \_\_\_\_\_

**ED #11**

Revised 7/1/16





40a.

**Northwest Wyoming Board of Cooperative Educational Services  
Big Horn Basin Children's Center**

STUDENT : \_\_\_\_\_

**SPECIAL TREATMENT INTERVENTION (STI)**

The Big Horn Basin Children's Center recognizes the importance and the responsibility for providing a therapeutic and safe environment for all children. Students will sometimes engage in behavior that places themselves and others in a situation that threatens their safety. Eminent threats or attempts to hurt themselves, threats or attempts to hurt others, and intense behavior that incite others to engage in threatening unsafe behavior may require physical intervention by the staff.

A STI may be necessary to place the child in a physical hold until they are able to manage their behavior. If unsuccessful, it also may be necessary to place the child away from other students in a safe room where they are isolated until they have better management of their behavior. It may be necessary to lock the safe room to maintain this isolation.

Students are encouraged to utilize a quiet area or room on a voluntary basis to assist with regaining self-control as a preventative measure. If the student is unwilling to take this responsibility, it may be necessary for staff to intervene.

When a STI is necessary, the use and procedures are closely monitored and reviewed.

If the child requires more than 45 minutes to regain self-control, a treatment team member is required to be called. If the child has been isolated in a safe room, every effort is made to help the child end the need for the isolation and rejoin the community as soon as there is no longer imminent danger to self or others. All staff are extensively trained in the use of de-escalation techniques and the administering of holds that have a minimum risk of hurting the child.

Every effort will be made to prevent physical or psychological injury to the child in the event that a STI is required. The safety of the child and others are of primary importance. Past abuse and physical limitations are considered to ensure minimum risk for physical or psychological trauma.

The parent/legal guardian will be notified of the time, reason, and outcome in a timely manner when a restraint and/or seclusion placement is initiated. Whenever prudent, family members may be involved in helping to reduce or eliminate the need for STI procedures.

I have been informed of the philosophy and use of STIs by the Big Horn Basin Children's Center and concur with the interventions when required under the circumstances stated above.

\_\_\_\_\_  
**Parent/Legal Guardian (please print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**ED #11**

*Revised 10/09*





## STUDENT INVENTORY

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

The following items are requested for each student when enrolled in the NW BOCES ED Program:

### CLOTHING

5 prs. jeans	2 prs. shoes	1 heavy coat
5 prs. shorts	1 pr. slippers	1 pr. snow boots
5 T-shirts	1 bathrobe	1 winter hat
3 sweatshirts	3 prs. pajamas	1 light jacket
3 sweatpants	10 prs. socks	
2 athletic shorts	1 belt	
7 underpants/underwear	1 swim suit	
1 dress outfit	1 pr. gloves	4 bras (girls)
1 dress shirt	1 pr. snow pants	

These items may not have drug/alcohol/sexual/violence/death/skulls/snake connotations (this includes day students). Clothing must be machine washable and dryer safe. All items need to be labeled with the child's name/initials. Clothing to meet the needs of the season.

### PERSONAL HYGIENE

2 toothbrushes	1 bottle shampoo	2 combs
1 tube toothpaste	1 bottle conditioner	1 hair brush
1 deodorant	1 styling product	2 pkg sanitary pads(girls)

Parents/guardians will be requested to supply these items and re-stock as needed. You may bring in items on visits. Please do not leave/bring money for your child.

### OPTIONAL ITEMS

1 hair dryer	1 pillow
1 favorite stuffed animal	1 blanket
Family photos	3 favorite toys (valued at \$20 or less)

#### **Please Do Not Send the following items:**

Knives, scissors, tools, and other sharp objects  
Radio/CD Player, Cell Phones, Ipads, Ipods, Computers  
Alcohol and alcohol containing products, e.g. mouthwash, body sprays, cologne, aftershave  
Any over the counter or prescription medications should be given to a staff person  
Drug paraphernalia  
Nail polish, remover, files, or clippers  
Butane lighters or other flammable objects  
Tapes, CDs, or videos with inappropriate language/content (E, G, & PG ratings only)  
No Boots/Cowboy Boots allowed until Level 3 and 4  
No Muscle Shirts or Spaghetti Straps (this includes day students also)

Please do not send more items than are listed due to limited space and program restrictions. If there are more items than requested or if any items are found to be inappropriate, they will be returned home. Inventories will be updated on a monthly basis. Thank you again for your cooperation.

Updated 6/2019

**ED#1**

# BIG HORN BASIN CHILDREN'S CENTER PERMISSION FORMS

**STUDENT'S NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



**PICTURES & INFORMATION:** I hereby give permission to NWBOCES to use pictures/video and any accompanying audio of me and/or my child recorded by NWBOCES to be used with educational, training, or promotional materials and publications..

Yes \_\_\_\_\_ No \_\_\_\_\_



**ACTIVITIES:** I give my permission for my child to attend school sanctioned activities whether in Thermopolis or elsewhere; to go on any field trips planned by his/her teacher or the cottage staff; to be involved in any extracurricular activities such as attending local concerts, basketball games, parties, movies, swimming, leisurely walking, etc. during the school year. Yes \_\_\_\_\_ No \_\_\_\_\_

List any activity you do not give permission to participate in:



**CONTESTS:** I give my permission for my child to enter contests which are approved by BHBC.

Yes \_\_\_\_\_ No \_\_\_\_\_



**TELEPHONE PRIVILEGES:** As privileges are earned (Level III /Level IV), my child has my permission to make long distance calls and charge them to my home phone, or by a phone card provided by the parent/guardian.

Yes \_\_\_\_\_ No \_\_\_\_\_ and to receive telephone calls. Yes \_\_\_\_\_ No \_\_\_\_\_

Calls to: Name	Relationship	Calls from: Name	Relationship



**VISITATION PRIVILEGES:** Please write the names of persons who may visit your child at the cottage or school.

Name	Relationship



**CORRESPONDENCE FROM/TO:** Please write the names of persons who may receive/send correspondence from/to your child at the cottage or school.

Correspondence to: Name	Relationship	Correspondence from: Name	Relationship

## ENGLISH LANGUAGE LEARNER

### **Policy:**

Northwest Wyoming Board of Cooperative Educational Services recognizes the special requirements of students who do not have the English language as their primary language. All English Language Learners will acquire sufficient competency in areas of listening, speaking, reading and writing of English to facilitate their success in grade-level appropriate classes and according to their Individualized Educational Program.

### **Procedure:**

NW BOCES will provide a differentiated curriculum for English Language Learners appropriate to their Individualized Educational Program. Students will be integrated into NW BOCES programs in a manner that facilitates their language needs and leads to the fulfillment of their Individualized Education goals.

NW BOCES will identify English Language Learner students upon enrollment and continuing through grade 12, using multiple sources of data and information.

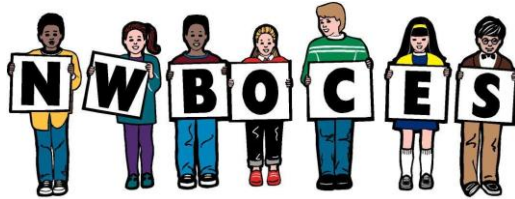
NW BOCES will continue to research and implement best practices in English Language Learners involved in special education programs. This research will be used to implement and support instructional strategies.

English Language Learner students' progress will be monitored and re-evaluated on an annual basis and as part of their annual review of their Individualized Education Program.

NW BOCES will provide time, support, and staff development in the field of English Language Learner instruction to personnel. Personnel with specific education and/or skill will be assigned to support English Language Learners as appropriate.

As part of their therapeutic plan, English Language Learners will receive educational, social, and emotional support from appropriately trained staff.





Northwest Wyoming Board of  
Cooperative Educational Services  
Thermopolis, Wyoming

## *Parent/Guardian Home Language Survey*

Student Name: \_\_\_\_\_

Relationship of Person Completing Survey:  Mother  Father  Guardian

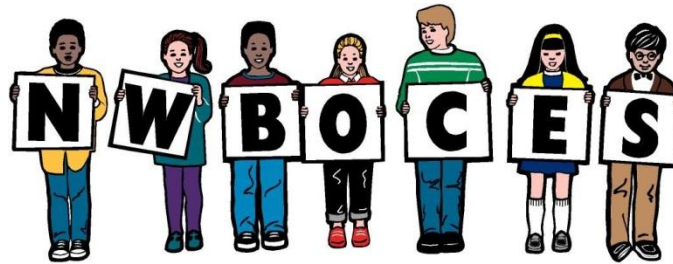
*Circle the correct response for each of the following questions concerning your child.*

1. What language did the child learn when he/she first began to talk? English Other (specify) \_\_\_\_\_
2. What language does the family speak in the home most of the time? English Other (specify) \_\_\_\_\_
3. What language does the mother speak to her child most of the time? English Other (specify) \_\_\_\_\_
4. What language does the father speak to his child most of the time? English Other (specify) \_\_\_\_\_
5. What language does the child speak to his/her mother most of the time? English Other (specify) \_\_\_\_\_
6. What language does the child speak to his/her father most of the time? English Other (specify) \_\_\_\_\_
7. What language does your child speak to his/her brothers and sisters most of the time? English Other (specify) \_\_\_\_\_
8. What language does your child speak to his/her friends most of the time? English Other (specify) \_\_\_\_\_

\_\_\_\_\_  
Signature of person completing survey

\_\_\_\_\_  
Date

**ED #11**



Northwest Wyoming Board of  
Cooperative Educational Services

## HAIRCUT PERMISSION

I give permission for \_\_\_\_\_ to  
receive periodic haircuts while in residence at NW BOCES.

- NW BOCES Staff Person – free; a buzz/crew cut for boys
- Local Licensed Cosmetologist (payment must be made in advance)
- Haircuts only by Parent/Guardian

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

ED #11

**Big Horn Basin Children's Center  
Attendance at Religious Services  
Permission Form**

I, \_\_\_\_\_, desire to have my child, \_\_\_\_\_ attend religious services at \_\_\_\_\_ church, Thermopolis, Wyoming.

I understand that all the following rules apply:

1. NW BOCES Administrative Director will check with staff to determine if any NW BOCES staff members attend the selected church and if they want to volunteer to take student to Sunday services
2. A NW BOCES staff person must accompany student to Sunday Services.
3. NW BOCES volunteer staff person will transport student in his/her personal vehicle.
4. NW BOCES staff person's driving record and vehicle insurance will be on file at NW BOCES.
5. My child will earn this outing consistent with privileges identified on the Behavioral Level System.
6. If earned, a maximum of one religious outing per week will be allowed at Level 2, 3, and 4.
7. My child may lose this privilege based on inappropriate behavior while on the religious outing, at the cottage, or in the classroom.
8. NW BOCES is relieved of all liability for the safety of my child during transportation to and from the service and supervision during the service.

\_\_\_\_\_  
Parent/s Signature

\_\_\_\_\_  
Date

NW BOCES staff person to provide transportation and supervision:

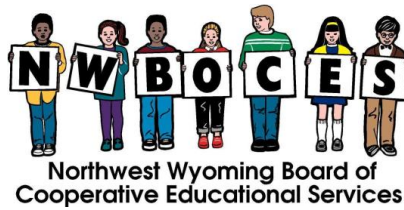
(name) \_\_\_\_\_

(phone no.) \_\_\_\_\_

This form must be completed and on file at NW BOCES prior to the child being allowed to attend services.







## **Notification of Recording/Filming Audio & Visual** **At NW BOCES School & Residences**

NW BOCES/ Big Horn Basin Children’s Center notification to staff, parents, students, and visitors regarding installation of surveillance cameras at each of the NW BOCES facilities:

**Please be aware that when you are at NW BOCES facilities there will be visual and audio recordings occurring except in the bedrooms at the cottages and bathrooms at the school and cottages. Please be aware that communications in any other area of the facility may be recorded.**

**The recordings will be used for internal security, staff training, and resident treatment program planning purposes.**

I hereby attest that I have been notified that the installation of this recording/video equipment is intended to be permanent and that this may be the only notice I will receive. I understand the purpose for the installation and acknowledge that I have been given notice thereof.

For (student’s initials if applicable): \_\_\_\_\_

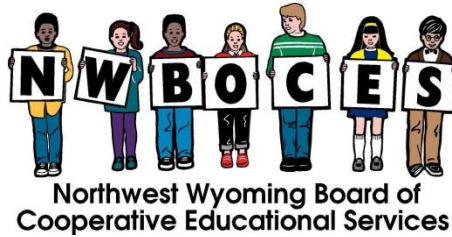
Signature \_\_\_\_\_ Title/relationship: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Agency (If applicable): \_\_\_\_\_

If signing as a parent/guardian/DFS caseworker, I am also signing on behalf of \_\_\_\_\_, child/student.

**ED #11**

*Revised 3/19/2019*



## CLIMBING WALL NOTIFICATION LETTER/PERMISSION TO PARTICIPATE

Dear Parents/Guardians,

Beginning when the signed Permission to Participate letter is received, your child has the opportunity to participate in a climbing wall unit as a part of our physical education program.

We are using a traverse climbing wall to host many exciting activities. At its highest point, the wall measures eight/ten feet and is approximately 12 feet long. Participants climb horizontally (traverse) across the wall and their feet should never be higher than three/three-and-a-half feet off the ground. Your child will be informed of safety rules and will climb under the careful supervision of an adult instructor at all times.

Indoor rock climbing is one of the fastest growing activities today. It simultaneously develops coordination, strength, flexibility and cardiovascular fitness. Additionally, important life skills like problem-solving, goal-setting, perseverance, inner confidence and patience will be learned in this unit.

In order for your child to participate in our climbing wall unit, we must have a signed permission slip. Should you have any questions regarding this exciting educational opportunity, please do not hesitate to call NW BOCES at 307-864-2171.

Sincerely,

*Carolyn Conner*

Carolyn Conner  
Administrative Director, NW BOCES

### PERMISSION TO PARTICIPATE

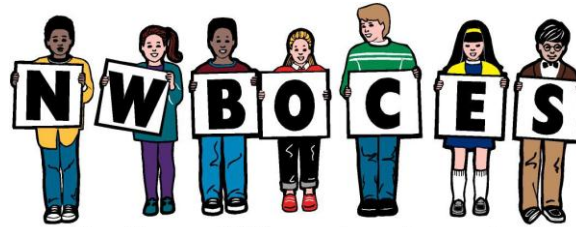
\_\_\_\_\_ (student name) has my permission to participate in the climbing wall unit at NW BOCES. I understand that this activity involves some risk of injury and I will stress the importance of following the class safety rules when we discuss this activity at home.

(Signature of parent/guardian)

(Date)

**ED #11**

*Revised 7/2019*



Northwest Wyoming Board of  
Cooperative Educational Services

## Social/Sexual Program Permission Form

We are seeking your permission to include your child, \_\_\_\_\_, in a Social/Sexual Program specifically designed for students in 5<sup>th</sup> to 8<sup>th</sup> grade. Each child involved will work one-on-one with the teacher and will be included in small group discussion on appropriate living behaviors.

If you have any questions about the curriculum, please feel free to call us at 307-864-2171 and we can discuss the program in detail.

We would like your signature of approval of \_\_\_\_\_ being included in this program. Your child will not be included until we have your permission. If you do not give permission we will assume you will take care of this area of education. If we become aware of areas of concern, we will pass these concerns on to you.

I, \_\_\_\_\_ give my permission for my child, \_\_\_\_\_ to participate in a Social/Sexual Education Program especially designed for students with disabilities.

\_\_\_\_\_  
Date Signed

ED #11

## Computer Security

Access to computer data stored within all computer systems may need to be carefully monitored for security purposes.

Disposal of reports and/or other information after it is no longer being used or when the information has been removed to a central back-up system shall be done with the consent and knowledge and in accordance with any procedure established by the supervisor responsible for the department utilizing the information

The Administrative Director and/or designated members of the administrative staff shall have responsibility for determining who will have on-line access to information and who will have access to information stored on the computers personally utilized by individual staff members.

To the extent passwords are issued to individual users, such passwords are not to be recorded in any location accessible to any other staff or students except such administrative staff as are responsible for issuing the passwords and/or their specific designee.

No user shall be permitted to utilize the computer for any illegal, inappropriate, or offensive purpose. Any employee who becomes aware that this policy is being violated shall immediately notify his/her supervisor of the violation.

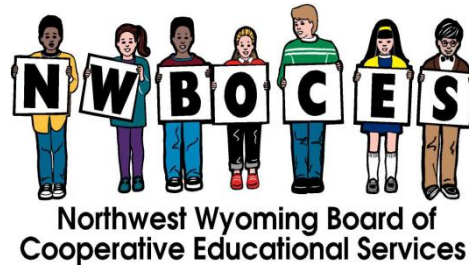
Information other than general educational/program information intended to be available for all staff should be carefully secured by all staff members working with the information in order to avoid divulging confidential information to students or other staff except as may be appropriate and on a need-to-know basis. Access to and maintenance of data should be strictly limited. Accessing data for which there is no need to know is forbidden. Disclosure of information should not occur either by intent or inadvertence except as is necessary to carry out the staff member's assigned duties. All confidential and secure information should be safeguarded to the extent possible. If it is copied onto disks, the disks and/or other backup information should be secured in a locked location so that they cannot be accessed by persons who are not intended to have the information.

Computer-generated reports or displays are not to be released outside of NWBOCES except as provided for in NWBOCES policies, regulations or procedures or by approval of the Administrative Director and/or his/her designee.

All computers utilized within NWBOCES shall be utilized solely for educational/program purposes unless specific consent is otherwise given by the Administrative Director or his/her designee. No employee working for NWBOCES shall have any expectation of privacy regarding the information stored on the computer utilized by the employee. In order for the employee to utilize the computer for educational/program purposes, the employee must consent to allowing his/her supervisor, as well as other persons the supervisor and/or Administrative Director may designate to access the information stored on the employee's computer and/or any other floppy drives or backup system.

Policy 4022

Adopted 7-24-13  
Reviewed 7-22-15  
Reviewed 3-22-17



Acknowledgement of Receipt and Consent to Comply With Electronic Devices Policies and Guidelines 4021; 4021a-R to 4021e-R; and 4022

The undersigned acknowledges having received a copy of Board Policies and Procedures 4021; 4021a-R to 4021e-R; and 4022 and states that he/she has read and understands the policy regulation and agrees to comply therewith. The undersigned does further acknowledge that there is no expectation of privacy as to the computer information stored on the computer utilized by the undersigned and the undersigned does consent to allow his/her supervisor and other persons designated by the Administrative Director to have access to all information stored on the computer or any disk.

Date: \_\_\_\_\_  
Employee/Parent

Policy 4022-R

Adopted 7-24-13  
Reviewed 7-22-15  
Revised 10-26-16  
Reviewed 3-22-17





Northwest Wyoming BOCES  
Big Horn Basin Children's Center  
250 E. Arapahoe PO Box 112  
Thermopolis, Wyoming 82443  
(307) 864-2171

**NOTICE OF DESTRUCTION OF SPECIAL EDUCATION RECORDS**

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Northwest Wyoming shall destroy records of students with disabilities when personally identifiable information collected or maintained is no longer needed to provide educational services to the student.

Each student's records will be maintained for the longest period of time that any portion of that record is required by the state to be maintained. If NW BOCES determines that a specific file needs to be permanently maintained, that file may be sent to the State Archives or microfilmed and destroyed.

A parent/guardian or student who has reached the age of majority and is otherwise competent, may request a copy of the records at any time prior to the destruction of the records.

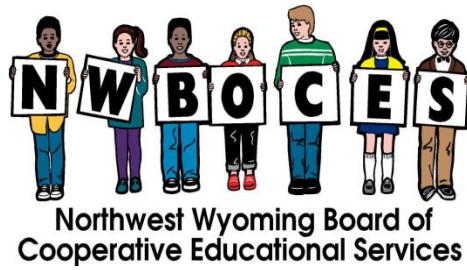
This shall serve as notice of the intent to destroy records to the parent/guardian or student having reached the age of majority. Notice of intent to destroy records will also be placed in the local newspaper prior to the destruction of records.

This notification of destruction of records was given to parent/guardian or student having reached the age of majority.

Signature: \_\_\_\_\_  
Parent/Guardian or Student having reached the age of majority

Date: \_\_\_\_\_

**ED #3**



## HEALTH AND SAFETY DOCUMENTATION

Please fill out the following questionnaire and return to NW BOCES before your child/student is admitted: If information can be found in reports received by NW BOCES simply reference those reports.

Student: \_\_\_\_\_

1. Allergies – (what reactions he/she has) including food and medications and the environment:
2. Medications – ( medication names, dosage, and why he/she is taking them):
3. Immunization history: please include form
4. Hospitalizations: (when and why)
5. Medical diagnoses:
6. Medical problems that run in the family:
7. Complications of pregnancy, if applicable:
8. Special dietary needs: ( we don't allow caffeine products except for Special occasions)
9. Illnesses:
10. Injuries:
11. Dental and eye –
  - A. Dental: Dental problems and when was last appointment

B. Eye: Does he/or she wear glasses and when was his/her last appointment?

12. Mental health issues:
13. Emotional problems:
14. Ongoing medical care needs:
15. History of aggressive or violent behavior: (describe please)
16. Substance abuse history:
17. Sexual history or behavior patterns that may place the child or other children at risk:
18. Known or suspected suicide or self-injury attempts or gestures:
19. Emotional history which may indicate a predisposition for self injury or suicide:
20. History of fire setting:
21. Homicidal thinking:
22. Animal cruelty or mutilation:

---

Parent/Guardian

---

Date

MD #10

Red Rock Family Practice

Patient Registration Form

Primary Care Dr: \_\_\_\_\_

**PATIENT INFORMATION**

Patient Full Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_

Sex: Male / Female Ethnicity: Hispanic / Non-Hispanic Race \_\_\_\_\_ Primary Language \_\_\_\_\_

Marital Status: Single / Separated / Married / Widowed / Divorced

Mailing and Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

May we send you a text message? Yes/No

Employer \_\_\_\_\_ Address \_\_\_\_\_

Email Address \_\_\_\_\_ **Pharmacy** VICKLUND PHARMACY

**RESPONSIBLE PARTY INFORMATION** (Person responsible for bill – Not insurance)

- o Same as above, otherwise, please fill out below:

Responsible Party's Full Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_

Sex: Male / Female Marital Status: Single / Separated / Married / Widowed / Divorced

Mailing and Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

**INSURANCE INFORMATION**

*Please Note: We will file your insurance as a courtesy if we have current and necessary information. All charges incurred are your responsibility regardless of insurance coverage.*

Primary Insurance Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_ Group Number \_\_\_\_\_

Secondary Insurance Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_ Group Number \_\_\_\_\_

Worker's Compensation Number (if applicable) \_\_\_\_\_

Employer's Telephone Number ( ) \_\_\_\_\_ Date of Injury \_\_\_\_/\_\_\_\_/\_\_\_\_

**EMERGENCY CONTACTS**

In Case of Emergency Notify \_\_\_\_\_

Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

SOMEONE NOT LIVING IN HOUSEHOLD \_\_\_\_\_

Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

## Red Rock Family Practice

120 North C Avenue  
Thermopolis WY

Phone 307-864-5534  
Fax 307-864-5226

Travis Bomengen, MD  
Linsey Brooks, FNP-C

Jason Weyer, DO

Hallie Bischoff, DO  
Ellen Reynolds, PA-C

### AUTHORIZATION TO DISCUSS YOUR HEALTH INFORMATION

Please assist us in managing your health information. You may wish to discuss your medical condition or bill with a relative or friend. In order to protect the privacy of your health information, we cannot do this without your permission.

Please check and specify with whom we may discuss your health information:

- Your spouse, specify name: \_\_\_\_\_
- Your mother, specify name: \_\_\_\_\_
- Your father, specify name: \_\_\_\_\_
- Your child, specify name: \_\_\_\_\_
- A step-parent, specify name: \_\_\_\_\_
- A friend, specify name: \_\_\_\_\_
- Other, specify name and relation: **NW BOCES RES. TREATMENT** \_\_\_\_\_

Patient Name (please print): \_\_\_\_\_

Patient Signature: \_\_\_\_\_

Parent or Legal Guardian Name (please print): \_\_\_\_\_

Parent or Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*This authorization will remain in effect unless revoked in writing.*



# Red Rock Family Practice

120 North C Avenue  
Thermopolis WY

Phone 307-864-5534  
Fax 307-864-5226

Travis Bomengen, MD  
Linsey Brooks, FNP-C

Jason Weyer, DO

Hallie Bischoff, DO  
Ellen Reynolds, PA-C

## AUTHORIZATIONS AND SIGNATURES

Printed Patient Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

**NOTICE: Do not sign this agreement before you read and agree to the conditions set forth. You are entitled to a copy of the agreement at the time you sign. Keep it to protect your legal rights.**

### 1. CONSENT FOR TREATMENT

I voluntarily consent to treatment for myself/child/dependent from the healthcare providers at Red Rock Family Practice, which include physicians, physician assistants and/or nurse practitioners who are under the supervision of the physicians.

\_\_\_\_\_  
Signature of Patient/Parent/Guardian Relationship Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### 2. HIPAA PRIVACY

My signature below acknowledges that I have received Red Rock Family Practice's Notice of Privacy Practices.

\_\_\_\_\_  
Signature of Patient/Parent/Guardian Relationship Date \_\_\_\_/\_\_\_\_/\_\_\_\_









**IMMUNIZATION AGREEMENT  
BETWEEN PARENT/GUARDIAN AND SCHOOL**



To ensure the Wyoming Department of Health is aligning with the Health Insurance Portability and Accountability Act (HIPAA), Wyoming schools must obtain parent/guardian agreement before accessing a student's immunization record within the Wyoming Immunization Registry (WyIR) for proof of immunization.

Parent/guardian agreement must be maintained in the student's school file and made available to the Wyoming Department of Health upon request.

I, \_\_\_\_\_, am the parent/guardian of \_\_\_\_\_. I  
(Parent/Guardian Name) (Child's Name)

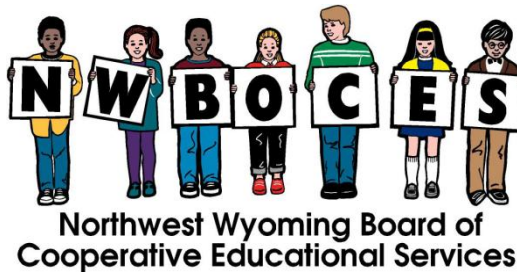
agree that the designated administrative official, such as the school nurse, representing

NW BOCES has my permission to access this student's immunization  
(Name of School)

record in the WyIR to obtain proof of immunization in order to meet the school entry requirements in accordance with Wyo. Stat. Ann. § 21-4-309.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



Permission for Psychiatric/Psychiatric Nurse Practitioner  
Evaluation and Follow-up (If applicable)

Admit Date: \_\_\_\_\_

As the guardian of \_\_\_\_\_, I hereby give permission for him/her to be evaluated by the consulting Psychiatrist/Psychiatric Nurse Practitioner who visits NW BOCES on an as needed basis, for purposes of medication evaluation and consultation. I further give permission for periodic follow-up visits and blood-test workups as deemed necessary by the Psychiatrist/Psychiatric Nurse Practitioner. I realize I am responsible for paying for all visits and medications unless otherwise specified.

Signature of Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



# CONSENT FOR ADMINISTRATION OF OVER THE COUNTER MEDICINES

In an effort to meet your child's needs, a limited number of over the counter remedies are available for common complaints. These medicines are dispensed under the direction of a registered nurse.

As parent/legal guardian of NW BOCES Student \_\_\_\_\_, I hereby grant permission for the administration of the following over the counter medications if needed for minor symptoms:

- \_\_\_\_\_ Acetaminophen (Tylenol)
- \_\_\_\_\_ Ibuprofen (Advil/Motrin)
- \_\_\_\_\_ Dimetapp (decongestant)
- \_\_\_\_\_ Sudafed (decongestant)
- \_\_\_\_\_ Diphenhydramine (Benadryl)
- \_\_\_\_\_ Dramamine (anti-nausea)
- \_\_\_\_\_ Robitussin DM (cough med)
- \_\_\_\_\_ Cortisporin Cream (for rash, skin irritation)
- \_\_\_\_\_ Bacitracin Ointment (antibacterial ointment for minor wounds)
- \_\_\_\_\_ Chloraseptic Spray (sore throat treatment)
- \_\_\_\_\_ Tums (antacid)
- \_\_\_\_\_ Pepto-bismol (stomach upset)
- \_\_\_\_\_ Pepcid (acid indigestion)
- \_\_\_\_\_ Throat lozenges
- \_\_\_\_\_ Blistex (lip ointment)
- \_\_\_\_\_ Oragel (mouth pain)
- \_\_\_\_\_ Normal Saline Spray (nose)

These do not replace medical care. For any persistent symptoms or serious injuries, your child will receive professional medical care, with your consent.

Name  
(Printed) \_\_\_\_\_ Relationship \_\_\_\_\_  
*Parent/Guardian*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Parent/Guardian*

Name  
(Printed) \_\_\_\_\_ Date \_\_\_\_\_  
*Physician*

Signature \_\_\_\_\_  
*Physician*

**MD #3**

**Big Horn Basin Children's Center**  
**P.O. Box 112**  
**Thermopolis, WY 82443**  
**864-2171**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

DRUG, DOSAGE, TIME	REASON ORDERED	HOW LONG ON MEDICATION	PRESCRIBING PHYSICIAN

THE ABOVE MEDICATIONS WERE ORDERED BEFORE \_\_\_\_\_  
 WAS ADMITTED TO NW BOCES

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PHYSICIAN'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## CONSENT TO TREAT WITH PSYCHOACTIVE MEDICATION

Y/N

1. The explanation was given in simple, non-technical language and included all checked items.	
2. The patient (or guardian/parent) is competent to provide informed consent.	
3. The nature of his/her mental/physical disorder or change in status was explained.	
4. The expected beneficial effects on his/her condition as a result of treatment with or change in medication(s) were explained.	
5. The probable health and mental consequences of not taking medication, including the occurrence, increase or recurrence of symptoms of mental disorder were explained.	
6. A detailed explanation was given regarding the existence of generally accepted alternative forms of treatment, if any, that could reasonably be expected to achieve some benefits of the medication(s) and why the physician recommends this medication.	
7. Expected method of medication administration and expected duration of treatment were described.	
8. It was explained that side effects of varying degrees of severity are a risk of all medications, and an explanation was provided concerning relevant side effects, including: A. Frequently occurring side effects. B. Side effects to which the individual may be predisposed. C. With neuroleptic (antipsychotic) medication, the nature of tardive dyskinesia risk factors.	
9. Opportunity was given to object, respond or ask questions.	

I have read this form and hereby consent to treatment with the medications recommended. I understand that I may withdraw consent at any time.

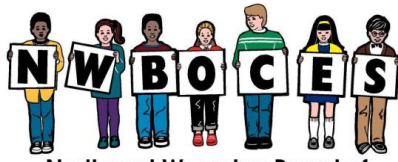
I specifically refuse consent for recommended treatment, though the expected benefit has been explained to me.

Parent/Guardian Signature: \_\_\_\_\_

**MD#3**







Northwest Wyoming Board of  
Cooperative Educational Services

**42.**

**Section 504 of the Rehabilitation Act of 1973 assures students access to school meal service, even if special meals are needed because of the disability.**

If special meals are needed and requested, certification from a medical doctor must (1) verify that special meals are needed because of the disability, and (2) prescribe the alternate foods and forms needed, specify any foods that are to be omitted.

Completion of the following, by a student's doctor, will provide the necessary certification:

Name of student for whom special meals are requested: \_\_\_\_\_

Foods Prescribed

Form Allowed (e.g., fresh, baked, ground, blended, etc.)

Meat and Meat Alternates

Milk and Milk Products

Bread/Cereal

Fruits and Vegetables

Any instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there any particular foods that should be omitted from the diet? \_\_\_\_\_

\_\_\_\_\_

The substitute for this would be: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Physician's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent's Signature*

\_\_\_\_\_  
*Date*

**MD #2B**

### 43. STUDENT ORIENTATION/RIGHTS

There is a Secluded Timeout Room that will be used for your safety in a crisis situation. There is a calm-down Safe Room which we hope you will use if needed. You will receive an orientation to this room by staff. Usually, if you are having a problem, and become upset, you will be asked to take a sitting time out, or a standing time out. If you cannot calm down, or if you become a danger to yourself or to other people, you may be directed to go to the environmental time out area to calm down. We hope you will make a good decision, and walk in on your own. After you are calm, you will be asked to problem-solve. Then you can return to your regular activities.

You have many rights and responsibilities as a student at BHBCC.

**Some of your rights include:**

1. You have the right to maintain contact with your guardian through mail and telephone.
2. You have the right to be treated with respect.
3. You have the right to participate in I.E.P. and other planning meetings.
4. You have the right to look at your records, as long as you are accompanied by your therapist.
5. You have the right to file a student grievance.
6. You have the right to wear your own clothing and to keep personal possessions, at the appropriate level unless the articles may be used to endanger yourself or others.
7. You have the right to be free from physical restraints and isolation except for emergency situations or when isolation or restraint is a part of a treatment program.
8. You have the right to be free from unnecessary to excessive medication.
9. You have the right to seek family planning services.
10. You have the right to be informed orally and in writing of the above rights at the time of admission.
11. You have the right to the legal system, legal counsel, and spiritual access.

**Some of your responsibilities include:**

1. You have the responsibility to attend school and complete all assignments.
2. You have the responsibility to attend therapy sessions: individual, group, family, social skills training, etc.
3. You have the responsibility to be safe.
4. You will be expected to take responsibility for your actions.
5. You have the responsibility to treat others with respect.

If you should come to BHBCC, this letter will be part of your orientation. You will be asked to read it and sign it within 48 hours of admission to BHBCC.

I have read (or have had read to me) this orientation information within 48 hours of admission to BHBCC, and I have received orientation to the sequence of time out options.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

# School & Cottage Rules

**1. Listen and Learn**

**2. Follow Directions**

**3. Make Good Choices**

**4. Learn From Mistakes**

**5. Show Respect of Self and Others**

---

**Signature**

---

**Date**

---

**Witness Signature**

---

**Date**

**ED #11**