

Snowy Range Academy



Student-Parent Handbook

2019-2020

A blue banner with a ribbon-like border containing the text "SRA Guiding Philosophy" in white, bold, sans-serif font.

SRA Guiding Philosophy

As parents, we are responsible for our children's education . . . choose wisely.

SRA is guided by its core philosophy and curricula, described in our charter. We value how children learn in different stages of development. Therefore, we use the early years to impart knowledge and literacy skills as a foundation for advanced problem-solving and thinking skills. Briefly, these are the standards we seek to maintain in our school:

Our Academic Program:

- ❖ The main goal of our curriculum and teaching is to sustain high academic standards and to enable students to achieve their fullest intellectual potential.
- ❖ We believe that class time should focus on academics (language arts, science, music, art, math, history, geography, and foreign language).
- ❖ We believe in a phonics-first language arts program (Spalding). The priority for grades K-2 is to build children's foundation in literacy.
- ❖ We value "high time on task," which means arranging classroom instruction to maximize student learning and minimize distraction.
 - ◆ Daily instruction is planned and organized.
 - ◆ Teachers continually seek to engage all students.
 - ◆ The majority of delivery should utilize the Direct Instruction method--teacher is teaching or actively directing and guiding student activities.
 - ◆ Teacher ensures that all class activities have a curricular focus.
- ❖ Teachers aim to "teach to the top third," which means setting high expectations so that all students are challenged and support is provided for struggling students.
 - ◆ Teacher uses high level questioning of students during instruction, and assignments challenge students to demonstrate knowledge of content.
 - ◆ Teachers coordinate with next grade level teacher to ensure that expectations appropriately increase each year.
 - ◆ Teachers teach and scaffold organizational skills, especially in grades 3-8.
 - ◆ Struggling students are supported through before or after school tutoring, parent support at home, one-on-one teacher/literacy teacher support during specials and recess, and individualized reading plan.
- ❖ We believe that academic instruction is the school's main job, that teachers are the most important part of the school, and that parents and the administration must support teachers in their delivery of content.
 - ◆ The administration supports teachers through competitive compensation and professional development.

- ◆ Teaching time is reserved for the delivery of content, with a minimum of interruption for assemblies or other non-academic activities.
- ◆ Teachers should plan and direct the educational program for their classes following the requirements of SRA's curriculum. High expectations and high time on task should be consistent in every subject and every classroom.
- ◆ Teachers should use before-and after-school time to assist students with reaching their educational goals through tutoring and one-on-one time.
- ◆ We believe that SRA's consistent, school-wide discipline system is a valuable element in maintaining effective classroom environments and encouraging the development of good character.

Character Education, Discipline, and Parent-School Responsibility:

- ❖ We believe that children must be deliberately instructed to good behavior. While it is the parents' role to address certain social and moral issues at home, we believe it is the role of this school to define and expect high standards of character and behavior.
 - ◆ SRA has an established set of values and virtues to which students, teachers, staff members, and volunteers are expected to adhere.
 - ◆ Behavioral expectations are consistent throughout the school and must not vary from teacher to teacher.
 - ◆ Character development should occur as part of the academic program (for example, reflecting on the values of historical figures or literary characters).
 - ◆ Teachers, administrators, and parents should model, encourage and reinforce our values through their own actions.
- ❖ We believe that SRA's "ticket/signature" system of discipline is the best way to preserve the academic atmosphere of the classroom, balance parent responsibility with school requirements, and encourage the development of self-discipline in children. We expect parents to learn how the system works, and to support teachers in using it.
- ❖ We believe teachers must teach the Core Knowledge sequence in an unbiased, factual manner, leaving personal opinions out of the lesson, and encouraging students to discuss controversial topics with their parents.
 - ◆ Teachers will communicate regularly with parents about academic content being covered, upcoming projects and tests, and their students' progress. Parents will take responsibility for staying abreast of school activities.
 - ◆ Teachers will communicate, and parents will take responsibility for being aware of, the introduction of potentially controversial academic topics (such as human sexuality, world religions, drugs/tobacco/alcohol use, etc.).
- ❖ SRA was started by parents, and the majority of governing board are parents. We believe that SRA's future is ensured when parents step up to assume responsibility for protecting the school's distinctive mission and vision by learning about the history, philosophy, and organization of the school, and by serving as Board members, committee members, and activity volunteers.

TABLE OF CONTENTS

CONTACT US, pg 5



ADMINISTRATION
INSTRUCTORS
SUPPORT STAFF
BOARD OF DIRECTORS

PHILOSOPHY, pg 6



VISION STATEMENT
MISSION STATEMENT
PHILOSOPHY AND GOALS
CHARTER SCHOOLS

ACADEMIC PROGRAM, pg 7



CORE KNOWLEDGE
SPALDING METHOD
SAXON MATH
ELECTIVES

SCHOOL/DISTRICT SERVICES, pg 8



SPECIAL EDUCATION SERVICES
TUTORING SERVICES
HOT LUNCH PROGRAM
TRANSPORTATION (BUS)
SPECIAL PROGRAMS

SCHEDULES AND EVENTS, pg 8-9



YEARLY CALENDAR
BELL SCHEDULE
FIELD TRIPS

CODE OF CONDUCT, pg 12



STUDENT ACCOUNTABILITY
INTEGRITY/HONOR CODE
HONOR BOARD

POLICIES, pg 16



DISCIPLINE
DRUG & ALCOHOL OFFENSES
GRIEVANCES
HARASSMENT & BULLYING
TECHNOLOGY

ACADEMIC-FOCUSED SCHOOL DAY, pg 23



INSTRUCTIONAL TIME/PARTIES
HOMEWORK
GRADE SCALE
HONOR ROLL
RETENTION

ATTENDANCE, pg 26



ADMISSIONS AND LOTTERY
ABSENCES AND TARDIES
BEFORE AND AFTER SCHOOL
SUSPENSION
LEAVING SCHOOL GROUNDS

COMMUNICATION, pg 30



COMMUNICATION WITH FACULTY
EMERGENCY PROCEDURES
MESSAGES TO STUDENTS
STUDENT PLANNERS

HEALTH, pg 33



ILLNESS
IMMUNIZATIONS
MEDICATIONS
BATHROOM ACCIDENTS

UNIFORM CODE, pg 35



UNIFORM REQUIREMENTS
JEANS DAY

VOLUNTEERS, pg 43



PARENTAL INVOLVEMENT
COMMUNITY INVOLVEMENT
VISITORS

MISCELLANEOUS, pg 44

BOOKS
LOCKERS



LOST & FOUND
RECESS
SECURITY
PARKING
TOYS, MAKE-UP, ELECTRONIC
DEVICES
WEATHER CHART

SCHOOL GOVERNANCE, pg 48



BOARD OF DIRECTORS
ANNUAL MEETING
ELECTIONS



CONTACT US

School Phone Number (307) 745-9930
Web Address www.snowyrangeacademy.org

School Fax Line (307) 745-9931
ACSD#1 Bus Garage (307) 721-4470

SCHOOL PERSONNEL

ADMINISTRATION

Principal
Business Manager
Office Manager

Mr. John Cowper
Ms. Ondrea Trahan
Mrs. Cheryl Hubenthal

E-MAIL

jcowper@acsd1.org
otrahan@acsd1.org
chubenthal@acsd1.org

INSTRUCTORS

Kindergarten A
Kindergarten B
1st Grade A
1st Grade B
2nd Grade A
2nd Grade B
3rd Grade A
3rd Grade B
4th Grade A
4th Grade B
5th Lang. Arts/Soc. Stud.
5th Math/Science
6th- 8th Language Arts
6th- 8th Social Studies
6th- 8th Science
6th- 8th Math

K - 5th Spanish
6th- 8th Spanish
Art
Music
Physical Education
Library
Speech/Language
Resource Room
Literacy
Technology
Para- K
Para- 1st
Para- 2nd
Para- 3rd-4th
Para- 3rd-4th

Ms. Amanda Toll
Mrs. Shelly Donner
Mr. Gilbert Lowrey
Ms. Stefani Yarger
Mrs. Megan Smerud
Ms. Bobbi Huston
Ms. Megan Switzer
Ms. MacKenzie Iczkowski
Mrs. Meghan Siebigteroth
Mrs. Kimberly Anglen
Mrs. Patricia Jacobsen
Ms. Kristy Palmer
Ms. Alyson Barnes
Mr. Karsten Hiser
Mrs. Kadria Drake
Ms. Samantha Cripps
Ms. Kristy Palmer
Mrs. Jessica Arnold
Ms. Anne Hedderman
Mrs. Haley Stebbins
Mrs. Amy Wright
Mr. Reynold Candelaria
Mrs. Patricia Jacobsen
Ms. Andrea Bloom
Mrs. Roxane Todd
Mrs. Marilyn Specht
Ms. Samantha Cripps
Ms. Anna Skonieczny
Mrs. Dorothy Baker
Mrs. Jenny Stevens
Mr. Robert Wiginton
Mrs. Sarah Blackburn

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mswitzer@acsd1.org
miczkowski@acsd1.org
msullivan@acsd1.org
kanglen@acsd1.org
tjacobsen@acsd1.org
kpalmer@acsd1.org
abarnes2@acsd1.org
khiser@acsd1.org
kdrake@acsd1.org
scripps@acsd1.org
kpalmer@acsd1.org
jarnold@acsd1.org
ahedderman@acsd1.org
hstebbins@acsd1.org
awright@acsd1.org
rcandelaria@acsd1.org
tjacobsen@acsd1.org
abloom@acsd1.org
rtodd@acsd1.org
mspecht@acsd1.org
scripps@acsd1.org
askonieczny@acsd1.org
dbaker1@acsd1.org
jstevens@acsd1.org
rwiginton@acsd1.org
sblackburn@acsd1.org

SUPPORT STAFF

Nurse
Office Assistant/ASP
Custodians

Mrs. Angie Martinez
Mrs. Indalesia Peterson
Mr. Jeff Ernster / Mr. Charles Swearingen

amartinez@acsd1.org
ipeterson@acsd1.org
jernster@acsd1.org

BOARD OF DIRECTORS

Chair/Parent Member	Cassie Miller	307-760-7437	srboardchair@gmail.com
Vice-Chair/Parent Member	Pawan Jain	307-220-1900	pjain@uwyo.edu
Treasurer/Parent Member	Kenny Zheng	307-761-3363	kzheng@uwyo.edu
Secretary/Community Member	Tod Scott	307-760-2999	tods@uwyo.edu
Parent Member	Clayton Schultz	307-760-3860	clayton@thewestinstitute.com
Parent Member	Lindsay Schumaker	307-760-1808	travelingschu@gmail.com
Community Member	David Kling	307-399-2946	22250dk@gmail.com
Emeritus Member	Sheila Mueller	307-399-0814	smueller@ehrlichmotors.com
Principal	John Cowper	307-745-9930	jcowper@acsd1.org
Employee Representative	Shelly Donner	307-745-9930	sdonner@acsd1.org



PHILOSOPHY

MISSION STATEMENT: Academic Excellence, Character Education, and Fairness for All.

Snowy Range Academy's complete **MISSION** and **VISION** statements can be found on our website:
<https://www.snowyrangeacademy.org/Our-School>

CHARTER SCHOOLS

Snowy Range Academy (SRA) 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 SRA is a public school, it is tuition free for all students in Albany County, and it has no religious or political orientation. SRA 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. SRA'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 signed with the District. A copy of the charter, contract, and bylaws are available for review on the SRA website.



ACADEMIC PROGRAM

CORE KNOWLEDGE

In 2014, Snowy Range Academy became an official Core Knowledge School of Distinction as designated by the Core Knowledge Foundation. This endorsement ensures that SRA uses the Core Knowledge Sequence with fidelity and exemplifies what it means to be a Core Knowledge School. The Core Knowledge Sequence is distinguished by a planned progression of specific knowledge in history, geography, mathematics, science, language arts, and fine arts.

The Core Knowledge Sequence also introduces major world religions beginning in the first grade. Classroom units explore the similarities and differences of each religion, and are presented in strictly an informational format. The students learn about beliefs, holiday customs, and symbols that represent each of these religions. They will recognize that religion did shape the history of civilization. Activities will integrate the Core Knowledge connections to the language and math content areas. Parents with specific objections may opt out of individual lessons and assignments by requesting permission from the teacher. This request must be in advance and in writing. Students who opt out are still expected to know the Core Knowledge material covered in class.

SPALDING METHOD LANGUAGE ARTS

The Spalding mission is to develop skilled readers, critical listeners, accomplished speakers, spellers, and writers who are lifelong learners. Students will receive explicit, systematic phonemic awareness, phonics instruction and regular assessment with individual progress closely monitored. Children are provided deliberate, coherent, direct instruction in letter-sound correspondences. Practices that teach children to rely on word-memorization and guessing are avoided.

Cursive

Students in grades 4 and up are expected to complete all work in cursive unless otherwise directed by the teacher.

SAXON MATH

Saxon Math adds topics incrementally, while continually reviewing what students already know. Topics are never dropped but are instead increased in complexity and practiced every day, providing the time required for concepts to become totally familiar. SRA implements an enhanced version of the Saxon Math program that is accelerated by one year.

SPECIAL PROGRAMS

At SRA, we consider these special areas an integral part of students' education. Spanish, Art, Music, and Technology are closely integrated with the Core Knowledge curriculum. Physical Education will be integrated with the curriculum, and based on age-appropriate learning of lifelong skills.

ELECTIVES

SRA middle school students (grades 6-8) may take electives each semester beyond their normal load of core subjects. We offer these electives in order to begin introducing students to the concept

of course selection which is common in most middle and high school programs, and also to enrich student learning. That being said, we do not want participation in electives to interfere with or diminish a student's success in their core subjects. Students receiving a D or an F on his/her report card, s/he will be required to drop an elective class and enroll in Academic Prep. If a student receives more than one D or F on her/his report card, s/he will automatically be disenrolled from both electives and enrolled in two Academic Prep classes. Students may re-enroll in elective classes at the beginning of a new semester.

Electives will be credited only one time. If a student repeats an elective by choice, rather than to improve a failing grade, the course will be considered non-credit and will not count toward GPA.



SCHOOL/DISTRICT SERVICES

SPECIAL EDUCATION SERVICES

Albany County School District #1 has a continuum of all special education services as required by state and federal legislation. Some of the programs are provided in each of the schools in Albany County, while other programs are available only at selected sites. A parent or staff member may initiate referrals for placement in a special education program. No child is placed in a special education program without parent permission. All special education services at SRA are provided and overseen by ACSD#1 staff.

TUTORING SERVICES

Students who struggle or who need additional academic guidance that can be provided by instructional staff, may be recommended to attend after-school tutoring. The purpose of this is to provide limited academic support but does not replace the expectation of parents to check and assist with assignments. The need for after-school tutoring is determined by the instructional team (instructional facilitator, classroom teacher, principal, and parent).

HOT LUNCH PROGRAM

Hot lunch will be provided by ACSD#1 for \$2.65/day for elementary students and \$2.90/day for middle school students. Students who qualify for reduced price lunch will pay \$0.40/day. Milk is included with lunch. Milk will be provided by ACSD#1 for \$0.40/day. ACSD#1 uses the online eFunds system for lunch payments. Checks should be made out to ACSD#1. If sending cash, please send it in a sealed envelope with your child's name on the front. Students may bring their own lunch to school each day. Microwaves are not available for warming lunches, so please be sure to pack your child's lunch in a thermal container if you wish for them to have a hot meal.

TRANSPORTATION

Busing

Albany County School District #1 offers SRA bus transportation . and they alone determine routes and schedules. Parents interested in busing should indicate such on the online InfoSnap registration form. Parents are responsible for notifying the bus garage of any change of address or alteration in busing needs. **ACSD#1 transportation department may be contacted at 307-721-4470.**

ACSD#1 BUS DISCIPLINE POLICY: <http://www.infofinder.com/ifi/?cid=ACSD30P58TZI6>, select "Bulletin" drop down. Discipline of students on the bus is handled by bus drivers. If a parent has a concern about a bus incident or behavior, please discuss the issue with the bus driver and bus garage personnel. If the problem continues, then the parent may contact the principal.

Students may ride on their assigned bus only. If a student wishes to ride to another student's house on a bus other than their assigned bus, prior permission from ACSD#1 is required, and the SRA Front Office must be notified by a parent or guardian.

Self Transportation

If you drive children to school, please be aware of traffic patterns, and be cautious in the parking lot. Always drop off and pick up at the designated area (see PARKING map).

If children are permitted to ride their bicycles or walk to school, then their parents will assume the risk associated with the existing traffic conditions and the responsibility for the security of bicycles and equipment. Parents must also submit written notification giving their student permission to walk and/or ride to and from SRA.



SCHEDULES AND EVENTS

A current academic calendar, featuring annual SRA events, may be found our school website.
<https://www.snowyrangeacademy.org/Calendar>

DAILY SCHEDULE

8:15	School starts, First Bell
8:20	Tardy Bell
11:15-12:00	Primary Lunch and Recess (K– 2 nd)
11:45-12:30	Intermediate Lunch and Recess (3 rd – 4 th)
12:00-12:30	Middle School Lunch (5 th – 8 th)
3:15	School Dismissed
3:15-5:15	After-school Program

School dismisses at 11:15 a.m. on half days.

SNOWY RANGE ACADEMY 2019-2020 CALENDAR

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First/Last Day of School
Half Day, Dismiss at 11:15



Staff Development- No School



Holiday- No School



SRA Board Meeting



Important

QUARTER 1: 8/21/19 - 10/24/19 = 44 DAYS
 QUARTER 2: 10/28/19 - 1/17/20 = 46 DAYS
 QUARTER 3: 1/21/20 - 3/27/20 = 43 DAYS
 QUARTER 4: 3/30/20 - 5/28/20 = 42 DAYS

TOTAL = 175 DAYS

FIELD TRIPS

Field Trip Guidelines

All field trips must meet specific educational requirements prior to approval. All academic and school-related field trips during regular instructional time will be funded as determined by the SRA board of directors. This includes: transportation, activity costs, lodging and meals beyond the first meal of the trip.

Cell phones and other electronic devices that are brought on the field trip must be kept turned off and in the student's backpack during the activity. Ipods, MP3 players, or cell phones may be used during the bus ride at the discretion of the teacher. SRA is not responsible for loss or theft of personal items.

Student Eligibility

Field trips are a privilege. Students are ineligible for field trips and extracurricular activities if they have two D's or one F in any subject. Behavioral misconduct will also render a student ineligible for these activities: one suspension in a quarter or three in one semester will render a student ineligible for any field trip or extracurricular activity for the remainder of that quarter, four or more suspensions will render the student ineligible for all field trips, extracurricular activities, and school functions for the remainder of the year. Exceptions to this policy are at the discretion of the principal.

Parents may choose not to authorize their child's attendance for any field trip. In the event it is a full day trip, parents will be required to keep their child home that day. If a student is not attending the trip by parent choice, s/he will be given an excused absence and additional assignments to complete.

Permission Slips

No student will be allowed to attend a field trip unless the form is returned by the designated deadline, as noted on each individual form. Verbal permission over the phone will not be accepted.

Siblings

Siblings from other classes will not be excused from class to attend the field trip, nor are other siblings allowed to attend the field trip due to liability purposes. All field trips are for currently enrolled SRA students only.

Meals

The first meal of the day (lunch or dinner) is provided by the participant. Students eligible for free/reduced lunch may obtain a sack lunch through food services if advance notice is given. Subsequent meals may be provided by SRA or included in the cost of participation.

Chaperones for Day Field Trips

All field trips shall be supervised and chaperoned by at least one certified or contracted school employee on any trip. The chaperone to student ratio must be a minimum of 1:6 for grades K-3 and 1:10 for grades 4-8. Any persons, either school or non-school personnel, serving as chaperones shall be approved by the principal or designee after a successful background check has been conducted. Siblings will not be permitted to attend field trips.

Transportation

The District shall provide transportation and drivers for approved field trips. The use of private vehicles for transporting small groups of students may be authorized by the principal in certain instances. Whenever approved volunteer parents are driving, each driver must submit a copy of his/her driver's license, vehicle registration, and proof of insurance a minimum of one week in advance.

Guidelines for Extended (Overnight) Field Trips

Extended (overnight) field trips must be approved by the SRA Board. Funding for such trips will depend on annual budget limitations and may require parent contributions. Extended field trips shall be directly related to a course or area of study in accordance with established curriculum guidelines.

Male and female chaperones will be present on overnight trips if students of both genders are participating in the trip.

Students whose conduct is disruptive to the trip or in violation of the trip requirements may be disciplined or sent home by the SRA faculty sponsor(s). The student's family is responsible for any additional cost incurred in sending a student home early. Students who misbehave may be barred from future field trips at principal's discretion.

POLICY FOR EVENING/WEEKEND SCHOOL EVENTS

If families choose to participate in evening or weekend events, the parents must attend with their child. Students may not attend evening or weekend events without parental supervision. Childcare will not be provided by SRA.



CODE OF CONDUCT

STUDENT ACCOUNTABILITY

Students are expected to accept responsibility for their own education and behavior by arriving on time, turning in homework and class work on time, being prepared with class supplies, and taking responsibility for their actions. The philosophy and practices of SRA considers young people to be accountable for their actions. Our policies will encourage discipline, hard work, cooperation, decision-making and acceptance of the consequences for decisions made. Such policies, along with a clear understanding of academic expectations, help our students in their quest for intellectual and personal growth. To help create this climate, students and their parents must read and adhere to the Student/Parent Contract signed upon enrollment, as well as the Honor Code and Internet Agreement signed at the beginning of each year.

ACADEMIC INTEGRITY POLICY

SNOWY RANGE ACADEMY HONOR CODE

We become well educated through hard work and honest effort. As members of the Snowy Range Academy community, we commit ourselves to academic and personal integrity, upholding the values of honesty, justice, respect, responsibility, and trust.

Honesty is truthfulness in word and deed. Justice means giving each person his or her due. Respect is treating others politely and kindly. Responsibility is doing our part for the groups to which we belong. Trust means that we can rely on each other's integrity, ability, and character.

All members of the SRA community accept the responsibility of upholding this Honor Code. We have an Honor Code so that students, teachers, staff, and parents understand SRA's expectations. The strong values and good behavior that students acquire through their actions constitute one of the most valuable gifts a school can give, and it is a gift that will benefit them long after graduation.

True success comes when each person desires to be good for the sake of being good, and to do the right thing even when no one is looking. The intent of the Honor Code is to set a standard that the entire SRA community can embrace. By agreeing to the Honor Code, we hold ourselves to a high standard of integrity and achievement.

CODE OF CONDUCT

At SRA, all submitted work, as well as everyday behavior, must be guided by the Honor Code. The highest standards of honesty must apply to our actions. Any act of dishonesty affects the entire school community. SRA's Vision Statement proclaims: "Our goal is to help every child strive for excellence – in academics, character, and citizenship within a rich intellectual environment." While the entire school community is expected to sign and adhere to the Honor Code, **the Honor Board and specified remedies for Honor Code violations listed in this policy are intended for grades 5-8 only**. Violations of the Honor Code by grades K-4 will be addressed by the principal.

Specifically, in relation to classroom activities, both teachers and students have responsibilities in the following areas:

Preparation for Class

In order for the teacher and student to be actively involved in a worthwhile classroom experience,

Teachers will:

- Within the context of an orderly and high-expectation classroom environment, foster a classroom environment that allows for open communication, dialogue, and discussion among all present.
- Be precise about expectations regarding student requirements for classroom work.

Students will:

- Bring all necessary materials to class.
- Come to class with homework assignments that they have prepared as assigned.
- Make sure they understand teacher's expectations for upcoming classes. Ask questions about anything they do not fully understand.
- Be actively involved as they prepare assignments for class. Formulate questions they might have about the material.

In Class

Teachers will:

- Begin class promptly.
- Answer questions to the best of their abilities and honestly acknowledge when they do not have the answers. When these cases arise, they will investigate answers and provide responses for students in a timely fashion.
- Encourage honest, open, and fair classroom discussion, being respectful of differing views.
- Periodically check with collaborative groups, where applicable, to ensure that each is functioning effectively. The teacher will make recommendations, offer advice, and/or redirect the group, if necessary.

Students will:

- Be in class on time.
- Make good use of class time by being focused on the lesson, avoiding side conversations.
- Be respectful of the teacher and fellow students.
- Take responsibility for carrying out his/her particular assignment in a collaborative situation, where applicable.

Assessments**Teachers will:**

- Be available to help students prepare effectively.
- Develop questions that will be a meaningful test of the course content.
- Create an atmosphere conducive to fair and honest testing.
- Carefully monitor the exam to prevent cheating.
- Give due and careful consideration to student answers when evaluating them and assigning grades.
- Address issues of dishonesty, should they arise.

Students will:

- Come prepared and put forth their best efforts.
- Read and follow directions carefully.
- Rely on their own preparation as they take the test; make an honest effort.
- Accept responsibility for what they know and what they don't know.

Assignments**Teachers will:**

- Develop fair assignments with expectations delineated.
- Clearly specify when collaboration with other students is permitted on an assignment. If collaboration has not been specified as permissible, the assignment must be the student's individual honest effort.
- Devise meaningful assignments that enhance and further the work done in the classroom.
- Give due and careful consideration to the student's work when evaluating it and assigning a grade.
- Address issues of dishonesty, should they arise.

Students will:

- Be good time managers; be realistic about the workload and plan ahead.
- Read and follow directions carefully.
- Seek only appropriate help from others.
- Give full and proper credit to sources.

VIOLATIONS OF THE HONOR CODE

Violations of the Honor Code include, but are not limited to, the following areas (as defined by the course teacher) *:

- **Cheating** includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of any unfair advantage on any form of academic work including translating software, or attempts thereof.
- **Plagiarism** includes the deliberate and intentional copying of the language, structure, programming, computer code, ideas, and/or thoughts of another and passing off the same as one's own original work, or attempts thereof.
- **Fabrication** includes the statement of any untruth, either verbally or in writing, with respect to any circumstances relevant to one's academic work, or attempts thereof.
- **Forgery** includes falsely making or altering a writing by which the legal rights or obligations of another person are apparently affected; simulated signing of another person's name to any such writing, whether or not it is also the forger's name.

**If a student is unclear as to whether or not his or her action(s) are in violation of the Honor Code, then it is that student's responsibility to clarify any ambiguities with the appropriate administrator or instructor.*

THE HONOR BOARD

The SRA Honor Board is comprised of three individuals: the principal, the employee representative to the SRA Board of Directors (BOD), and another member of the SRA BOD. Honor Board members are responsible for upholding the Honor Code through personal example.

All cases of academic dishonesty will be referred to the principal. If a student is suspected of violating the Honor Code, the teacher will notify the principal in writing. The principal will determine the merit of the case based on the evidence presented. The principal will then meet with the teacher, the student and the parents. The student will choose from one of two options on the referral:

- The student may admit to the violation and accept the sanction. The student will be given the opportunity to address the Honor Board in person, as well as to provide a written statement.
- The student may deny the violation, at which point an investigation will take place by the principal, whose findings will be brought to the Honor Board. The student will be given the opportunity to address the Honor Board in person, as well as to provide a written statement to the Honor Board.

Parents may attend the hearing of the Honor Board. If the student either admits to or is found to have violated the Honor Code with regard to academic affairs, the following are consequences that the Honor Board may impose:

First Offense:

The assignment receives a grade of zero. Student will be excused from any honor societies of which he/she is a current member as well as from Student Council. Student may not apply to any honor societies or run for any student office for remainder of the school year following the first offense. Three points will be given, following SRA's Discipline Policy.

Second Offense:

The assignment receives a grade of zero. The student will be assigned 15 school service hours. Student will be excused from any honor societies of which he/she is a current member as well as from Student Council. Student is ineligible to apply for any honor societies or run for any student offices for the remainder of the current and following school year. Four points will be given, following SRA's Discipline Policy.

Third Offense:

The assignment receives a grade of zero. He/she will be assigned 20 school service hours. Student is ineligible to apply for any honor societies or run for any student offices for the remainder of his/her school career. Five points will be given, following SRA's Discipline Policy.

All SRA students and parents are required to read and sign the Honor Code and Academic Integrity policy before the start of each school year.

Snowy Range Academy acknowledges the following sources used in the development of the SRA Honor Code: the Thomas Jefferson High School for Science and Technology Honor Code; the Mountain Lakes High School Honor Code; the Girard College High School Honor Code; The Webb School Honor Code.



POLICIES

DISCIPLINE POLICY AND SCHOOL RULES

A very structured and consistent learning environment characterizes SRA. The program operates on the concept of mutual respect between students and faculty, common courtesy, friendliness and cheerfulness. Its purpose is to create a calm and orderly atmosphere in which to teach children the academic skills. There are specific consequences for inappropriate behavior that will be enforced by the staff. We consider our discipline program as a caring stand. We believe children have a right to learn, teachers have a right to teach and parents have a right to be parents. At no time will school personnel use corporal punishment. Our behavior program is truly meaningful when parents reinforce the school expectations at home.

General School-Wide Behavioral Expectations:

- Settle disagreements without fighting or threatening to fight.
- Use only wholesome and courteous language.
- Show respect to adults and fellow students.
- Show consideration to property and others by not throwing rocks, snowballs, or any other objects, other than using play equipment (balls) in an appropriate manner.
- Play games which do not require grabbing, pulling, or hitting other students. No tackle football.

- Tolerate and accept physical, mental, and cultural differences among others.
- Do not leave the school grounds without parental consent and permission from the office.
- Do not bring personal play items to school.
- Play only in designated play areas.
- Respect other's possessions and do not take items belonging to others.
- Do not run, bounce the balls, or talk loudly until out on the playground.
- Observe the specific rules for the various playground equipment as given by the playground monitors.
- No gum, food, or candy is allowed in the classroom, the hall, or on the playground. Snacks may be allowed as directed by the teacher.
- Always talk in a quiet voice in the hallways and lunchroom.
- Act mannerly in the lunchroom. Do not throw food.
- When the bell rings to come off the playground, stop play immediately and report to the designated area.
- Do not destroy, write on, or deface school property.
- Realize that the teacher's lounge, workroom, staff bathrooms, and offices are for parents and staff only.
- Follow rules on all district buses, observing safe ride practices and courtesy to drivers.

Playground Rules:

Obey Playground Supervisor Always!

1. Keep your hands to yourself.
2. Respect others at all times.
3. Use good language.
4. Rubber chips and rocks stay on the ground – NO Throwing!
5. Ask permission to leave the group.
6. Do not climb on fences or top of equipment.
7. Do not jump off playground equipment.
8. Do not hang upside down on monkey bars.
9. Do not play with rubber chips, rocks, or ice melt.
10. Leave rubber chips outside.

Serious Offenses:

The following will be considered a SERIOUS OFFENSE if they take place anywhere on school property or during a school event and will result in a written citation. The consequences are 1 point and a letter to the parent, which must be signed and returned the next school day.

1. Fighting, wrestling, provoking fights, kicking, hitting and/or any other form of assault, provoked or unprovoked.
2. Obscenity or profanity, in any form.
3. **Vandalism of school property.**

DISCIPLINE:

The following rules apply for all elementary classrooms:

1. Follow directions.
2. Stay in your seat unless given permission to leave.
3. Raise your hand to speak and wait to be called upon.

4. Keep hands, feet and objects to yourself.
5. Bring necessary homework, books, notebooks, paper, and pencils to class.
6. Show respect for teachers, staff members, adults, and fellow students.
7. Adhere to SRA uniform code (Middle School Only)

SRA uses a ticket system to enable teachers to enforce rules. Students in grades K-4 begin each day with all five (5) tickets. For middle school students in 5th – 8th grades, teacher signatures will replace tickets. Each successive infraction against the rules listed above results in one ticket being “pulled”, or signature given by the teacher.

To prevent repeat offenses of minor infractions, and to address more serious offenses that may take place anywhere on school grounds, a point system will also be adhered to. Points are only given for the highest level reached for that day. Students will receive points for the following reasons:

1 point	Reaching 3 rd Level, or any SERIOUS OFFENSE
2 points	Reaching 4 th Level
3 points	Reaching 5 th Level

Consequences for receiving points will be as follows:

6 points	Parent, student, classroom teacher and principal will have a conference prior to the student attending class on the following day
10 points	Temporary suspension – 1 day out-of-school suspension (OSS)
14+ points	Principal’s discretion – Could include OSS or other appropriate action

The point system begins over each quarterly grading period. The teachers and staff may administer other consequences for disciplinary infractions when necessary.

Suspended students will not be on the honor roll for that quarter. Suspensions may render a student ineligible for field trips and other activities. Suspension is defined as any incident resulting in a student being sent home for any length of time as a disciplinary measure.

ELEMENTARY CONSEQUENCES (grades K-4):

Except for unusual circumstances, the following consequences will be adhered to in all elementary classrooms:

1 st Level	Green Ticket	Warning from teacher or supervisor
2 nd Level	Blue Ticket	5 minute detention during recess
3 rd Level	Pink Ticket= 1 point	5 minute detention, classroom teacher will contact the parent (email, call, note in planner)
4 th Level	Red Ticket = 2 points	The school principal will contact the child’s parent to arrange a conference. A conference with the child, parent, classroom teacher, and principal will be required before the child returns to school.
5 th Level	Purple Ticket=	Child sent immediately to the principal. Child will be sent home for

	3 points	the remainder of the day. If the fifth level is reached prior to lunch, the child may return the following morning. However, if the fifth level is reached after lunch, the child may not return to class until after lunch the following day. A conference with the child, parent, classroom teacher, and principal will be required before child returns to school. Child is expected to complete and turn in all homework missed. See HOMEWORK policy.
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MIDDLE SCHOOL CONSEQUENCES (grades 5-8):

1 st discipline signature	Warning from teacher or supervisor
2 nd discipline signature	Warning from teacher or supervisor
3 rd discipline signature = 2 points	A call to parent by the student , followed by 30 minute after school detention to be served the day earned.
4 th discipline signature = 3 points	A call to the parent, followed by detention , and a conference with the principal, teacher(s), and parents. The conference must take place after school on the day the 4 th signature was given, or before school begins the following morning, at which time additional discipline may be administered. This may include but is not limited to community service, lunch detentions, or additional after school detentions.
5 th discipline signature = 4 points	Student sent immediately to the principal. Student will be sent home for the remainder of the day. If the fifth level is reached prior to lunch, the student may return the following morning. However, if the fifth level is reached after lunch, the student may not return to class until after lunch the following day. A conference with the student, parent, classroom teacher, and principal will be required before student returns to school the next day. Student is expected to complete and turn in all homework missed. See HOMEWORK policy.

Middle School Detention:

Detentions must be served on the day the detention was earned. **If detention is earned after 2:45 p.m., parents will be given the option of postponing their student's detention by one school day.** Students will serve detention from 3:30-4:00 p.m. Parents are expected to pick up their student from detention at 4:00 p.m. Students that are not picked up in time will be sent to the After School Program, and parents will be required to pay the current drop-in fee (see section for before- and after-school). Students are not allowed to attend after-school activities or clubs on the day they serve their detention.

DRUG OR ALCOHOL OFFENSES

In case of drug/alcohol or controlled substance possession/use, the student will be suspended from school for 10 days. During this suspension, the student and parents will be encouraged to attend a counseling session centered on drug/alcohol use and abuse. If the student and parent sign a contract in which they agree to attend 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 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 expulsion recommendation after an administrative review. In all drug/alcohol related incidents, the police will be notified.

GRIEVANCES

Communications from Parents

We encourage parents to communicate quickly with teachers, administrators, and staff of SRA when they have a question or concern. The best communication is a face-to-face meeting, which you can set up by e-mail, placing a note in the SRA office (the office manager will deliver it), or voice mail. All parents should be aware that the purpose of the grievance policy is to resolve problems. Your use of the policy, where appropriate, will not be viewed negatively. It is an important tool in the school's problem solving tool kit and helps us to address issues of concern falling within the policy.

Teachers and staff are very busy right before and after school hours, so please **make an appointment** for a face-to-face meeting ahead of time to allow sufficient time to talk.

Parent Suggestions, Questions, and Complaints

SRA's core curriculum and educational philosophy are established in our charter, and cannot be changed by the administration or Board. Specific instructional materials and detailed policies are constantly reviewed for improvement, and SRA values parent input on these. An important element of the accountability process is to provide an avenue for parent suggestions and concerns that both satisfies the parents and improves the operation of the school. Here is the procedure for parent suggestions and complaints about school curriculum and policies:

1. The concern should be referred to the lowest administrative level to resolve the conflict in the shortest time possible. This referral should be done via a scheduled appointment with the teacher, administrators, or appropriate staff member. This person should summarize the results of the concern and convey them to the appropriate administrator.
2. If the parent is not satisfied with the response from the initial meeting with teacher or staff, the parent should next schedule a meeting with the appropriate administrator. The objectives of this meeting shall be to clarify and resolve the matter in a timely fashion. The administrator shall respond in writing to the parent within seven business days.
3. If the parent is not satisfied with the written response from the administrator, the parent may file a written complaint ("grievance") to the BOD. If more than one complaint is filed and the complaints are substantially alike, they shall be treated as one complaint. The parent should attach the written response from the administrator to the parent complaint material. The complaint material shall be submitted to the Chair of the SRA Board. Following receipt of the complaint, the following action will take place:
 - The SRA Board shall meet and confer about the complaint at the next regularly scheduled Board meeting
 - Within seven business days after the meeting, the Board Chair shall communicate the decision in writing to the administrator, teacher, and parent.

4. Informal questions or minor concerns can be raised during Audience Communications at a regular Board meeting. However, note that this only allows brief comments, and that the Board will only listen to audience comments; it will not make decisions at that time. The Board has the option of referring topics of concern to an appropriate committee, or of taking it up for discussion at a later meeting.

Parent Complaint About SRA Personnel

Out of respect for the SRA community, complaints should be resolved at the first level (that is, as close to the source of the problem as possible). The complaint must go through the proper administrative steps before it may go to the Board (otherwise, the Board will return it to the first levels to be handled). If you have a concern or complaint about an SRA employee, follow this procedure:

1. The complaint should first be discussed directly with the SRA employee in a personal meeting. While an appointment may be scheduled via email or phone, the actual appointment itself should be face-to-face. The employee should respond in writing to the parent, summarizing the meeting results along with agreed upon solutions. This written response should be sent within seven business days of the face-to-face meeting with the parent. If the solution is to 'agree to disagree', this solution should be documented by the employee along with a short rationale of the decision. The employee will share this information with the principal.
2. If the parent's concern is with an administrator, or if Step 1 did not resolve the complaint with the employee, the parent shall schedule an appointment with the administrator. The objectives of this meeting shall be to clarify and resolve the matter in a timely fashion. The administrator shall document the date of the face-to-face meeting and shall respond in writing to the parent within seven days regarding his/her decision.
3. If the parent is not satisfied with the written response from the administrator, the parent may file a written complaint. If more than one complaint is filed and the complaints are substantially alike, they shall be treated as one complaint. The parent should attach the written response from the employee and administrator to the parent complaint material. The complaint material shall be submitted to the SRA Board. Following receipt of the complaint, the following action will take place:
 - o The SRA Board shall meet and confer about the complaint at the next regularly scheduled Board meeting and the meeting shall take place in Executive Session.
 - o Within seven business days after the meeting, the Board Chair shall communicate the decision in writing to the administrator, employee, and parent.

HARASSMENT/HAZING/BULLYING

Our students should expect to be in a school environment that promotes positive interactions between students and adults. 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. We will not tolerate any less than that. SRA adheres to ACSD#1's policy, found here: <https://www.acsd1.org/acsd/prohibiting-harassment-intimidation-and-bullying/>

SRA works hard with students through the character education program to teach them about bullying and bully prevention. However, it is still possible for bullying to occur. In the event that a student

or parent would like to file a formal report about bullying, this report must be made in writing to the principal. The SRA principal then has three school days to investigate the claim. This investigation may include interviews with students, staff and parents and will be used to determine the validity of the allegation. At the end of the investigation, the principal will notify the original reporter about the outcome of the investigation (substantiated or unsubstantiated) but will not disclose specific information about the interviews or consequences. As necessary, the principal will also meet with parents of other students to discuss the outcome of the investigation and to provide consequences. These consequences can include detention and/or suspension based on the severity of the findings. It is the expectation of SRA that parents will support the outcome of the investigation as well as any consequences that may be required.

Sexual Harassment and Discrimination

SRA does not discriminate on the basis of race, color, 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 principal, business manager, or Wyoming Department of Education, Office of Civil Rights Coordinator.

SRA 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. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment.

TECHNOLOGY CONDITIONS, RULES AND ACCEPTABLE USE

SRA requires the strict supervision of any student using the internet. No student will be allowed to randomly use ("surf") the internet. Students may not use the internet without a teacher or other staff member present. Students will not be given access to computers or the internet until a signed permission slip is returned to SRA. A link to ACSD#1 acceptable use policy follows, which describes what responsible users may or may not do. Please review this policy with your child(ren). If a student is found to be in violation of this policy, they may, at the principal's discretion, serve such consequences as loss of the use of the computers at school or suspension.

ACSD#1 Policy: Student Responsible Use Guidelines (RUG) for Technology, may be found here: <https://www.acsd1.org/acsd/wp-content/uploads/2017/01/Responsible-Use-Guidelines-Students.pdf>

TOBACCO-, DRUG-, AND ALCOHOL-FREE CAMPUS

SRA is tobacco-, drug-, and alcohol-free. The use and/or possession of tobacco products by students is prohibited in buildings, vehicles, or on property owned and operated by the school. The use of tobacco products by school employees, patrons and other non-students in buildings, vehicles or on the property owned by or operated by the school is also prohibited at all times.



ACADEMIC-FOCUSED SCHOOL DAY

The major responsibility of the teaching staff is to ensure that there is instructional time for the teaching of reading, writing, mathematics and the Core Knowledge curriculum. Class time will focus on education (which includes a variety of learning activities). Non-academic activities will be limited during class time. At SRA, students are taught predominantly by the teacher as a whole group. If a child needs extra help, this may be received before and after school, during free times or practice time in the classroom, or through tutoring when required by the teacher.

Daily Schedule

School starts at 8:15 a.m. and dismissal time is 3:15 p.m. On half days school dismissal is at 11:15 a.m. SRA follows the **secondary** academic calendar issued by ACSD#1.

Holiday and Birthday Parties

Children are recognized by their teachers on their birthdays; however, during class time no other treats or birthday recognition by parents are permitted. Birthday treats may be brought in to share with the class during the lunch hour or after school. Similarly, we will not use class time to celebrate holidays (Halloween, Christmas, or Easter, for example). Birthday and holiday invitations distributed at school must include every student in your child's class. Special deliveries such as balloons or flowers will be held in the office and delivered just prior to dismissal.



HOMework

Homework is a fundamental part of our academic program. It prepares students for high school and college, and for jobs after graduation. It also helps develop a strong work ethic and personal organizational skills. The reasons for homework are:

1. To teach personal responsibility and time management skills.
2. To keep parents informed about what their children are studying.
3. To provide opportunity to practice academic concepts learned in class.

Below are the guidelines for the length of time homework should take a typical student at each grade level. Please be aware that the actual times will vary due to individual study habits, work completion in class, etc. If your child is spending considerably more time on homework than these guidelines, you are encouraged to contact your student's teacher.

The expected homework time allotment for each grade is as follows:

Kindergarten	15 minutes plus family reading time
Grade 1	20 minutes plus family reading time
Grade 2	25 minutes plus reading time
Grade 3	35 minutes plus reading time
Grade 4	45 minutes plus reading time

Grade 5	55 minutes plus reading time
Grade 6	65 minutes plus reading time
Grade 7	75 minutes plus reading time
Grade 8	85 minutes plus reading time

All students, K-8, receive homework four nights a week. Exceptions will be before holidays, and nights that all students are encouraged **or required** to participate in SRA activities, such as the Annual Meeting, **and the Core Knowledge Music Festival**. In an effort to prepare 8th grade students for transition into high school, students may occasionally be assigned homework over a weekend. Parents and students need to be aware that if students do not finish their daily work in class, that work must be completed and returned in addition to the regular homework and should not be considered a part of the actual homework time.

Homework activities will vary by class. Middle school teachers will make every effort to coordinate their schedules and calendars to ensure that students are not inundated with excessive homework on the same day. It is expected that homework will be completed each night and returned to class the next school day. One ticket will be pulled for late or incomplete homework. In middle school there will be one signature given for each late or incomplete assignment up to three signatures.

For poor or incomplete work, teachers may require students to redo an assignment. Whether such work is given any credit is left to the discretion of the teacher.

Make-Up Work

A student who is sick has one day for each day missed to make up homework without having a penalty, unless other arrangements are made with the teacher. Parents with students in grades K-5 may pick-up their child's assignments at the end of the school day. Middle school students are responsible for contacting their teachers regarding making up missed assignments and exams.

If a student is participating in a school-approved academic activity, the student will be permitted 1 day to make up assignments for each day of participation in the activity.

If a student is present when an assignment is given and is absent before or on the due date, the assignment is still due on the given date or upon the student's return to school.

Students who miss school for reasons other than illness or death in the family are expected to turn homework and special projects in on their due date. Students who are sent home early or suspended as a result of a discipline issue are required to turn homework and special projects in on time. Parents are expected to pick-up their child's assignments at the end of the school day.

The following sequence of consequences applies to grades K-8 regular (daily—e.g., math homework, spelling words, etc.) homework that is not turned in during or before the assigned class time on the day that it is due:

- Day Due: If homework is not turned in, a ticket or signature is pulled (= not prepared for class).
- 2nd Day: If homework is turned in at the start of the class period of the day after it is due, it will be accepted, but 20% will be docked from whatever the earned grade would be.
- 3rd Day: A zero will be given for homework turned in on the third or later day.

Special Projects

During the year a minimum of one poem each quarter will be assigned to students for memorization and recitation. In addition, students will complete at least one written book report/book analysis/research paper per quarter/semester. The books will need to be approved by the teacher. Each student should keep a reading book in his/her desk at all times.

From time to time, teachers may assign longer-term projects with a specific deadline. As with homework it is expected that the student will turn in his/her work on the date it is due. Teachers will deduct 20% from a student's earned grade for each day that a special project is late for up to five days; if the assignment is still not turned in by the start of the class period on the sixth day, the student will receive a zero (0%) on the assignment.

GRADE SCALE

Letter grades are given to reflect actual achievement in the academic areas.

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

HONOR ROLL

The honor roll criteria are:

Principal's Honor Roll	All A's
First Honor Roll	A's and B's

To be on the honor roll, students may not have a C, D or an F. Kindergartners, 1st and 2nd graders do not participate in honor roll. Art, Music, P.E., and Spanish grades are not included in the determination of Honor Roll for grades 3 and 4.

RETENTION POLICY

Grade Level Retention Considerations

Retention of students is an option for students at any grade level who, after intensive interventions, are performing below benchmark after a quarterly reporting period. Retention may be considered at any time of the school year. No more than two years in a grade will be permitted. The final decision about grade promotion or retention will be made by the school principal after consultation with the parents. Retention becomes an option when the following factors have been considered and documented:

- Student performing significantly below grade level in content areas
- Chronological age of student
- Attendance record/truancy

Below Grade Level Performance

In K-2, the emphasis is on establishing essential skills in reading and math. Retention will be considered for:

- Kindergarten students who receive an N or U in five or more Math oral tests, in Oral Phonograms (1-45), or Recognizing Letters
- 1st – 2nd grade students who receive a D or F in two out of three content areas (reading, spelling, math).

For older students, academic success depends on a firm foundation in key content areas before moving on to more challenging material. Retention will be considered for:

- 3rd – 4th grade students who receive a D or F in two out of five content areas (reading, language/spelling, math, social studies or science)
- 5th – 8th grade students who receive a D or F in two out of four content areas (language arts, math, science, social studies).

Intervention

Teachers, parents, and principal will work with struggling students at the earliest signs of academic difficulty to help them improve their work. Educational intervention to help students must occur before retention is considered. Parents will be notified of the recommendation for intervention. Interventions may include but are not limited to the following: in-class and/or pull-out interventions, after-school tutoring, enrolling in Academic Prep, moving to a lower math level, and starting an IRP (Individual Reading Plan). Documentation of the intervention and the effect on achievement is required. After 3-4 interventions have been tried by teachers in the regular classroom, a student who is still struggling and is considered a candidate for retention will be referred to SRA’s SBIT (Student Based Intervention Team). NOTE: Retention of students with an IEP or ELL plan will be determined by the Special Education team and parents.



ATTENDANCE

ENROLLMENT, WAITING LIST, AND LOTTERY

Admission

Children who will be five years old on or before September 15 in the year of the school entry are eligible for Kindergarten. Children must be six years of age on or before September 15 to enter the first grade that year. Legal guardianship papers are required for any child living with someone other than biological or adoptive parents.

Enrollment Process

SRA’s enrollment process is always independent of ACSD#1. The school will accept and record, on an on-going basis, letters of intent for children whose parents desire to enroll them.

Potential students may be added to the enrollment pool at any time during the year. To be included in the enrollment pool for the upcoming school year, parents must submit the letter of intent form no later than April 1st. The lottery will be held for each classroom in which demand exceeds supply by April 15th. Lottery preference is given to families who have attended an open house or participated in a school tour. Federal statute allows priority to be given to the following students: children who completed the previous school year at SRA, children of administrators, teachers, and staff, and siblings of currently enrolled students. These students will be enrolled in classrooms based on the date of receipt of their letter of intent.

Parents/guardians they will be notified by phone or email of each child's admission status. All enrollment/registration will be online using the ACSD#1 registration service, InfoSnap. Parents will have fourteen (14) calendar days after the date of the notification to complete the online enrollment process. If this registration is not complete by the two-week deadline, the child's admission space will be given to the next eligible candidate.

All paperwork required by state and/or federal law, including birth certificate and immunization record, must be submitted within 30 days of the first day of school. SRA may also require proof of residency. If documents are not provided by that date, the student will not be allowed to attend SRA until such items are produced. Any student not submitting paperwork requested by SRA including, but not limited to, Honor Code and Internet Agreement, and/or payment of planner and locker fees may face consequences including out-of-school suspension, being prohibited from computer use, denied ability to check out library materials, etc. upon the discretion of the principal.

Newly Enrolling Students

Every attempt will be made to administer placement tests to each incoming student (in grades 1-8) prior to enrollment. The goal is to place the student in a grade level that will provide an academic year that is challenging and enriching, yet not excessively overwhelming. If new students are found to be reading more than one grade level behind their existing peer group, it will be recommended that the student enroll in the grade level deemed appropriate by the teacher and principal. If the parent chooses to keep the student in the original grade level against the advice of the teacher and principal, the parent will be required to sign a document stating their full understanding of the discrepancy, and agreement that the student may be retained the following year if promotion criteria is not met. This document will become part of the student's cumulative file.

Mid-Year Vacancies

Vacancies during the school year may occur whenever the number of students enrolled in class is below that class's capacity. When a vacancy occurs during the school year, that vacancy may or may not be filled at the school's discretion. Mid-year in-district transfers will not be filled after 3rd quarter.

Siblings

In the case of lottery, to avoid splitting families, the oldest child will be entered in the lottery, and if that child is selected for admission, any younger siblings will be automatically admitted to their respective grade levels, if there is space. If the oldest child is not selected, the next younger siblings will be entered into the lottery for his or her grade level, and so forth.

Delayed Kindergarten Enrollment

If the parents/legal guardian of a Kindergarten student who is selected for enrollment at SRA chooses to delay enrollment to the next year, the child will be guaranteed placement in the next year's Kindergarten class.

Removal from Enrollment Pool

SRA office personnel make every effort to verify the parent's/legal guardian's desire to have a child's name remain on the waitlist. Waitlist verification may be accomplished via email, phone call, or in person. If no response is received after these efforts, the child's name shall be removed.

Lengthy Absence

A family having a child or children in attendance at SRA may request the Board to make an exception to the waiting list/lottery policy to allow their child to reserve a space in SRA after a one-term or one-year absence. Any such exception shall be made on a case-by-case basis by the Board, in consultation with the principal. During the absence, the parents must re-sign their children, or otherwise notify the school in writing of their intent to re-enroll for the following school year. If the school has not received written notification from the parent by April 1 of the year the parents wish to re-enroll their child, the opening will no longer be available.

Non-Resident Students

Students who reside outside of the School District shall not be admitted until all applicants who reside in the School District and who qualify for admission have been enrolled. Students who reside within Wyoming but not in Albany County must have an acceptable agreement with their district of residence and the School District in accordance with W.S. § 21-4-502. If they reside outside of Wyoming they must pay tuition in accordance with W.S. § 21-4-505.

ATTENDANCE AND TARDINESS

Attendance Policy

A call is required to the school's office before 9:00 a.m. on the day of the absence.

Tardiness will include any student who is not seated and ready for work by 8:20 a.m. **Arrivals after 9:30 a.m. shall be marked absent for the morning. Students who leave for lunch must return to school on time. Any student returning after 12:45 p.m. may be marked tardy for the afternoon. Arrivals after 1:15 p.m. shall be marked absent for the afternoon. Signing out after 2:00 p.m. is considered to be an early dismissal and not counted as an absence.** In calculating tardies, three unexcused tardies will count as one unexcused absence.

Habitual Truant:

Should a student accrue 5 tardies and/or 10 absences within a year, a letter will be mailed to the parents concerning the seriousness of missing school, at which point verification of further excused absences may be required, i.e., doctor's excuse. Students without verifications for further absences may be referred to the Truant/Youth Officer of the Laramie Police Department. After ten (10) consecutive days of absences, a student will be dropped from the rolls. The student will need to re-enroll.

Pre-Arranged Absence

Parents planning to take their children on a trip are requested to complete a "Pre-Arranged Absence" form at least one week prior to the trip. These forms are available at the SRA Front Office and on the school website. Homework make-up expectations for pre-arranged absences are clearly stated on the form.

BEFORE- AND AFTER-SCHOOL

No child may be dropped off before 7:45 a.m. unless they are involved in a supervised "before-school" activity. Parents picking up their child at the end of the school day should arrive promptly at 3:15 p.m. and either wait in the parking lot or the school lobby area.

After-School Program

As a service to parents, SRA offers an After-School Program (ASP) for SRA students who need supervision after school. The program operates every day school is in session, from 3:15-5:15 p.m., but not on half-days or school vacation days. Rates are subject to change. Please refer to monthly ASP calendar, or the school website, for current rates.

Spots are allotted on a first come first serve basis and can only be reserved when payment and an attendance calendar have been submitted. Calendars may be obtained from the After-School Program Director, the SRA Front Office, or from the school website. Please note that your monthly payment is non-refundable and credit will not be given for unused days. Students with balances in excess of \$75.00 may not attend the program until the balance is paid down.

Late Pick-Ups

SRA reserves the right to charge an additional fee to parents who pick their children up after 5:15pm.

Drop-in Students

Students who are not being supervised by a parent must be picked up by 3:30 p.m. on regular school days. Students involved in after school activities (such as tutoring, orchestra, detention, clubs, or any other school-sponsored activity) must be picked up no later than 15 minutes after the activity dismisses. If a student is not picked up on time the parent will be called and the student will be checked in to the After-School Program and billed in accordance with the established Drop-in Rate. Payment should be made at the time the student is picked up. Rates are posted on the school website.

Because the After-School Program is not offered on half-days, if a student is not picked up by 11:45 a.m. and a parent cannot be reached, the district Youth Officer may be called to pick up the student. Likewise, if a student is not picked up on a regular school day by 5:15 p.m. and a parent cannot be reached, the district Youth Officer may be called.

After-School Program Behavior Consequences

SRA After-School Program (ASP) uses a ticket and point system to enable the director to enforce rules. A full explanation of the ASP Discipline system is available to parents who utilize the program. Attending SRA's After-School Program is a privilege. Students with continued or serious infractions may be asked to leave the program.

SUSPENSION & EXPULSION

SRA follows the suspension and expulsion proceedings set forth in Wyoming Statutes §§ 21-4-305 and 21-4-306 except that SRA's proceedings are administered by the SRA principal and Board of Directors. In the event that a student is suspended or expelled by the School District, SRA will treat that student the same as if they were suspended or expelled from SRA.

LEAVING SCHOOL GROUNDS

A child shall not be released from the school premises at any time other than regular dismissal time unless a parent or guardian personally picks him/her up. At no time shall a child be allowed to leave during any before- or after-school events unless accompanied by a school-approved adult. (Note: adjacent retail outlets are NOT part of school premises.) The only people who may pick up your children at school during school hours are those named on your child's emergency contact information sheet. Parents or guardians are required to sign their child(ren) out when taking them out of school in the middle of the school day. When picking up a child at the end of the school day, please wait in the lobby.



COMMUNICATION

COMMUNICATION WITH FACULTY

Communication between school staff and parents/students is crucial for overall school success. Parents may use e-mail for teacher communication, or leave notes to be put in teacher mailboxes. Teachers and staff are very busy right before and after school hours, so please **make an appointment** ahead of time to allow sufficient time to talk.

Response timeline:

Once you have contacted an SRA employee, you can expect a timely response.

- Administrators (principal or business manager) – no later than 3 business days
- **Teachers** – will make every effort to respond within 1 business day, and no more than 2 business days
- SRA Front Office – you will receive a response from someone in the office within 1 business day
- Paraprofessionals – questions should be directed to the **principal**
- Recess/Lunch Monitor, Substitute Teacher – please contact the **principal**
- Custodian – please contact the principal

Most, if not all, SRA communications will be sent electronically to the greatest extent possible, unless otherwise requested. Electronic communications are sent through the following methods:

- SRA school website: Announcements of upcoming events, a monthly calendar, monthly newsletter, weekly newsletters from each grade, as well as information and documents on academics, policy, afterschool program, forms, and staff contact.

<http://www.snowyrangeacademy.org>

- BlackBoard Connect mass notification system- These email notifications, or “blasts” come from email@blackboard.com. Please ensure this email address is white-listed with your chosen email provider. Blackboard also has the ability to send automated/recorded voice and texts messages directly to your phone.
- Powerschool- Every parent is provided with Powerschool login information at the beginning of the school year. Parents are able to access grades, homework, attendance, and lunch account information for their student.
- Social media such as Facebook- SRA posts upcoming events, and shares pictures and school celebrations on our Facebook page,
https://www.facebook.com/SnowyRangeAcademy/?ref=aymt_homepage_panel

Communications may include but are not limited to: classroom and monthly newsletters, teacher and administrative notices, permissions slips, conference information, and special-event fliers. Homework assignments and the school lunch menu are available on the SRA website. Other important communications may be sent home at any time as needed. Parents should provide a preferred email address, and are responsible for keeping their contact information current, notifying the SRA Front Office of any changes. Parents are expected to regularly check for emails and written communications.

Contacting Teachers

Parents are encouraged to use email, voicemail, or write a note in their child’s planner to schedule meeting times with teachers. **In order to have proper time to address concerns, please refrain from impromptu meetings with teachers during the school day.**

Teacher Conferences

Parent/Teacher conferences are scheduled in the fall and are mandatory. Parents will be notified of the specific schedules for the conferences. Arrangements for additional conferences may be made with your child’s teacher before or after school hours. A spring conference may be held at the teacher’s discretion.

Midterm Reports and Report Cards

Student report cards are issued every nine weeks. The parents should examine the report card, then sign and return the envelope to the teacher. Additionally, halfway through each grading period the teacher will issue individual student progress reports. These must also be signed and returned to school.

Board Communications

All Board of Directors meeting times, agendas, and minutes are posted on the school website. Contact information for Board Members is on the school website, and the beginning of this handbook.

MESSAGES TO STUDENTS

Parents are encouraged to make arrangements with their student for activities, rides, etc. prior to dropping them off at school. We understand that there are times when situations change and it is necessary to leave a message for your child(ren) at school. We make every effort to deliver those messages to students in a timely manner. However, we cannot guarantee that messages for students called in to the office after 2:30 p.m. will be delivered.

Student Phone Use/Cell Phones

Students may use the office phone with permission from a staff member. Students may not use the school phone for arranging after-school play dates or other personal matters. Students may not carry cell phones with them at school. If it is necessary for a student to have a cell phone, it must remain in the student's locker or backpack, turned off for the entire day. Middle school students may text a parent during the day only with the permission of a staff member. If a student's cell phone is confiscated, it will be given to the principal and a parent/guardian will need to pick it up. On the third time a cell phone is confiscated, the principal will require the cell phone to be left at home.

STUDENT PLANNERS

To help students manage their assignments, we require each 2nd – 8th grade student to use a planner. We ask that parents sign or initial the planner each night to indicate that their child has completed his/her homework assignment(s). Failure to do so will result in the student receiving a discipline signature.

EMERGENCY PROCEDURES

Crisis Plans and Drills

Crisis intervention plans have been developed at the school and District levels to deal with emergency and crisis situations. Monthly drills are conducted to enable students and staff to practice responding to different emergency situations.

Emergency Closing

SRA will follow District-wide decisions made about school closings for emergencies and bad weather.

Emergency closures and announcements will be made through BlackBoard Connect, via email or recorded voice message sent to your phone. Parents can also subscribe to ACSD#1's email alert system at <http://www.ac1.k12.wy.us/> to receive messages about district school closures, delayed starts, or other important information. It is absolutely essential that SRA have current contact phone numbers and emails, along with emergency phone numbers for each family, so that emergency closings can proceed as quickly and efficiently as possible.

Emergency Relocation

In the event that students and staff need to be relocated to an alternative site for safety reasons, they will go to the Hampton Inn, SRA's designated relocation site. The Hampton Inn is located immediately west of SRA at 3715 E. Grand Avenue; the phone number is 742-0125. If an emergency relocation occurs, parents will be notified through the automated notification system.



HEALTH

Illness Policy

Do not bring sick children to school. If your child is absent because of illness or an appointment, for which we have not been notified previously, please call to make us aware of this situation before 9:00 a.m. If your child is ill, homework may be sent home with a sibling, or picked up between 3:30 and 4:00 p.m. If you need to take your child out of school early, please provide a note to the SRA Front Office at the beginning of the school day. The teacher will not interrupt class time to give homework assignments for the day. Middle School students in grades 6- 8 are responsible for collecting their homework upon their return to school. Middle School homework is also posted on PowerSchool, as well as the school website.

Students WILL NOT be allowed to stay inside the building during recess due to illness, unless a doctor's note is provided stating the need for this.

Children with the following symptoms or illness should be kept home (excluded) from school; likewise, children may be sent home for the following reasons:

- **Fever of 100 degrees or more within the past 24 hours**
- **Vomiting/diarrhea within the past 24 hours**
- **Unexplained rash**
- **Severe, excessive cough or wheezing**
- **If siblings or immediate family members (same household) have confirmed cases of flu or other communicable diseases**

Nurse

SRA has a school nurse who is responsible for checking the general health of students. Please note that it is the parent's responsibility to notify the office if a child has been injured at home and may need special considerations at school. Keep school records up-to-date, especially phone numbers and emergency contacts!

Accident/Injury

Parents will be informed when a student reports to the office with a fever or has been injured seriously. If a parent cannot be reached, school personnel will determine what action needs to be taken. Any child with a fever or vomiting will not be allowed to remain in the classroom. In case of more serious injuries or if the parent or other emergency contact cannot be reached, the school will immediately call 911 for emergency assistance.

IMMUNIZATION

All school children are required by state law to be immunized against certain vaccine-preventable diseases. The law further requires that children may be exempted from this regulation for religious or medical reasons if an appropriate case for exemption is made to the state.

Wyoming School Immunization Requirements (Kindergarten – Grade 12)

SRA complies with Wyoming Department of Health requirements. Current immunization schedule may be found here: <https://health.wyo.gov/wp-content/uploads/2018/03/Immunization-Tool-3.20.18.pdf>

Parents/guardians must provide proof of immunization or provide documentation of medical or religious exemption from mandatory immunizations. Failure to do so within the first 30 days of school will result in temporary suspension. Please contact the school nurse for more information.

MEDICATIONS

For the protection of students, SRA follows the Albany County School District #1 policy for administering any form of medication at school. School personnel may not administer any medication to pupils without a written request on file in the office. If a physician decides that medication must be taken during school hours, proper arrangements must be made with the school. ACSD#1 policies and forms medications may be found here:

OTC (over-the-counter)

<https://www.acsd1.org/acsd/wp-content/uploads/2015/08/Medication-OTC-form-2012.pdf>

Prescription

<https://www.acsd1.org/acsd/wp-content/uploads/2015/08/Medication-Rx-form-2012.pdf>

Self-Administration Of medication for Asthma and/or Potentially Life Threatening Conditions

SRA complies with Wyoming Statute 21-4-310. Students may possess and self-administer asthma or other medications within the school setting (which includes in school, on school grounds, on school buses, at school activities off the school site, etc.) if a written statement is submitted to the principal (or the principal's designee) by the parent. For a copy of this form, please see or call the school nurse.

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.

In order to keep your child safe in the event of a medical emergency, please keep the nurse informed of all current prescription medications, and any changes thereof.

BATHROOM ACCIDENTS

When an Accident Occurs

The student will be dismissed to the nurse's office (or the SRA Front Office if the nurse is not present) and the nurse or office personnel will assist the student by signing out a set of dry clothes, and providing a plastic bag in which to place the soiled clothes. **Grades K-2 will change into clean SRA clothing behind a privacy screen in the nurse's office; grades 2-8 are given the option of the privacy screen or the school restroom in order to change.** All loaner clothes should be washed and returned to school in a timely manner.



UNIFORM CODE

UNIFORM CODE

When the parents first formed SRA, it was decided that a uniform code would help establish a desirable learning environment. Research (e.g., Wendell Anderson (2002) School Dress Codes and Uniform Policies; http://eric.uoregon.edu/publications/policy_reports/dress_codes/intro.html) indicates that a uniform code minimizes peer pressure, improves the appearance of the student body, and reinforces an academic atmosphere. It is expected that the students of SRA shall maintain their person and uniforms in a modest, clean, and orderly manner compliant with the school uniform code. Final decisions regarding satisfaction of uniform code rests with the principal. This Uniform Code is subject to change as needed. Depending on how much laundry you are inclined to do, we suggest the following:

- 2-4 French Toast bottoms
- 3-4 French Toast tops
- plus at least 1 French Toast sweater or school logo sweatshirt.

Uniform Code Requirements

- Lower school (K-4) students may not wear upper school (5-8) school clothes
- Hair color must be natural colors and kept out of face and under control
- Haircuts should be modest and not draw attention
- No visible body piercings (pierced ears are okay) or tattoos
- No baggy or tight fitting clothes
- No hats or head coverings may be worn indoors, except with a religious exemption in writing
- Hair accessories, including headbands, should be conservative and not draw unnecessary attention
- Shoes must be closed-toe and have back straps so that they do not fly off the foot. No **crocs**, sandals, flip-flops, slippers, Wheelies, mechanical, or light-up shoes will be permitted.
- Socks, tights, or leggings are required, and should be in the following neutral colors: navy, white, black, burgundy, forest green, khaki, or gray
- Socks, tights, or leggings should be mono-chromatic; no multi-colored stripes, polka dots, or other patterns
- If leggings or tights are worn, they must be under school-approved uniform bottoms
- Shirts must be tucked in at all times, not just in the classroom. Girls blouses must be long enough to tuck in
- Collared uniform shirt must be worn under school logo sweatshirts
- Bottom hem of skirts or shorts must be at least two inches past the fingers when hands are at your side
- If undershirts are worn, they must be white and have shorter sleeves than the shirt on top (no long-sleeved colored shirts hanging out of short-sleeved school shirts)
- Belts must be worn if belt loops are present, except for Kindergartners
- Belts should be conservative in nature, and should be in the following neutral colors: navy, black, brown, burgundy, or khaki

- Belt buckles should be small and not draw attention
- Clothing must be kept clean and in good repair. No torn or ripped clothing will be allowed
- Small, conservative purses are permitted for middle school girls (5th – 8th only)
- Make-up, if used, should be applied modestly at home (no make-up is allowed at school)
- During the colder times of year, students must bring a warm coat, hat, gloves and boots to school each day in case the weather warrants the use of these items.

Please note that students are required to wear French Toast clothing conforming to the SRA Uniform Code. Citations will be issued for uniform code violations.

Uniform Code Enforcement:

For serious violations of the uniform code (attire which is totally unacceptable), parents will be required to remedy the uniform code violation immediately. For minor violations of the uniform code, a point will be issued for each violation with the following consequence:

- | | |
|---|---|
| 1 st -2 nd Offense: | A Uniform Code Citation will be issued for each offense. |
| 3 rd Offense: | A discipline point will be issued |
| 4 th Offense: | A conference with the principal, parent, and student may be held. |

Middle schoolers will receive signatures for minor uniform code violations.

Where to Purchase Uniforms

French Toast: This is an online company and uses the same manufacturer as Bugle Boy Official School Wear and Lee School Wear, under a different label. The website is www.frenchtoast.com; when you see the home page, you need to click on "Find your School" in the top left hand section, and then type in Snowy Range Academy; our school code is **qs47ej5**. When our name and address come up, click on Snowy Range Academy and you will see the page with the uniform code. Vendors may be added or changed from time to time.

Uniform Code Fund and Resale of Uniforms

SRA is committed to enabling all students to participate in the uniform code without financial hardship to their families. Families that need financial assistance to purchase school uniforms must qualify for free or reduced lunch. Gently worn uniform items are available at the beginning of the school year, and at other points throughout the year, at Uniform Exchange events.

You will still need to have the uniform code list on the following page in order to choose your clothing, since French Toast has had problems keeping our uniform code requirements correct on their website, and is not liable for incorrect information. Our school code (that tells French Toast where to send the fundraising 5% from your order) is **qs47ej5**.

Snowy Range Academy Uniform Code
PURCHASE LIST (please see "requirements" for additional information)
SRA SCHOOL CODE: qs47ej5

GIRLS UNIFORM REQUIREMENTS				
ALL GIRLS	Item	Color	Number	Comments
DRESSES	V-Neck Pleated Jumper	Navy, Khaki, Black, Burgundy, Burgundy Plaid	1046, 1047	Not appropriate for gym days, unless worn with leggings.
	Ruffled Pique Polo Dress	Navy	1354G	**Leggings must be worn with polo dress.
	Side Pleated Jumper with Faux Belt	Khaki, Navy	1578G	
SKIRTS	Pleated Skirt	Navy, Khaki, Black, Burgundy, Burgundy Plaid	1066, 1065	Not appropriate for gym days, unless worn with leggings.
	Long Skirt with Back Panel	Navy, Khaki, Black	1373	Not appropriate for gym days
	Long Skirt - <i>Discontinued</i>	Navy Khaki		Not appropriate for gym days. (Discontinued but still OK to wear.)
SKORTS	2 Tab Scooter	Navy, Khaki, Burgundy, Black, Green, Burgundy Plaid	1302, 1397	
	3 Tab Skort – <i>Discontinued</i>	Navy, Khaki, Burgundy		(Discontinued but still OK to wear.)
	Kick Pleat Scooter	Navy, Khaki	1286	
PANTS	Adjustable Waist Pleated Pants	Navy, Khaki, Black	1315, 1522	
	Pleated Front Pants – <i>Discontinued</i>	Navy, Khaki		(Discontinued but still OK to wear.)
	Straight Leg Twill Pant	Khaki, Navy	1573G	
	Double Knee Pants (workwear finish)	Navy Khaki, Black	1524	
	Flat Front All Season Pants- <i>Discontinued</i>	Navy Khaki, Black		(Discontinued but still OK to wear.)
	Straight Leg All Season Pant	Navy	1669A	
	Adjustable, Waist Pleated Double-Knee Pants	Navy, Khaki, Black	1520	(boys' style)

	Flat Front Adjustable Waist Double-Knee Pants	Navy, Khaki, Black	1519	(boys' style)
SHORTS	Stretch Twill Capris- <i>Discontinued</i>	Navy Khaki, Black		(Discontinued but still OK to wear.)
	Bermuda Shorts	Navy, Khaki, Black	1303	
	Mid-thigh Shorts	Navy, Khaki	1540	
	Pleated Adjustable Waist Shorts	Navy, Khaki, Black	1430	(boys' style)
	Pleated Front Shorts – <i>Discontinued</i>	Navy, Khaki		(Discontinued but still OK to wear.)
SHIRTS	Pique Polo (LS or SS)	Navy, Burgundy, Green, White	1009, 1012	
	Interlock Knit Polo (LS or SS)	White, Navy	1007, 1010	
	Interlock Polo with Picot Trim Collar (LS or SS)	White, Navy	1467, 1466	
	Peter Pan Blouse (LS or SS)	White	1593, 1594	<i>Undershirt recommended</i>
	SS and LS Knit Polo with Picot Trim Collar – <i>Discontinued</i>	White		(Discontinued but still OK to wear.)
	Long Sleeve Turtleneck	White, Navy		Any Source
	Undershirts	WHITE		If worn, these must be white and not exceed sleeve length of school shirt. Any Source.
SWEATERS	Boyfriend Duster- <i>Discontinued</i>	Navy		(Discontinued but still OK to wear.)
	Zipper Front Sweater	Navy		
	Fine Gauge Knit Cardigan Sweater	Navy, Burgundy	1120	
	Pom-Pom Zip-Up Sweater	Navy	1358	
	Thigh Length Sweater – <i>Discontinued</i>	Navy		(Discontinued but still OK to wear.)
	Anti-Pill Crew Neck Cardigan Sweater	Navy, Green, Burgundy, Black	1371	
	Jersey Knit Crewneck Cardigan - <i>Discontinued</i>	Navy, Green, Burgundy		(Discontinued but still OK to wear.)
	Fine Gauge V-Neck Pull Over Sweater	Navy	1645	

	V-Neck Sweater Vest	Navy, Burgundy	1029	(Green discontinued, but still OK to wear.)
	SRA Embroidered Sweatshirts, Fleece Vests & Hoodies			Sold at beginning of each year
MISC	Socks	Navy, Forest Green, Burgundy, Black, White, Khaki		Any Source.
	Tights/leggings	Navy, Forest Green, Burgundy, Black, White, Khaki, Gray	2245, 3366, 1505	NO capri-length tights or leggings. Any Source.
	Shoes	Any approved closed toe with back or back strap		Must be non-marking on gym days
	Belts (1st Grade & up)	Navy, Black, Brown, Burgundy, Khaki	24166, 24176	Belts must be plain, solid color. No large buckles. Can be leather or webbed. Any source.
	Jewelry	Small, modest pieces		

MS GIRLS	MIDDLE SCHOOL GIRLS GRADES 5th - 8th ONLY (Additional Items)			
SHIRTS	Oxford Blouse with Darts (LS or SS)	White, Light Blue	1377, 1378	
	Split Sleeve Blouse – Discontinued	White		(Discontinued but still OK to wear.)
SHORTS	Twill Tab Shorts – <i>Discontinued</i>	Navy, Khaki		(Discontinued but still OK to wear.)
PANTS	Dockers Brand Pants; Metro Style: Regular and Straight Leg Fits	Navy, Khaki, Black		NO WIDE/FLARE LEG OR LOW RISE WAIST. Any source.
	Young Women’s Pant	Black, Khaki, Navy	13649	
DRESSES	Kick Pleat Skirt	Navy, Khaki, Black	1268	
SWEATERS	100% Cotton Sweater Vest	Blue, Green, Burgundy, Burgundy Argyle		Land's End (Discontinued but still OK to wear.)
MISC	Cross Tie	Navy, Green Burgundy, Black, Burgundy Plaid	10744, 10754	

BOYS UNIFORM REQUIREMENTS

ALL BOYS	Item	Color	Number	Comments
PANTS	Double Knee Pants (workwear finish)	Navy, Khaki, Black	1524	
	Adjustable, Waist Pleated Double-Knee Pants	Navy, Khaki, Black	1520	
	Flat Front Adjustable Waist Double-Knee Pants	Navy, Khaki, Black	1519	
	Straight Leg All Season Pant	Navy	1669A	
	Pleated Front, Double Knee Pants – <i>Discontinued</i>	Navy, Khaki		(Discontinued but still OK to wear.)
	Adjustable Waist Pants – <i>Discontinued</i>	Navy, Khaki		(Discontinued but still OK to wear.)
SHORTS	Pleated Front Shorts- <i>Discontinued</i>	Navy, Khaki		(Discontinued but still OK to wear.)
	Pleated Adjustable Waist Shorts	Navy, Khaki, Black	1430	
	Flat Front Adjustable Waist Shorts	Navy, Khaki, Black	1431	
SHIRTS	Pique Polo (LS or SS)	Navy, Burgundy Green, White	1009, 1012	
	Interlock Knit Polo (LS or SS)	White, Navy	1007, 1010	
	Long Sleeve Turtleneck	White, Navy		Any Source
	Undershirts	WHITE		If worn, these must be white and not exceed sleeve length of school shirt. Any Source.
SWEATERS	Anti-Pill V-Neck Cardigan Sweater	Navy, Green, Burgundy, Black	1370	
	Zipper Front Sweater	Navy		
	Jersey Knit V-Neck Cardigan - <i>Discontinued</i>	Navy, Green, Burgundy		(Discontinued but still OK to wear.)
	Fine Gauge V-Neck Pull Over Sweater	Navy	1645	
	V-Neck Sweater Vest	Navy, Burgundy , Black	1029	(Green discontinued, but still OK to wear.)

	SRA Embroidered Sweatshirts, Fleece Vests & Hoodies			Sold at beginning of each year
MISC	Socks	Navy, Forest Green, Burgundy, Black, White, Khaki	2246, 2244	Any Source
	Shoes	Any approved closed toe style with back or back strap		Must be non-marking sole on gym days
	Belts (1st Grade & up)	Navy, Black, Brown, Burgundy, Khaki	24176	Belts must be plain, solid color. No large buckles. Can be leather or webbed. Any source.

MS BOYS	MIDDLE SCHOOL BOYS GRADES 5th - 8th ONLY (Additional Items)			
SHIRTS	Oxford Shirts (LS or SS)	White, Light Blue	1017, 1020	
PANTS	Dockers Brand Pants; Signature Collection: Relaxed, Classic or Straight Leg Fits	Navy, Khaki, Black		Any Source
	Young Men's University Pant	Navy, Khaki	1558Y	
SHORTS	Side Pocket Shorts- <i>Discontinued</i>	Navy, Khaki		(Discontinued but still OK to wear.)
	Cargo Shorts- <i>Discontinued</i>	Navy, Khaki		(Discontinued but still OK to wear.)
MISC	Straight Tie (Adjustable)	Navy, Green, Burgundy, Black, Burgundy Plaid	10301, 10311	
	Straight Tie (regular)	Navy, Green, Burgundy, Black		Any Source
SWEATERS	100% Cotton Sweater Vest	Blue, Green, Burgundy, Burgundy Argyle		Land's End (Discontinued but still OK to wear)

MIDDLE SCHOOL- GRADE 6- 8 ONLY- PHYSICAL EDUCATION DRESS CODE

SHIRTS	Plain T-shirt or any SRA Field Day T-shirt	Navy, Forest Green, Burgundy, Black, White, Khaki		NO tank tops: shirts must be long enough to cover waistline. Any Source
SHORTS	Bottom hem of shorts must be at least 2 inches past the fingers when hands are at your side.	Navy, Forest Green, Burgundy, Black, White, Khaki		Any Source
PANTS	Exercise or sweat pants. Capri length or full length sport pants are allowed.	Navy, Forest Green, Burgundy, Black, White, Khaki		NO cutoffs or jeans. Pants should be as plain as possible with no large graphics or logos. Any Source
SHOES	Non-marking, rubber-soled sneakers or other athletic shoes. Must be closed toe.			Any Source

JEANS DAY

Periodically, the school will hold Jeans Day. Students who choose to pay \$1.00 will be allowed to wear denim jeans with their uniform top. Denim jeans will only be allowed on designated Jeans Days. If denim jeans are worn any other time, a uniform citation will be issued and parents will be called to bring uniform pants. The money raised on Jeans Day will go to the Student Council for projects in the school. Guidelines for jeans worn on Jeans Day are as follow:

- No words or logos on the jeans (besides Brand logo)
- Small amounts of embroidery will be allowed as long as it is a school appropriate design such as flowers or butterflies. (Not allowed: words or skull and crossbones.)
- Must wear regular school belt (with the exception of Kindergarten)
- No rips or holes
- No key chains
- No baggy or excessively wide-legged jeans
- Denim must be blue or black in color (no pink or purple jeans)
- No denim shorts, or skirts are allowed

Shirts need to be tucked in and jeans need to be clean. Students who forget their money will be given a chance to call home for money or uniform pants. Students who do not follow the Jeans Day guideline will be asked to call home for an appropriate school uniform. If the problem cannot be fixed, a uniform citation will be issued. Students will pay for the jeans in the front lobby and be given a stamp as a receipt.



VOLUNTEERS

PARENTAL INVOLVEMENT/VOLUNTEERS

SRA encourages parental involvement, and teachers are expected to incorporate parental volunteer efforts in the classroom as much as is reasonably possible. Every family is encouraged to donate time to help develop school/home partnerships that will result in an increased quality of education for the students. Parents are strongly encouraged to volunteer **one hour** each month in the school.

Parents who volunteer will be expected to comply with SRA volunteer guidelines by completing the volunteer application/information form, and adhering to the rules in the Volunteer Guidelines posted on the school website.

Snowy Range Academy Background Checks for Volunteers

All individuals who volunteer to assist with school activities under the following circumstances must undergo screening through the Wyoming Department of Family Services (DFS) and through a nationwide database selected and used by the Albany County School District #1:

1. Any individual who will accompany students on an overnight trip; or
2. Any individual who will accompany students on an activity or field trip off school premises and will be alone with a student or small group of students without a Snowy Range Academy employee being within visual contact of the volunteer for more than a few moments.

All volunteers falling into the above two categories will be asked to complete the "Background Check Form", https://drive.google.com/file/d/0B8RLePl4t_1kR0ltTkRXbnVoazg/view

Snowy Range Academy retains the right to reject or refuse the offer of any person to serve as a volunteer at any time for any reason or no reason at all.

COMMUNITY INVOLVEMENT

We have received much support from individuals and businesses within our local community. Community relations will continue to be important to us, and we are all goodwill ambassadors for SRA. We hope to continue creating partnerships with local businesses and pursue grant opportunities. Any information or expertise you can offer in this area is greatly appreciated. SRA may recruit individuals from the community to provide supplementary educational experiences for the students.

VISITS TO SCHOOL

We encourage parents to come to school frequently to visit their child's classroom and to take an active part in the education of their child. During the actual hours school is in session, parents and all other visitors to the school are required to stop by the SRA Front Office to pick up a visitor's

badge and sign in before proceeding into other areas of the building. **If visiting a classroom or volunteering, please do not bring non-school age children.** During your visit, you are asked to turn off your cell phones. Also, please sign out before leaving the building. Please make an appointment if you wish to have a meeting with a teacher during the school day.

Former students may visit during the lunch period only with pre-arrangement. They are allowed to attend all school functions open to the public. They are not to attend school field trips, extracurricular activities, clubs, or the end-of-the-year field day.



MISCELLANEOUS

BOOKS

All books are on loan to students for their use during SRA's school year. Books are to be kept clean and handled carefully. Students are responsible for the return of all books and materials that are issued to them during the school year. Materials shall be returned in a timely manner and in good condition. Students will be charged for materials returned damaged and/or materials that are not returned. In addition, students who do not return or pay for lost books will have their library privileges revoked.

LOCKERS

SRA will assign a regular and a P.E. locker and two (2) combination locks to all middle school students (grades 6-8). Students may not bring their own locks from home. A deposit of \$20 will be required for the two combination locks which will be refunded in full when the locks are returned in good working order. Students will be held responsible for any excessive damage to their locks and lockers. If more than one replacement set of locks needs to be issued within a school year, the student will be charged full replacement costs. Locker combinations are not to be given to anyone. SRA has the authority to search lockers when deemed necessary. Problems with lockers should be reported to the SRA Front Office. SRA is not responsible for lost, damaged, or stolen items.

Valuables such as, mp3 players, and video games are not to be brought to school. Cell phones, if brought to school, are to be kept turned off and in the student's locker.

- Lockers must be kept neat and orderly at all times. Locker checks may occur each semester.
- Lockers must be kept closed and locked when not in use to maintain the integrity of the fire corridors and avoid accidents. Items outside lockers, or on the floor, may be removed or discarded.
- Students may not decorate the inside of their lockers with inappropriate posters, pictures, or anything else which advertises sex, drugs, suicide, cults, alcohol, or promotes other negative or derogatory messages as determined by SRA staff.

LOST AND FOUND

Lost clothing, notebooks, lunch boxes, and other items will be placed in the "Lost and Found" box located just outside the SRA Front Office. Jewelry, glasses, and items of value will be placed in the SRA Front Office for safekeeping. Identification will be required for their safe return.

Food items such as lunch boxes, thermoses and/or other food containers will be allowed to remain in the lost and found box for no more than one week, at which point they will be disposed of. Any items left at the end of each semester will be donated to a local charity, the Uniform Committee, or discarded. All items left at the end of the school year will be donated or disposed of ONE WEEK AFTER THE LAST DAY OF SCHOOL.

RECESS

Students are expected to come to school prepared to go outside for recess each day. Students must come to school each day dressed appropriately to be outside in the weather. During the colder times of year, students must bring a warm coat, hat, gloves and boots to school each day in case the weather warrants the use of these items. The school cannot provide these items on a daily basis.

Students WILL NOT be allowed to stay inside the building during recess due to illness, unless a doctor's note is provided stating the need for this.

SRA has a weather station to monitor current playground conditions. **Administrative staff will utilize this to determine whether or not to hold indoor recess during exceptionally cold, wet or windy weather conditions. In practice, students will go outside if the temperature and/or wind chill is above 0 degrees.**

SECURE CAMPUS

In order to ensure the safety of students and staff, all exterior doors will remain locked except during student arrival and dismissal. Visitors to the building during school hours will be allowed admittance via security camera/intercom system. Parents who need to enter the school after 4 p.m. (for After School program, Tutoring, or other clubs) will be given an access code. Parents are asked to make note of the code, and keep it confidential.

TOYS, MAKE-UP, AND ELECTRONIC DEVICES AT SCHOOL

Students are not allowed to bring toys (balls, Frisbees, Legos, stuffed toys, etc.), make-up, electronics, etc. to school. Such items found at school will be kept in the principal's office for safekeeping. These items may be returned to the student's parents upon request. Cell phones, cellular watches, and other electronic devices that are brought to school must be kept turned off and in the student's backpack or locker.

WEAPONS AT SCHOOL

Possession and/or use of any dangerous or deadly weapon in the school building, on school grounds, in any school vehicle, or at any school-sponsored activity is strictly prohibited. The possession or use of any weapon shall require that proceedings for the suspension with the possibility of expulsion of the student involved shall be initiated immediately by the principal.

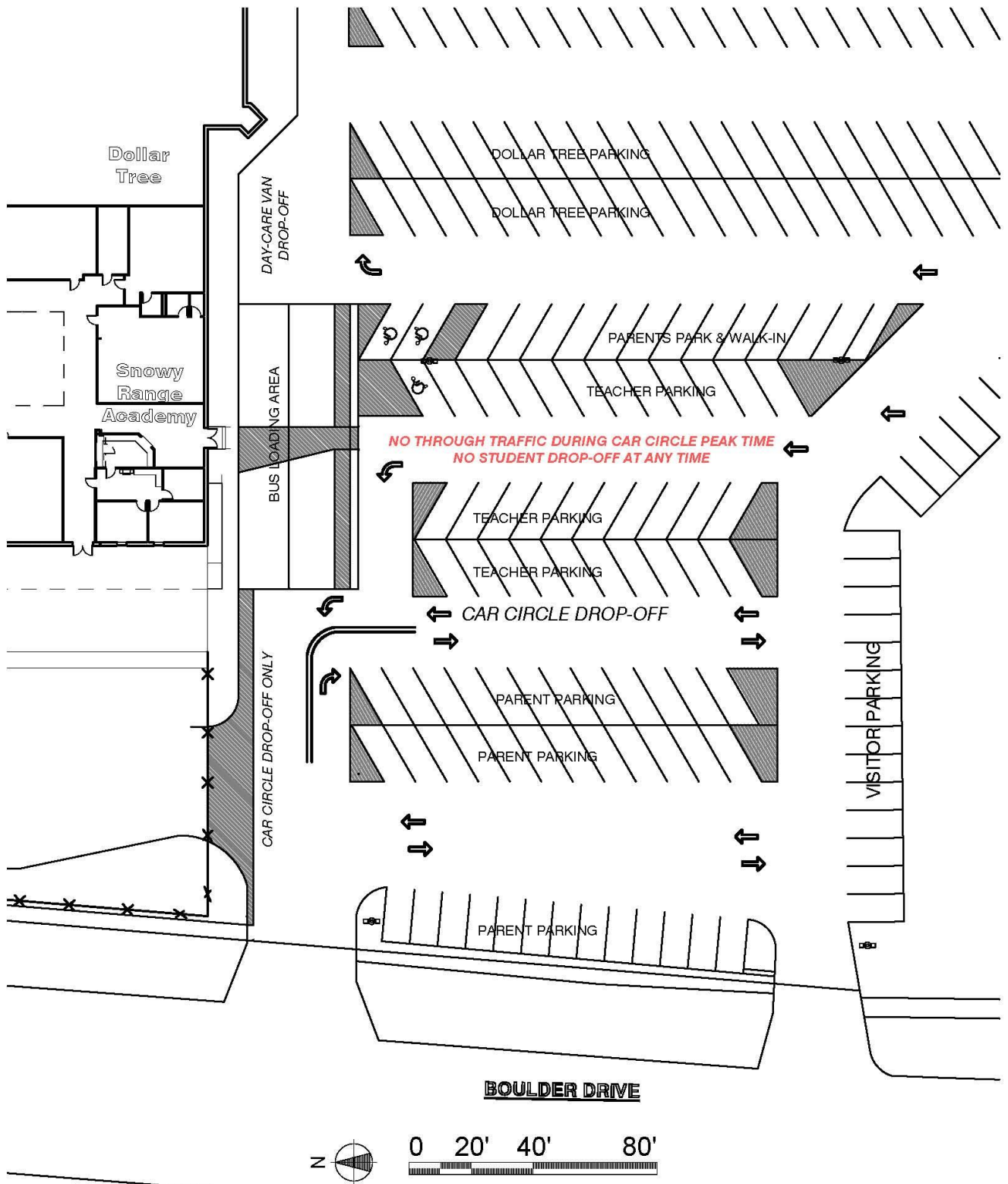
PARKING LOT PROCEDURES

In order to provide a safe and secure environment for students, we request that parents adhere to the following parking lot procedures.

- TEACHERS AND STAFF parking spaces are designated to be three lanes of spaces directly in front of the jersey barriers and front entrance.
- PARENTS AND VISITORS parking spaces are designated to be three lanes of spaces to the west of the employee spaces on either side of the Parent Car Circle Drop Off and along Boulder Drive.

Parents may pick up their students in the lobby at the end of the day. Students whose parents are using the Parent Car Circle should proceed outside to the parent line, near the bus lines, to wait and watch for their parents. Please form a line between parent/visitor parking spaces (as shown on the attached plan) and do not let your child(ren) out or in your vehicle until you are near the playground area. To be courteous to others, please pull forward as much as possible, allowing for the maximum number of students to exit or enter vehicles. Parking lot monitors (staff) will be stationed throughout the parking lot to assist traffic and to ensure safety for all. **When picking up your child from an after-school program, please use the visitor parking areas and refrain from parking/waiting in the car circle drop off area or in front of the bus lanes.**

For the safety of our students, under no circumstances should anyone drive through the designated bus lane at any time of day. Student drop-off/pick-up should NOT occur in the center parking lane between the employee parking spaces, in front of the crosswalk, the bus lane, or in front of Dollar Tree.



PARKING and TRAFFIC FLOW PLAN

Snowy Range Academy

7/12/2011



SCHOOL GOVERNANCE

As a charter school, SRA is governed differently from a neighborhood school. ACSD#1 School Board provides oversight of SRA operation, in accordance with its charter. However, policies, programs, and daily school operation are shared between the principal, and the Board of Directors.

BOARD OF DIRECTORS

The primary responsibility of the Board of Directors (BOD) is to oversee and establish the educational and operational policies of the school. Implementation of the policies, procedures, and daily operations, is the responsibility of SRA's principal.

Board meetings are held at SRA on the third Wednesday of each month at 6:00 p.m. The meetings are open to the public, and your attendance is welcome. Meeting agendas are posted 24 hours in advance on the school website and lobby. Documents regarding the governance of the school (Charter, contract, by-laws, and BOD policies) are available on the school website for parents to read.

ANNUAL MEETING AND ELECTIONS

The SRA Annual Meeting is held in the spring. This is the most important meeting of the school year and parents are strongly encouraged to attend. At this time, elections will be held to fill open spaces on the Board. The Annual Meeting is also an opportunity for parents to discuss policy issues and school operations.

ELECTIONS TO THE BOARD OF DIRECTORS

Elections for expiring positions for the BOD shall be held during the Annual Meeting of the Members of the Academy. Elections shall be conducted as follows:

1. One parent in each family and each employee has one vote for each voting Director's vacancy. If an employee is also a parent member, s/he may have only one vote for each Director's vacancy. In the case of married employees, only one may vote for each voting Director's vacancy.
2. Member families may vote for as many candidates as there are vacancies to be filled
3. Elections shall be by secret ballot
4. Elections shall be determined by simple majority of votes cast

In the absence of an approved policy being specifically addressed in this handbook, it is understood that the most recent policies adopted by Albany County School District #1 shall serve as SRA's policies.