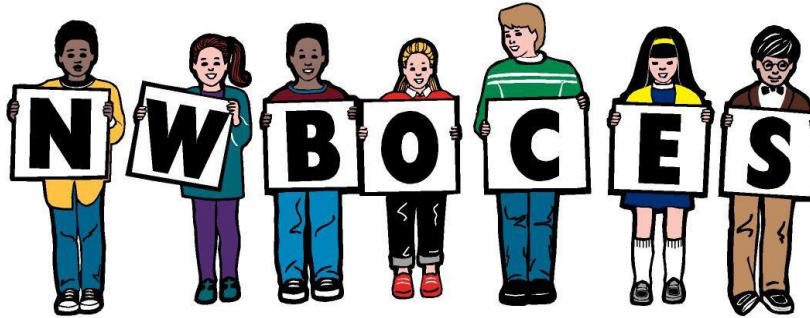


# Northwest Wyoming Board of Cooperative Educational Services



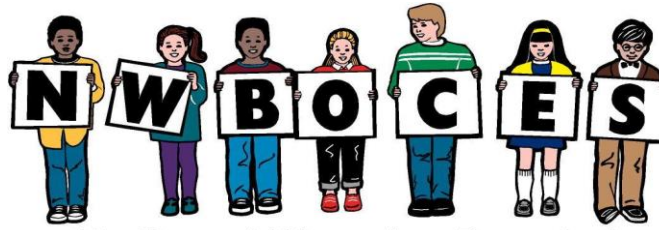
Northwest Wyoming Board of  
Cooperative Educational Services

## *Student Handbook* *2018-2019*

*Big Horn Basin Children's Center*

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

307-864-2171  
307-864-9463 Fax  
nwboces@rtconnect.net  
<http://www.nwboces.com>



Northwest Wyoming Board of  
Cooperative Educational Services



## Big Horn Basin Children’s Center Student Handbook

### Signature Form

I, the undersigned, acknowledge receipt of the Big Horn Basin Children’s Center Student Handbook which includes rules, procedures, and a copy of W.S. 35-1-625 (Student Rights).

I also have read and understand the Student Grievance Procedure as outlined within this handbook. I understand I have the right to use this procedure if I believe I can show I have been dealt with or treated unfairly or have a complaint I feel is unresolved against Big Horn Basin Children’s Center, its staff or its programs. I also understand that I may not be denied access to the Student Grievance Procedure.

I understand that I am responsible for following confidentiality about other students at NW BOCES. During parent trainings, visits, and calls with my child I may hear information about other students and/or students’ families. I agree to maintain confidentiality.

\_\_\_\_\_  
*Student Name (Please Print)*

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

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

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

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

### Big Horn Basin Children’s Center Mission Statement

*“Big Horn Basin Children’s Center provides educational, therapeutic, and residential programs in a safe environment to promote learning and growth and to improve the quality of life for youth with disabilities.”*



---

## Big Horn Basin Children's Center Organizational Values

We value:

- Those we serve as highest priority;
- Professionalism and ethical behavior at all times;
- Team effort and cooperation;
- Loyalty to those we serve, each other, the organization, our goals;
- Commitment and perseverance;
- The dignity and diversity of each person;
- Open communication;
- Proactive approach to problem solving;
- Self respect driven by pride in our work, our surroundings, our concern for others.



---

## Non-Discrimination Policy

It is the policy of Northwest Wyoming BOCES/Big Horn Basin Children's Center not to discriminate on the basis of race, color, religion, sexual orientation, national origin, gender, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and the Americans with Disabilities Act may be referred to the Wyoming Department of Education, Office for Civil Rights Coordinator, 2<sup>nd</sup> Floor, Hathaway Building, Cheyenne, WY 82002-0050 or (307) 777-5239, or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582, or (303) 844-5695 or TDD (303) 844-3417.



---

## Confidentiality Statement

As a public educational agency, Northwest Wyoming BOCES/Big Horn Basin Children's Center and its employees are responsible to ensure that information and educational records for children with disabilities are maintained in a confidential manner in accordance with federal and state mandates. The release of such information and/or records shall be only in the course of assigned employee responsibilities and only to persons authorized for access to such confidential information.



## **Student Rights**

### **W.S. 35-1-625**

Per W.S. 35-1-625, every student receiving services from Northwest Wyoming BOCES/Big Horn Basin Children's Center has the right to:

- An individualized plan of appropriate services which provides for the least restrictive treatment that may reasonably be expected to benefit the student;
- Access to educational services per Wyoming state law;
- Send and receive mail per NW BOCES procedures;
- Wear his/her own clothing, to keep and use personal possessions, including toilet articles, unless the articles may be used to endanger their own or other's lives, and keep and be allowed to spend his/her own money;
- Be free from physical restraints and isolation except for emergency situations or when isolation or restraint is a part of a treatment program;
- Be free from unnecessary or excessive medication;
- Make and receive telephone calls within reasonable limits;
- Receive visitors daily or in accordance with NW BOCES procedures; and
- Be informed orally and in writing of the rights under this section at the time of admission.



---

### **Rules and Procedures for New Students**

1. Tour of the facility.
2. Introductions to the staff.
3. Emergency Procedures (Fire Drills, Emergency Exits, etc.).
4. Orientation to include:
  - Equal access to services regardless of race, religion, ethnicity, sexual orientation, disability, or gender;
  - Have access to educational services as per Wyoming State law;
  - No discrimination by the provider based on race, sex, religion, ethnic origin, or disability;
  - Dignity of every child and family is recognized and respected in the delivery of services;
  - Receives care according to individual need;
  - Service is provided within the most appropriate setting;
  - Services are periodically reviewed for and with every child and family;
  - Grievance policy is given to and explained to the child and his or her legal guardian at the time of intake;
  - Right to personal privacy;
  - Allow privacy for each child when not contrary to the treatment plan; and
  - Access to a quiet private area where he or she can withdraw from the group when appropriate.

5. Timeout procedures.
6. Religious Orientation.
7. Daily Schedule.
8. Lunch routine.
9. Behavior plan format and least intrusive steps.

⊕ \_\_\_\_\_ ⊕

### **Where a Student May Go Within the Big Horn Basin Children's Center**

A student must have permission from staff to enter and exit any part of the classroom or cottage area. This includes and is not limited to, the kitchen, laundry room, bathrooms, bedrooms, recreation room, gym, hallways, and outside the building. Every student has a right to personal privacy. Each student can be in his or her bedroom without supervision, with permission and only if behaviors warrant such privileges. If a student leaves the premises of the Big Horn Basin Children's Center, then the Emergency Procedures plan mandating contacting the local police department and secondly, contacting the student's legal guardian will go into effect.

⊕ \_\_\_\_\_ ⊕

### **Visitors to the School**

It is the policy of the Northwest Wyoming BOCES Board Members to encourage parents, staff, and citizens of member districts and others with legitimate interest in Northwest Wyoming BOCES/Big Horn Basin Children's Center to visit and observe the work of the Big Horn Basin Children's Center.

In order to assure that no unauthorized persons enter the buildings with wrongful intent, all visitors to the Big Horn Basin Children's Center will report to the office to receive assistance from the staff relative to their visit and to make it efficient and profitable.

⊕ \_\_\_\_\_ ⊕

### **Corporal Punishment**

The Northwest Wyoming BOCES/Big Horn Basin Children's Center does not support the concept or practice of corporal punishment for student management or discipline. Pupil conduct or behavior that necessitates corrective intervention shall be provided for through professionally designed student behavioral plans and included in the child's I.E.P.

⊕ \_\_\_\_\_ ⊕

## Personal Possessions

Students may not have the following while enrolled at the Big Horn Basin Children's Center:

- Any object that may be used as a weapon or deemed dangerous by the team (sharp or hard objects)
- Inappropriate or sexually explicit posters, pictures or other décor. Residential Supervisor will determine nature of décor.
- Inappropriate or sexually explicit tapes, compact disks, clothing, or movies will be stored until the student exits from the program or will be given or mailed to parents. Only PG, G, and E rated are allowed.

The following will be kept in the cottage office:

- Perfume, cologne, nail polish, make-up, etc.
- White-out, shoe polish, permanent markers
- Food or drink

⊕ \_\_\_\_\_ ⊕

## Meals

A nourishing, well-balanced diet is provided for all students. Menus are posted. At least three (3) nutritious meals as well as snacks will be provided daily. Meals cannot be denied; however, they may be postponed if behaviors warrant such delay.

⊕ \_\_\_\_\_ ⊕

## Care of Personal Areas & Chores

Students will be assigned a weekly light housekeeping chore. The chore is the responsibility of the student. Chores will be rotated among students as scheduled. They will also be responsible for care of their laundry, bedroom, and bathroom at their individual skills level.

⊕ \_\_\_\_\_ ⊕

## Valuables

Northwest Wyoming BOCES/Big Horn Basin Children's Center recommends that all clothing and other possessions be clearly marked or labeled and that most highly valuable property not be brought to NW BOCES. Northwest Wyoming BOCES/Big Horn Basin Children's Center will not be held responsible for the loss or damage to personal property.

⊕ \_\_\_\_\_ ⊕

## **Family Planning**

Family planning services are available for both males and females with input from legal guardians and caseworkers. These services are voluntary and the needs of each student will be discussed during the initial placement and during the annual review of their I.E.P.

⊕ \_\_\_\_\_ ⊕

## **Restitution for Damaged Property**

If a student causes damage to property of Northwest Wyoming BOCES, staff property, or to property of other students, the student is responsible for replacing or fixing said property. Restitution will be determined by the treatment team.

⊕ \_\_\_\_\_ ⊕

## **Time Out, Disciplinary Procedures & Privileges**

The NW BOCES time out procedures will be followed including verbal cues, warnings, sitting time outs, environmental time outs, restraints and seclusions. These can be referenced in the NW BOCES ED Manual. Privileges will be based upon appropriate behaviors. The program includes positive reinforcement, response cost, levels, and a token economy system. The MANDT non-violent crisis intervention is used with relationship building being the emphasis of this program.

⊕ \_\_\_\_\_ ⊕

## **Personal Finances**

There is no need to send cash, checks or money orders for students. When a student has needs such as clothing, shoes, or other personal items staff will inform their parent/guardian. Students may have \$2 cash on their person, unless specifically approved by the Administrative Director.

⊕ \_\_\_\_\_ ⊕

## **Use of Television, Stereo, Radios**

All students have access to TV, stereo, and radio. Each student may keep their own stereo and/or radio in their bedroom, dependent upon the student's level status. Access to use of these items may be restricted by staff for specific reasons. Stereos may be listened to during the night, as long as they don't disturb other students in the area. TV time is allowed in the residential living rooms according to student level status.

⊕ \_\_\_\_\_ ⊕

## **Student interrogations, Searches and Arrests**

Books, lockers, desks, classrooms, bedrooms and all other storage facilities, equipment and/or other materials provided by the NW BOCES remain NW BOCES property even though utilized by students. The NW BOCES retains the right to check, inspect or search these materials, facilities or property at any time to verify their condition, orderliness, cleanliness, and/or content. Merely because students may be issued a key or a lock for a locker or storage facility, does not give the student any particular right of privacy in such locker or facility.



### **Suicide Prevention and Intervention**

NW BOCES will follow the three-dimensional approach to suicide prevention as outlined in the NW BECES ED Manual Sections 18 and 19.



### **Time-out and Disciplinary Procedures**

If behaviors are unacceptable and inappropriate (i.e. profanity, noncompliance, verbal aggression, physical aggression) the student will receive one warning. If noncompliance continues, privileges may be taken away (i.e. television, recreation room, etc.). If noncompliance still continues, then the appropriate behavior plan will be implemented. If the use of a seclusionary room or time-out is consistent with the behavior plan, the following is the time-out procedure. If the student checks themselves into the time-out area, then a period of three (3) to five (5) minutes of compliant behavior by the student needs to take place. Once this period has occurred, then it is stated to the student that a period of 45 seconds needs to take place in order for the student to show that they are making a commitment to compliance. They may then exit the time-out area.



### **Student Grievance Procedure**

There may be times during a student's stay at the Big Horn Basin Children's Center when he/she feels that his/her rights have been violated by the program, or one of the staff. If he/she feels that way, he/she needs to try to settle the complaint informally by taking the following procedures:

- 1) talk to the staff or resident he/she has the difficulty with to seek a solution. If the student is not satisfied and feels he/she still has a complaint;
- 2) speak to the Cottage Houseparent, Special Education Teacher, School Counselor, or Residential Supervisor supervising the student or staff member. If he/she is still not satisfied;
- 3) he/she may complete a grievance form available from any staff member. The student must submit the form to the Administrative Director. The School



Counselor shall meet with the student and discuss the problem and decide on the action to take.

- 4) After meeting with the School Counselor, the student may appeal the decision to the Administrative Director.

At any time during the outlined procedure, the affected student may call his/her parents, his/her Department of Family Services Caseworker, probation officer, attorney, and/or Guardian ad Litem to inform them of the problem. A telephone will always be available to the student so he/she may make any call he/she feels necessary in regard to the grievance.

⊕ \_\_\_\_\_ ⊕

### **Telephone Usage and Mail**

All student calls incoming and outgoing require approval by the student's legal guardian. Call time and frequency are based upon the student's level status and are outlined in the NW BOCES ED Manual. Students can accept incoming telephone calls as long as the student is on the appropriate level and the call does not interfere with classroom or cottage activities. Calls can be limited if the calls become excessive.

All student incoming and outgoing mail and packages will be checked for safety and appropriateness.

⊕ \_\_\_\_\_ ⊕

### **Alcohol, Smoking, Controlled Substances, Firearms and Knives**

Northwest Wyoming BOCES/Big Horn Basin Children's Center prohibits the use of alcohol and controlled substances at any time. Firearms, knives, or any object that could be used as a weapon is prohibited.

⊕ \_\_\_\_\_ ⊕

### **Pet Policy**

Students are not allowed pets at Northwest Wyoming BOCES. Specific pet therapy days are planned as part of Social Skills classes.

⊕ \_\_\_\_\_ ⊕

### **Recreation Policy**

Students participate in Recreational Therapy 5 times a week for 60 minutes each. Activities include game day, science, cooking, arts & crafts, community integration, technology.

⊕ \_\_\_\_\_ ⊕

## School Year Daily Schedule

7:30 a.m. – 8:00 a.m.	Life Skills Training
8:00 a.m. – 11:30 a.m.	Academics/Related Services
11:30a.m – 12:30 p.m.	Health & Nutrition, Manners, Mealtime Conversation, Social Skills
12:30 p.m. – 3:00 p.m.	Academics/Related Services



## Weekday Cottage Schedule

3:00 p.m. – 3:15 p.m.	Transition from school to cottage
3:15 p.m. – 4:30 p.m.	Relaxation, Recreation, Leisure Time, Community Activities
4:30 p.m. – 5:30 p.m.	Homework and Chores
5:30 p.m. – 6:30 p.m.	Dinner and Chores
6:30 p.m. – 8:00 p.m.	Community Activities, Personal Hygiene Skills, Leisure Time (television, crafts, games)
8:00 p.m. – 10:00 p.m.	Bedtime for students dependent on their level status and age



## Weekend Cottage Schedule

8:00 a.m.	Wakeup
8:00 a.m. – 10:00 a.m.	Breakfast, Cleanup, and Chores
10:00 a.m. – Noon	Recreation, Group Interactions, and IEP Enrichment Time
Noon – 1:00 p.m.	Lunch and Cleanup
1:00 p.m. – 2:00 p.m.	Leisure Time
2:00 p.m. – 5:00 p.m.	Recreation Group Interactions, IEP Enrichment Time and Family Visits
5:30 p.m. – 6:30 p.m.	Dinner and Chores
6:30 p.m. – 8:00 p.m.	Weekend Activities, Community Interaction, Leisure time, Games, Movies
8:00 p.m. – 9:00 p.m.	Personal Hygiene
8:00 p.m. – 10:00 p.m.	Bedtime for students dependent on their level status and age



*For more information regarding student life at the Big Horn Basin Children's Center, please contact Carolyn Conner, Administrative Director at (307) 864-2171 or email [nwboces@rtconnect.net](mailto:nwboces@rtconnect.net)*