

Snowy Range Academy



Student-Parent Handbook

2009-2010

OUR GUIDING PHILOSOPHY

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

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 critical thinking skills.

- The main goal of our curriculum and teaching is to maintain high academic standards and to enable students to achieve their fullest intellectual potential.
- We believe that class time should focus only on academics (language arts, natural sciences, music, art, math, history, and geography).
- We value the parents' role in teaching at home.
- Non-academic topics can be addressed in activities after school hours (given that they are in line with school values).
- We believe in a "phonics first" language arts program as a part of a sequence toward literacy development.

We believe that the teachers are the most important part of the school and that parents and the administration must support teachers in their delivery of content.

- This administration supports the teachers through competitive compensation and opportunities for professional development.
- We believe that the teaching time is to be reserved for delivery of academic content.
- Teaching should be "high time on task," meaning that students should spend as much class time as possible working on academic subjects.
- The teachers should plan and direct the educational program for their respective classes following the requirements of the curriculum. They should maintain high expectations of behavior and character from the children, and should teach to the top one-third of the class.
- We believe that 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 children must be deliberately instructed to good behavior. While it is the parents' role to address certain social and ethical issues at home, we believe that it is the role of this school to define and expect high standards of character and behavior.

- This school has an established, published set of values and virtues to which every student is expected to adhere.
- The behavioral expectations are consistent across the school and must not vary from teacher to teacher.
- Character development should occur as a part of the academic process (i.e., reflecting on values of people in history, character studies in literature, etc.).
- Teachers, administration, and parents should model, encourage, and enforce these established values and virtues through their own actions.

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SECTION I: GENERAL INFORMATION

SCHOOL PERSONNEL

To leave a voice mail message for a staff member press:

ADMINISTRATION

		<u>Voice Mail Ext.</u>	<u>E-MAIL</u>
Principal	Mrs. Lyn Tausan	11	ltausan@acsd1.org
Administrative Secretary	Mrs. Cheryl Hubenthal	10	chubenthal@acsd1.org
Business Manager	Mrs. Margarita Rovani	33	mrovani@acsd1.org

INSTRUCTORS

Kindergarten	Ms. Dana Wilson	13	dwilson@acsd1.org
1 st	Mrs. Katie Hille	28	khille@acsd1.org
2 nd	Mrs. Shelly Donner	15	sdonner@acsd1.org
3 rd	Mrs. LaNessa Stevens	16	lstevens@acsd1.org
4 th	Mrs. Stephanie Malcolm	17	smalcolm@acsd1.org
5 th – 9 th Language Arts	Mr. Eric Wright	18	ewrightl@acsd1.org
5 th – 9 th Social Studies	Mrs. Jenniffer Blaylock	36	jblaylock@acsd1.org
5 th - 9 th Science	Mrs. Samantha Suter	19	ssuter@acsd1.org
5 th - 9 th Math		37	
	Ms. Stacy Wright		swright@acsd1.org
K-6 th Spanish	Mrs. Jessica Arnold	35	jarnold@acsd1.org
7 th - 9 th Spanish	Mrs. Amy Horak	35	ahorak@acsd1.org
Art	Mrs. Angela Sholty	24	asholty@acsd1.org
Music	Mrs. Amy Wright	38	awright@acsd1.org
Physical Education	Mr. Reynold Candelaria	20	rcandelaria@acsd1.org
Library	Mrs. Jeannine Collins	10	jcollins@acsd1.org
Speech/Language	Ms. Andrea Hagood	27	ahagood@acsd1.org
Resource Room	Mrs. Sue McDonald	30	smcdonald@acsd1.org
	Mrs. Tauna Leathers	34	tleathers@acsd1.org
	Rae Warner	30	rwarner@acsd1.org
Literacy	Mrs. Jennifer Schick	29	jschick@acsd1.org
Technology Room		29	

SUPPORT STAFF

Nurse	Lisa O'Dell	12	lodell@acsd1.org
Custodian	Ms. Diane Gray	22	dgray@acsd1.org
	Mr. Adam Schaefer		aschaefer@acsd1.org

TELEPHONE NUMBERS

School Phone Numbers	(307) 745-9930
	(307) 745-9932
School Fax Line	(307) 745-9931

WEB ADDRESS

www.snowyrangeacademy.org

BOARD OF DIRECTORS

Chair/Comm. Member	Pennie Weir	745-6082	pweir_7@yahool.com
Vice-Chair	Bob Green	399-3214	green.robert99.com
Treasurer	Bruce Cameron	721-4104	UNSW@uwyo.edu
Secretary	Jennifer Hamilton	745-8946	jenblue8@juno.com
Parent Member	Sarah Strauss	721-9887	strauss@uwyo.edu
Parent Member	Tim Robinson	742-4098	tjrobin@uwyo.edu
Emeritus Member	Lin Poyer	399-3270	lpoyer@bresnan.net
Community Member	To be announced		
Principal	Lyn Tausan	745-9930	ltausan@acsd1.org
Teacher Representative	LaNessa Stevens	745-9930	lstevens@acsd1.org

DAILY SCHEDULE

8:15	School starts, First Bell
8:20	Tardy Bell
9:45	Primary (K-2 nd) Recess
10:00	Intermediate (3 rd -4 th) Recess
11:15-12:00	Primary Lunch and Recess (K-2 rd)
11:45-12:30	Intermediate Lunch and Recess (3 rd -4 th)
12:00-12:30	Middle School Lunch (5 th - 9 th)
3:15	School Dismissed
3:15-5:15	After-school Program

2009-2010 SCHOOL CALENDAR

SECTION II: OVERVIEW OF SNOWY RANGE ACADEMY

PHILOSOPHY

VISION STATEMENT

Our goal is to help every child strive for excellence –in academics, character, and citizenship within a rich intellectual environment. To achieve this:

- Students will come prepared to learn
- Teachers will maintain high expectations
- Parents will assist with the children’s education and support the school through service
- The Administration and Board will provide strong, effective leadership

MISSION

The mission of the Snowy Range Academy is to offer an academically rigorous, content-rich integrated educational program grounded in a common foundation and sequence of study. The Snowy Range Academy will provide excellence and fairness in education by operating according to policies based on values of inclusiveness, personal responsibility, honesty, self-reliance, and courtesy.

Snowy Range Academy recognizes the leadership of teachers in the classroom, and will develop a school structure emphasizing how students, parents, administrators and other relevant parties can support the teachers in their delivery of academic content. Within the context of the goals listed here, the Snowy Range Academy will endeavor to instruct students in skills that they can use for the rest of their lives. The result will be a student body that has attained high levels of academic competence, comprised of individuals who are motivated to continue to develop their knowledge and skills.

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

PHILOSOPHY AND GOALS

The foundation for Snowy Range Academy’s educational vision is built upon the following elements:

- A structured and disciplined, academics-focused classroom and school environment
- High time on task
- Teacher-directed classroom
- High standards and expectations for all students
- Strong emphasis on literacy, critical thinking, and shared cultural knowledge through Spalding Language Arts and Core Knowledge curricula
- Character education
- School-wide dress code

CHARTER SCHOOLS

Snowy Range Academy 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 in the SRA main office.

ACADEMIC PROGRAM

CORE KNOWLEDGE

Snowy Range Academy has selected the Core Knowledge Foundation's Curriculum Sequence as the framework of its curriculum. The Core Knowledge Sequence is distinguished by a planned progression of specific knowledge in history, geography, mathematics, science, language arts, and fine arts.

Children learn by building on what they already know. Thus, it is important for them to begin building foundations of knowledge in the early grades when they are most receptive to attaining an organized body of knowledge. Children are by instinct driven to construct a contextual view of the world. Thus, it is important to provide them an educational framework that assists them in developing the constructs upon which their viewpoints will be based. Academic deficiencies in these areas in the first nine grades can permanently impair the quality of later schooling.

By specifying the knowledge that all children should share, all students can achieve equal access to that knowledge. At risk children especially suffer from low expectations, which often translate into watered-down curricula. In schools using the Core Knowledge Sequence, however, all children are exposed to a coherent core of challenging, interesting, interwoven knowledge. This knowledge not only provides a foundation for later learning but also defines a common heritage and establishes a common ground for communication and cooperation in a diverse society.

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.

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 will attempt to challenge each student to an ever-increasing level of math proficiency. The goal is to combine "automatic" confidence in basic calculation (memorizing the basic arithmetic facts of addition, subtraction, multiplication and division) with preparing students for more complex mathematical processes. SRA implements an enhanced version of the Saxon Math program that is accelerated by one year.

SPECIAL PROGRAMS

At SRA, we consider these "specials" an integral part of students' education. Spanish, Art and Music 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. Because we recognize the value of second-language learning at an early age, Spanish will begin in Kindergarten and continue on a regular basis through every grade.

9TH GRADE CURRICULUM

Since the Core Knowledge Sequence ends at 8th grade, SRA will offer a modified version of the International Baccalaureate's Middle Years Programme™ (MYP) for 9th grade. The 9th grade curriculum will feature: Geometry/Algebra I/Algebra II, Biology, Physical Education and Health, Spanish IV, Civics and Contemporary World Issues, and a community service component. A wide variety of electives will

also be offered. This curriculum dovetails nicely with the K-8 Core Knowledge Sequence, as it challenges students to evaluate information critically, enables them to take responsibility for their own learning, and encourages them to take an active role in their community thereby encouraging responsible citizenship. The International Baccalaureate Middle Years Program has been aligned to Wyoming standards and benchmarks, and courses taken by SRA students are eligible for Hathaway credits toward meeting graduation requirements.

TEACHERS AND PROFESSIONALISM

Teachers are at the center of every successful school. Without dedicated and competent teachers, the best of educational practices will never bear fruit in the classroom. Research on effective schools reveals that after individual ability and effort, the school's organizational structure is most influential in determining academic achievement. SRA's teachers are expected to implement SRA's academic mission. In the classroom, the teacher is in charge.

The central role of teachers in the classroom deserves respect. All teachers have a different style of teaching—the unique blend of classroom characteristics that enables them to give the best of themselves to the education of their students. The teacher's style sets some basic parameters for the parents as well as the children. Within those parameters, and at the teacher's discretion, parents have the opportunity to assist the teacher. SRA encourages parental involvement, and teachers are expected to incorporate parental volunteer efforts in the classroom as much as is reasonably possible. Parents with children in a classroom will have the priority for volunteer opportunities in that class.

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.

SPECIAL EDUCATION SERVICES

Albany County School District #1 has a continuum of all special education services as required by state and federal legislation. Programs are provided for children with learning disabilities, speech and language disabilities, visual/hearing disabilities, to the educable mentally disabled, severely/multiple disabled, physically disabled, and emotionally disabled. Some of the above 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. Snowy Range Academy follows best educational practices by ensuring that all students are instructed in the least restrictive environment.

TUTORING SERVICES

When children need additional help, teaching assistants and/or parent volunteers will help teachers provide the aide before and after regular school hours. Parents may be asked to bring children in early, or arrange for them to stay late, in order to get the help they need. Students who enter SRA with gaps in their academic skills, or who enroll during the school year, may be required to attend special tutoring at school. This may be for several weeks or for several months, depending on how long it takes the student to gain the skills needed to be successful

in the classroom. If a student falls behind on his/her work, the parent/guardian will be notified that tutoring is strongly recommended. The parent/guardian will be responsible for providing transportation for tutoring.

SRA will also provide a chance for parents to attend a Spalding Language Arts mini-course in order to assist their children at home. Course times and dates will be announced.

PARENTAL INVOLVEMENT

A strong volunteer program is a vital aspect of Snowy Range Academy. 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 are encouraged to participate in parent committees, assist with tutoring, coaching, preparing materials, special events, library, lunch or recess, and aide in our before and after-school programs. Parents work in conjunction with the staff to ensure the most effective education possible for their children. Lastly, parents are encouraged to attend and participate in SRA's monthly board meetings held on the third Wednesday of each month at 7 p.m.

Parents who volunteer will be expected to comply with SRA volunteer guidelines by completing the volunteer application/information form, attending the New Volunteer Orientation, and adhering to the rules in the Volunteer Handbook.

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.

SRA aspires to provide an educational system that serves the needs of the students, parents, and the community. This provides an unprecedented opportunity for parents and community to participate in the students' educational process. SRA has community board members to obtain broad, non-parental, community-based input regarding the direction and operation of the school.

SECTION III: SCHOOL POLICIES

ACADEMICS-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 Snowy Range Academy, 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.

Field trips will be planned to enhance learning, and will correspond with grade level curricula. All field trips must be approved by the Principal. Written permission from a parent/guardian is required before children are allowed to participate. SRA's goal for field trips is to maximize opportunities for learning. **See page 26 for Field Trip Guidelines.**

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 parties and holiday parties may be held after school hours. We will make every attempt to incorporate as many different cultures and holidays into our after school program as there are parents who are interested in volunteering to host them. If you are interested in hosting an after school party, please contact the Principal. Children are not required to attend any of these after-school events.

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.

The pursuit of knowledge is a pursuit of honest excellence; it must be a personal journey spirited by sincere, committed effort. As members of the Snowy Range Academy community, we honor academic and personal integrity. We uphold 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.

Honesty is truthfulness: loving the truth, telling the truth, and living truthfully in word and deed. Justice is giving the other his or her due. Respect is treating others politely and kindly. Responsibility is doing your part for the groups that make us whole. Trust is reliance on the integrity, ability, and character of others.

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 know the proper way to behave. The strong values and good behavior that students acquire through their actions constitute the most valuable gift 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 Honor Code is not meant as a burden, but 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.

ACADEMIC INTEGRITY POLICY

At Snowy Range Academy, 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 affect 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 Council and specified remedies for Honor Code violations listed in this policy are intended for grades 5-9 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.

Exams

Teachers will

- Be available to help students prepare effectively.
- Develop exam 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, 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.

**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 Snowy Range Academy Honor Board is comprised of three individuals: the Principal, the Teacher Representative to the SRA Board of Directors, and another member of the SRA Board of Directors. 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 complete an Honor Code referral. The referral will be handed in to the Principal, who 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 the 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.

BEFORE- AND AFTER-SCHOOL

We strongly recommend that students arrive at school **no earlier than 8:05 a.m.** However, a playground aide will be available at school **as early as 7:45 a.m.** to supervise those students who must be dropped off early. 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. **All children who are not being supervised by a parent must be picked up by 3:30 p.m. If you are unable to pick up your child by 3:30, s/he will be checked into the After-school Program and you will be charged a fee of \$10/child. This fee must be paid at the time of pickup.**

As a service to parents, SRA offers an After-School Program for 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. The program includes snack-time, recess, study hall, and group or individual reading time followed by an activity time. If you wish to utilize this service you must register your child one (1) week in advance of the first day of program participation. Please see the Office for a registration form. The fee schedule, also available from the Office, is based on a comparison with existing Laramie child-care programs and includes monthly and sibling discounts. **Please note that there is no adult supervision for students after school is dismissed unless you enroll your child in the After-School Program.**

ATTENDANCE AND TARDINESS

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. A child who has completed a full year of Kindergarten the preceding year in the public schools of another district may qualify for enrollment in grade one on a probationary basis, regardless of age. Please bring your child's birth certificate, social security number and physician-signed immunization record for registration. Students have thirty days in which to be caught up on immunizations or to inform the school of a verifiable appointment date for immunizations. Legal guardianship papers are required for any child living with someone other than biological or adoptive parents.

Attendance Policy

Regular attendance at school is vital to learning. SRA discourages vacations, trips, doctor appointments and other non-illness-related absences when school is in session. When that is unavoidable, students are responsible for any make-up work during their absence. Assignments that are not made up, according to time restrictions set by the teacher and school, will be reflected in student grades (see HOMEWORK section for specific policies regarding make-up work). **A call is required to the school's office before 9:00 a.m. on the day of the absence.**

Excused absences shall include approved absences for school-sponsored activities, and approved absence for illness, medical and dental appointments that cannot be held after school, family emergencies, court appearances, and pre-arranged absences as approved by the administration. A doctor's verification may be required in cases of illness.

If a student accumulates ten (10) excused absences within any year, 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. Exceptions will be made in the event of a prolonged illness when homebound instruction is provided by the school district, W.S. 21-4-402.

Cited information from Wyoming Education Law 21-4-101 through 21-4-107 and 21-4-402, 2000 Edition.

Unexcused absence will include appointments other than medical, such as business appointments, hair appointments, job interviews, shopping, recreational activities, needed at home for chores and baby-sitting, oversleeping, missing the bus, car trouble, staying home to study or prepare school lessons. If a student is absent or tardy, **a call is required to the school's office before 9:00 a.m. on the day of the absence.** A written note or a telephone call from home at the time of the absence stating the nature of the absence may excuse the absence. If we do not receive the written note or telephone call by 9:00 a.m. stating the reason for the absence and asking for the absence to be excused, the absence may be recorded as unexcused. When five (5) unexcused absences have been recorded for any student during any school year, the matter may be referred to the Truancy/Youth Officer of the Laramie Police Department.

If a student is not in attendance by 10:00 a.m., the student will be marked absent for that day. If a student comes before 10:00 a.m., the student will be marked as tardy. A tardy student must report to the office for a tardy slip before going to class.

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

Compulsory attendance regulations do not apply to Kindergarten students.

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

Unexcused absences may be referred to the Albany County Youth Officer.

Request to Leave

Parents planning to take their children on a trip are requested to complete a "Request for Absence" form at least two weeks prior to the trip. These forms are available at the SRA front office. Trips that cause children to miss class time can be detrimental to a child's education. It becomes the student's responsibility to make arrangements with teachers for any missed assignments. Teachers will save the student's work and present it to the student upon their return. The student will have one day to complete the missed work for each day missed from school. Students who miss a test during their absence will take the test within two days of their return. In fairness to the teacher's planning time, no exceptions will be made to this.

A copy of the "Request for Absence" form will be given to the teacher, and any assignments that are ready to give the student prior to the vacation will be enclosed. Upon return to school, the student will hand in all completed assignments to the teacher.

BATHROOM USE

All students are permitted to use the bathroom as needed during the school day. Students in grades K-4 may use the bathroom under teacher supervision during bathroom trips scheduled for the entire class. In addition, students in all classes (K-8) may request permission to go to the bathroom during class time by using an established hand signal, and picking up a hall pass as they leave the room.

Bathroom Use During Lunch/Recess

All students are allowed to use the bathroom as needed during this time upon request. During lunch, the students

may ask the teachers attending; during recess the students may ask the recess monitors. A pass will be given to the student.

When an Accident Occurs

The student will be dismissed to the Nurse's office (or the front office if the nurse is not present) and the nurse or office personnel will assist the student, taking the student to the staff bathroom and signing out a set of dry clothes (located in the Nurse's office) and a plastic bag in which to place the soiled clothes. The nurse or office personnel will wait outside the bathroom while the student changes clothes and then will send the student back to class, depositing the bag of soiled clothing in the student's backpack with a note informing the parents that an emergency uniform was provided to the student for that day. This procedure will also be followed when a student's clothing is wet or muddy from recess.

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 library materials and textbooks that are checked out in their name during the school year. Materials will be returned in a timely manner and in good condition. Fines will not be charged for overdue materials. Students will be charged for materials returned damaged and/or materials that are not returned. Report cards will be withheld until all materials are accounted for by the school. In addition, students who do not return or pay for lost books will have their library privileges revoked.

Replacement costs for lost or damaged books:

NEW Books	FULL cost of book
1 year old	80% cost of books
2+ years old	50% cost of original

COMMUNICATION

Daily Folders

Communication between school staff and parents/students is crucial for overall school success. Each week students will receive all written communication for the upcoming week in their homework folder. This may include, but is not limited to, newsletters, permission slips, conference information, report cards, special event fliers, and homework. Parents should look for the folder each week, read the contents, sign any documents needing to be returned, and send it back to school the following day. Whenever papers are sent home, parents are expected to read them carefully. Parents may use e-mail for teacher communication, or leave notes to be put in teacher mailboxes. Good communication is always a two-way street. Other important written communications may be sent home at any time as needed.

Messages to Students

We understand that there are times when it is necessary to leave a message for you child(ren) at school, and 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, as it is a very busy time of day for the office secretary.

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 playdates 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. 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.

Contacting Teachers

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

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 Director's meeting times, agendas, and minutes are posted on the bulletin board outside of the Front Office.

DISCIPLINE POLICY AND SCHOOL RULES

A very structured and consistent learning environment characterizes Snowy Range Academy. 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.

The following rules apply for all classrooms:

1. Follow the 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.

Consequences

The Snowy Range Academy uses a ticket system to enable teachers to enforce rules. Students begin each day with all five (5) tickets. Each successive infraction against the rules listed above results in one ticket being "pulled" by the teacher. Except for unusual circumstances, the following consequences will be adhered to in all 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	5 minute detention and a call to the parent by the classroom teacher
4 th Level	Red Ticket	A call to the parent followed by a conference with the child, parent, classroom

		teacher, and Principal after school or before school begins on the next day
5 th Level	Purple Ticket	Child sent immediately to the Principal. Child will be sent home for 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 the next day. <u>Child is expected to complete and turn in all homework missed. See HOMEWORK policy.</u>

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

For middle school students in 6th – 9th grades who travel from class to class each period, teacher signatures will replace tickets. One signature will be comparable to a 1st level ticket, two signatures will be the same as a 2nd level ticket, etc. In addition, infractions and points will accumulate weekly rather than daily as described above. See below for specific middle school consequences for infractions.

<u>1st discipline signature</u>	<u>Warning from teacher or supervisor</u>
<u>2nd discipline signature</u>	<u>Lunch detention</u>
<u>3rd discipline signature</u>	<u>A call to parent followed by 30 minute after school detention to be served that day (if detention is missed, another 30 minute after school detention will be added, and the first detention will be served the next day.</u>
<u>4th discipline signature</u> <u>= 1 point</u>	In addition to the 30 minute after school detention, and call to the parent there will be a conference with the Principal (after school that day or before school begins the following morning) at which time additional discipline may be administered which may include but is not limited to community service, lunch detentions, or additional after school detentions.
<u>5th discipline signature</u> <u>= 2 points</u>	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. <u>Student is expected to complete and turn in all homework missed. See HOMEWORK policy</u>

The following will be considered a **SERIOUS OFFENSE** if they take place anywhere on school property 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. If the letter is not signed and returned by the end of the third day, the child will receive one day of out-of-school suspension.

1. Fighting, wrestling, provoking fights, kicking, hitting or any type of assault, provoked or unprovoked.
2. Obscenity or profanity, in any form.
3. Insubordination, talking back, or other disrespect of authority.

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.

General 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 unless special permission is given 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.**

DRESS CODE

(changes to dress code are indicated in **bold and underlined**)

When the parents first formed SRA, it was decided that a dress 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 dress

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 dress code. Final decisions regarding satisfaction of dress code rests with the Principal. This Dress 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.

Dress Code Requirements

- Lower school (K-4) students may not wear upper school (5-9) school clothes.
- Hair color must be natural colors and kept out of face and under control
- 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 in the following colors: navy, forest green, burgundy, khaki, black , or white.**
- No sandals, flip-flops, Crocs, or Wheelies will be permitted. Shoes must be closed-toe and have back straps so that they do not fly off the foot.
- Any combination of top and bottom is fine.
- Shirts must be tucked in at all times, **not just in the classroom.**
- **If undershirts are worn, they must be white and of the same length sleeve as the shirt on top (so no long-sleeved colored shirts hanging out of short-sleeved school shirts).**
- Belts must be worn if belt loops are present, except for Kindergartners
- **Clothing must be kept in good repair. No torn or ripped clothing will be allowed.**
- Backpacks and jackets should follow the dress code, minimizing logos and icons or attachments
- Small, conservative purses are permitted for middle school girls (5-9 only).
- Make-up, if used, should be applied modestly at home (no makeup is allowed at school)
- Please put your name or initials on sweaters and sweatshirts.

Please note that students are required to wear French Toast clothing conforming with the SRA Dress Code. Citations will be issued for dress code violations. Citations must be signed by parents, and returned the next day. After receiving three citations, in a year, parents will receive a phone call from the student, and be asked to remedy the dress code violation immediately. In some cases, this may require parents to bring an article of clothing to your child at school within one hour. Final decisions regarding satisfaction of dress code rests with the Principal.

Dress Code Enforcement:

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

1st-2nd Offense: A Dress Code Citation will be issued for each offense.

- 3rd Offense: A discipline point will be issued resulting in a phone call to the parent from the principal.**
- 4th Offense: A conference with the principal, parent, and student will be held.**

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. When our name and address come up, click on Snowy Range Academy and you will see the page with the dress code.

Gayle Martinchick has a limited supply of SRA approved clothing from French Toast that she sells from her home in Ft. Collins. To contact Gayle you may email her at gayle-thm@digis.net, or call her at (970) 226-3976. Verizon cell users can call her “free”: (970) 219-9135.

Vendors may be added or changed from time to time. Mervyn’s, Target, and Sears sometimes carry French Toast. This year, we have added a few Upper School (grades 5-8) items from Lands’ End (www.landsend.com).

Dress Code Fund and Resale of Uniforms

SRA is committed to enabling all students to participate in the dress code without financial hardship to their families. Families that need financial assistance to purchase school uniforms **must qualify for free and reduced lunch. Free and reduced lunch applications are available in the SRA Front Office or through ACSD #1.** 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 DRESS CODE LIST ON THE FOLLOWING PAGE IN ORDER TO CHOOSE YOUR CLOTHING, SINCE FRENCH TOAST HAS HAD PROBLEMS KEEPING OUR DRESS 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.

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.

ELECTIVES

SRA middle school students (grades 6-9) may take two electives each quarter beyond their normal load of core subjects (language arts, mathematics, social studies, and science). 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.

As such, SRA's policy regarding participation in electives is as follows:

If a student has received a "D" or an "F" on their midterm progress report or 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 midterm progress report or 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 quarter if their grades are brought up to a "C", minimum.

Students may enroll in electives one week before the start of each quarter. Students who do not return their elective selection forms by the posted due date will automatically be enrolled in two (2) Academic Prep classes. A student may change their elective choice up to three (3) days after the quarter begins.

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. In order to ensure the safe management of your child, each family must complete an Emergency Contact Form. This form must be updated whenever there is a change in address, home or work phone numbers, email, or emergency contacts. It is vital that parents keep the Front Office up-to-date with this information in case of personal or school emergencies.

Emergency closing

Please listen to the following local radio stations for school closure and early school dismissal announcements (KMIX 96.7 FM, and KRQU 104.5 FM). SRA will follow District-wide decisions made about school closings for emergencies and bad weather. 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, an announcement will be made on the following local radio stations: KMIX 96.7 FM, and KRQU 104.5 FM.

Emergency Phone Tree/Email Notification

Each parent at SRA will be provided with an emergency phone tree to be used to quickly relay information to all parents about school closures and/or school emergencies. Please be on the look-out for your phone tree, and keep it available at all times in the event of an emergency. In addition, emergency information will be sent to your email, if one is provided.

ENROLLMENT, WAITING LIST, AND LOTTERY

- a. General policy. It is the policy of Snowy Range Academy that every child will have equal access to a free and appropriate public education. Any K-9 child residing in Albany County may attend SRA on the basis of availability of openings.. The number of students allowed to enroll in SRA is limited by contract. In order to comply with federal and state charter school statutes, a lottery must be used for enrollment in the event more students apply for admission to SRA than can be admitted. If such is the case, then a random lottery process will be instituted for student selection. Federal statute allows priority to be given to the following students: children who completed the previous school year at SRA, children of founding members, 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.
- b. Enrollment process. 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 complete the letter of intent form **by no later than April 1st**. The lottery will be held for each classroom in which demand exceeds supply **on April 15th**. This lottery determines the initial enrollment for the upcoming school year. Names may be drawn again before the start of school, if other openings occur.

If parents/guardians are not present during the lottery drawings, they will be notified by mail of each child's admission status, and will have fourteen (14) calendar days after the postmarked date on the notification to return the enrollment information. If no forms are returned by the two-week deadline, the child's admission space will be given to the next eligible candidate. Students are not officially enrolled until all enrollment paperwork is complete and turned in to the front office, including a current Emergency Contact form. Parents who will not be available at the home address listed on the letter of intent form during the notification period should contact SRA to make alternate arrangements.

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. If SRA chooses to fill the vacancy, the prior lottery list has been exhausted, and there are more applicants in the enrollment pool than spaces available, the spaces will be filled by lottery among those students currently in the enrollment pool,

with the exceptions listed below.

Siblings. SRA encourages parents/guardians to inform the school of other siblings and sign them up for the appropriate attendance year. To insure sibling priority, newborns or newly adopted children should be signed up as soon after birth or adoption as possible, but no later than the first November 15th after their birth or adoption. Children may not be signed up before they are born. Failure to sign up children as outlined will result in loss of sibling priority. Sibling priority will be reinstated one year following completion of the sign up process.

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: Names will be removed from the enrollment pool only after SRA office personnel verify the parent's/legal guardian's desire to have a child's name removed. Verification may be accomplished in person, by a phone call to SRA, or by receiving notification through the mail. SRA will verify the parents' intent to dis-enroll in writing, via certified mail.

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.

FIELD TRIPS

Field trips will be planned to enhance learning, and will correspond with grade level curricula. All field trips must be approved by the Principal. Written permission from a parent/guardian is required before children are allowed to participate. SRA's goal for field trips is to maximize opportunities for learning.

Guidelines for Field Trips

- **All field trips must be approved by the Principal. Out of county field trips ll require SRA Board approval.**
- **With the exception of the end of year Middle School field trips, all field trips must have curricular relevance and are considered part of the school day.**
- **The school faculty or staff member designated to be in charge of a field trip has the responsibility to enforce compliance with school policy by all persons participating in the field trip.**
- **The designated teacher or staff member is responsible for ensuring that all students are accounted for on departure, arrival at destination(s), and on return, except those transported**

by their own parents.

- **The parent or guardian of each student participant must sign a Field Trip Permission Slip.**
- **No student is allowed to leave before the termination of the field trip without notifying the designated teacher or staff member.**
- **Teachers will determine the number of parent chaperones needed for each field trip.**
- **Parents who wish to accompany their child(ren) on field trips may do so as space permits.**
- **Parents and parent chaperones are required to pay their own admission fees, food expenses, and room expenses (if the field trip requires an overnight stay).**
- **Younger siblings, and siblings not enrolled at SRA may not ride on school buses.**

GRIEVANCES

Snowy Range Academy recognizes the value of the observations, perspectives and ideas of the parents of students at the school, as well as the importance of being accountable to the parents for the educational program for their children.

An important element of the accountability process is to provide an avenue for parent suggestions and grievances that both satisfies the parents and improves the operation of the school. A procedure for soliciting and responding to the parent suggestions and grievances is outlined below.

Avenues for Expression

The first element of the parent grievance process is to establish appropriate avenues for expression to allow the right people to respond and deal with the issues that may be raised. These avenues should also be satisfactory to those with a concern, so that they know that their concerns will be addressed. The following avenues for submitting a complaint or suggestion will be provided:

1. Classroom Concerns – If the concern is regarding specifics of the classroom, the teacher or staff member may be contacted directly for an appointment. We recommend that parents work directly with the teacher to resolve issues teachers are responsible for. Parents choosing this avenue should be careful to respect the time and privacy of the teacher they need to contact; please do not interrupt teacher lunch or grading time.
2. Appointments with Principal - If the concern is regarding a specific area of the school or if the parent has been unable to address the concern by working directly with the teacher regarding classroom issues, the Office may be contacted to make an appointment with the Principal. Parents choosing this avenue should be careful to respect the time and privacy of the Principal.
3. Personal appointments – If the concern is of a personal nature involving a particular member of SRA staff or Board of Directors, the individual may be contacted directly for an appointment. Parents choosing this avenue should be careful to respect the time and privacy of those they need to contact.
4. Parent Grievance/Suggestion Box – Concerns of a general nature may be written on parent grievance/suggestion forms and deposited in a box that will be provided for this purpose in the front office. A member of the Accountability Committee will be assigned to follow up on each item placed in the box. Only signed grievances will be acknowledged.
5. If a parent has pursued other options and still has issues, the grievance can be summarized for the Board in writing. The Board will review the summary and will make one of the following determinations: The Board may decide to support the previous decision; the Board may appoint up to two Board members to address the issue; the Board may address the issue in an open Board format; or the Board may address the issue in an executive session.
6. Board of Directors Meeting – Parent concerns and grievances may be raised during the audience communication portion of the BOD meeting, if the aforementioned steps have not resolved the issue.

A designated representative from the Accountability Committee may facilitate the discussion and follow-up using the parent grievance/suggestion form.

Resolution of Grievances

All grievances involving the Accountability Committee will be tracked using the parent grievance form. Resolution of each issue will be assigned to a member of the committee. Assignments will be made when grievances are discussed at each committee meeting. If an item is deemed to require action prior to a committee meeting, an assignment may be made without waiting for the next meeting.

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.

Sexual Harassment and Discrimination

Snowy Range Academy 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 or Wyoming Department of Education, Office of Civil Rights Coordinator.

Snowy Range Academy 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.

HEALTH

Illness Policy:

Do not bring sick children to school. If your child has a fever greater than 100 F, or if s/he has been vomiting twelve (12) hours prior to the start of the school day, please keep your child at home. 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 picked up between 3:30 and 4:00 p.m.** If you need to take your child out of school early, please send a note with your child at the beginning of the school day. The teacher will not interrupt class time to give homework assignments for the day.

Nurse

SRA has a part-time school nurse who is responsible for checking the general health of students. The nurse also works in the area of communicable diseases, accidents, and illnesses that occur at school. All parents are welcome to ask for assistance from the nurse with any health problem they may have with their children. 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. If a head injury is sustained, or any injury requiring medical attention, the parent will be asked to come to school and determine what action should be taken. 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.

Medication

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. Expectations are that:

1. "Medication" shall include prescription and non-prescription drugs intended for the diagnosis, cure, treatment, or prevention of any illness, disease, or other conditions adversely affecting the individual.
2. Each medicine to be self-administered by the student shall only occur under the supervision of the SRA nurse or other-designated school personnel.
3. Neither SRA, nor any of its personnel, shall be responsible for medication taken by a student or administered by the parent or legal guardian without supervision of designated school personnel. Likewise, SRA and its personnel will not be responsible for the drug itself. Supervising personnel will only ensure that medication is taken in specified dosages at specified times.
4. Each medicine will be self-administered only under the supervision of designated personnel when a "Request for Supervision of/Self-Administration of Medication at School" form has been signed by the parent/guardian, the prescribing physician, and approved by the Principal and the school nurse. These are to be renewed on an annual basis.

The "Request for Supervision of/Self-Administration of Medication at School" form must be completed and on file with the school office prior to supervision of any self-administered medication. A copy of this form can be found in the back of this handbook.

5. Medication which is to be self-administered under the supervision of school personnel will:
 - a. be in its original pharmaceutical container. If not in the original container, personnel shall not allow it to be taken.
 - b. remain in the designated secured area of the school. Students will not be permitted to keep their medication in their possession while at school.
6. A record shall be maintained of each time the medication is taken, including the child's name, medication name and dosage, time, date, and signature of the person who supervised the student taking the medication.
7. SRA personnel will be trained in supervision of medication self-administration by the school nurse or other qualified personnel.

EXCEPTIONS:

8. In the event that exceptions are needed, individual adjustments to this policy may be made with approval of the Principal or school nurse (e.g., students may be allowed to carry their own asthma inhalers or Epi-Pen auto-injections if ordered by a physician).

9. In the event that a student is incapable of supervised self-administration of medication, his/her medication will be administered by a school nurse or by the parents. For students to whom medication must be administered, the school nurse and parent(s)/guardian(s) will meet to discuss the logistics of the administration of the medication. The Principal and/or the teacher(s) of the student may be invited to this meeting.

SELF-ADMINISTRATION OF ASTHMA MEDICATION

The following policy change is recommended in order to comply with Wyoming Statute 21-4-310 (Self-Administration of Asthma Medication):

Students may possess and self-administer asthma medication 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 student containing the following:

- (a) Parental verification that (1) The student is responsible for and capable of self-administration and parental authorization for self-administration of asthma medication, (2) the medication carried by the student in the school setting will always be current (i.e. not expired) and of the proper dosage, (3) the student will always have the proper medication while in the school setting; and (4) a back-up of the child's prescribed medication will be provided to the school nurse to be used only in the event the student cannot locate his/her medication; and
- (b) Physician identification of the prescribed or authorized medication and verification of the appropriateness of the student's possession and self-administration of the asthma medication.

The form to be used for the written statement shall be the one developed by the Wyoming Department of Education and will require signatures from the parent or guardian of the student and the student's physician or physician's representative. 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. Nurses or other school personnel may require students to demonstrate that they can properly use an inhaler before students are allowed to possess and self-administer asthma medication in the school setting.

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

Immunization

All school children are required by state law to be immunized against certain vaccine-preventable diseases. These diseases include diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps and rubella (German or three-day measles). The law further 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. Proof of adequate immunization on a form provided by the state health officer must be presented to the individual school within 30 calendar days of the student's first day of attendance. Any question regarding this regulation should be directed to the school nurse.

Entering Kindergarten and First Grade

5¹ DTP/TD minimum (at least one dose on or after the 4th birthday)

4² Polio minimum (at least one dose on or after the 4th birthday)

2³ MMR minimum

3 Hepatitis B

Other Students

4 DTP/DtaP/DT/Td (at least one dose on or after the 4th birthday)

4² Polio (at least one dose on or after the 4th birthday)

2³ MMR

First and Second Grade

3 Hepatitis B (if not received in Kindergarten)

Seventh Grade

Td booster

¹If a 4th DTP was administered on or after the 4th birthday a 5th dose is not required.

²Administration of 4 Polio doses is considered optimal. Sequential, OPV or IPV may be used, but the final dose must be given on or after the age of 4, even if it means a 5th dose. If a 3rd dose is received on or after age 4 no additional doses are required.

³The 1st dose on or after the 1st birthday. The 2nd dose should be given at 4-6 years of age, prior to entry into Kindergarten, but may be given as early as 1 month after the 1st dose.

*An adolescent tetanus diphtheria booster is required for all 7th grade students who have not received a tetanus or diphtheria vaccination during the previous 5 years. Subsequently, Td boosters are recommended every 10 years.

**For students 7 years of age and older who were not immunized prior to their 7th birthday, a total of 3 doses of Td vaccine, 3 doses of polio vaccine, 2 doses of MMR and 3 doses of Hepatitis B vaccine (if required for other students in grade of entry) are required.

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.

All students, K-9, receive homework four nights a week Exceptions will be before holidays, and nights that all students are encouraged to participate in SRA activities such as the Annual Meeting, concerts, or drama productions. In an effort to prepare 9th 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. They might include: reading; writing; math facts practice; memorization (such as poetry or important dates); take-home activities for science, history, or geography; practice spelling words; review and edit class notes, or other tasks assigned by the teacher. **Middle school teachers will try 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 ticket taken for each late or incomplete assignment up to three tickets.**

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-4 may pick-up their child's assignments at the end of the school day. Middle school students are to contact their teachers for missed assignments, and to make arrangements for making up missed exams.

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.** To ensure that this happens, parents are expected to pick-up their child's assignments at the **end of the school day.**

Parents have the ultimate responsibility for following through with the consistent discipline of homework. Parents will assist students with homework by providing a time, place, and quiet environment for their child. **Parents are asked to sign all homework forms or planners indicating that they have seen the assignments.** (Please don't do the work for your children. Support them in doing the best job they can, then sign to indicate that you have seen that the assignment is completed. Signing does not mean that you guarantee that the answers are right!). Classroom teachers will provide homework guidelines for each grade at the beginning of the year.

The following sequence of consequences applies to grades K-9 regular (daily—e.g., math homework, spelling words, etc.) homework that is not turned in on the day that it is due:

Day Due: If homework is not turned in, a ticket is pulled (= not prepared for class).

2nd Day: If homework is turned in on the morning 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. Individual recitations may take place in the classroom, or as a whole class during school assemblies. In addition, students will complete at least one written book report per quarter. 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 10% from a students' 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 sixth day, the student will receive a zero (0%) on the assignment.**

In addition to regular classroom assignments, we would like each child to read, or be read to every day for at least 15 minutes. Becoming a good reader is critical to being a good student, and the first step to being able to explore the world. By making sure your child is reading at home, you are directly contributing to his or her education. By reading to your child and participating in this process as a parent, you encourage your child's

growth and strengthen family ties. By reading in front of your children, you model good habits and reinforce your expectations.

LEAVING SCHOOL GROUNDS

A child shall not be released from the school premises (**Note: adjacent retail outlets are NOT part of school premises**) at any time other than regular dismissal time unless a parent or guardian personally picks him/her up, and unless approval of the Principal has been given. At no time shall a child be allowed to leave unless accompanied by a school-approved adult. 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.

If it is necessary for a parent/guardian to pick up a child during the school day, you are asked to come to the school office. The school secretary will then arrange for the child to come to the office to meet his/her parent. If you pick up a child at noon or during recess, the same procedure applies. Also, if waiting to pick up a child at the end of the school day, please do not go to the child's class and wait outside the door. Rather, wait in the school lobby until the child comes to meet you. Waiting by a classroom door can be disruptive for the class.

LOCKERS

SRA will assign a regular and a P.E. locker and two (2) combination locks to all middle school students (6-9). Students may not bring their own locks from home. A deposit of \$20.00 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. . 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 Front Office. SRA is not responsible for lost, damaged, or stolen items.

Valuables such as radios, compact disc players, pagers 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 students' locker.

- **Lockers must be kept neat and orderly at all times. Locker checks will 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" boxes located just outside the Front Office and in the primary middle school hallway. Jewelry, glasses, and items of value will be placed in the Front Office for safekeeping. Identification will be required for their safe return.

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.

LUNCH

Hot lunch will be provided by ACSD #1 for **\$2.25/day for elementary students and \$2.50/day for middle school students.** **Students who qualify for reduced price lunch will pay \$0.40/day.** Milk is included with lunch. Regular and chocolate milk will be provided by ACSD #1 for 40 cents/day. Parents are encouraged to send monthly payments for lunch and milk. ACSD #1 will record your payment in your child's lunch account in Powerschool. Please send separate payment for each child. 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 who do not purchase lunch from ACSD #1 will need to 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.

ACSD's policy for students who accrue a negative lunch balance is as follows:

<u>\$10.00-\$74.00 negative balance</u>	<u>Written notification will be mailed home by ACSD #1.</u>
<u>\$75.00 negative balance</u>	<u>Student will be provided with a cheese sandwich, apple, and milk for lunch. Student will be charged the full meal price for this lunch. This will continue until the unpaid balance is paid.</u>

Please note this policy does not apply to any students who qualify for free/reduced lunch.

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 (see drawing on the following page).

- **TEACHERS AND STAFF** parking spaces are designated to be two lanes of spaces on either side of our Parent Drop-off and Pick-up lane. See labeled spaces on the attached plan.
- **PARENTS AND VISITORS** are asked to park in the spaces labeled "Visitor Parking" on the attached plan. It is our preference that you would choose to park in one of the two lanes of spaces on the far west side of the parking lot (closest to Boulder Drive). The spaces just south of our Bus Loading area are very **unsafe** as the existing parking lot has no through traffic-flow in that area.

Parents should **drop off** and **pick up** their children **near the playground**, at the designated location, **only**. Please form a line between teacher 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. When students are dropped off and picked up in this area, they are not crossing any part of the parking lot where there are vehicles, and our students have the **safest, most direct path** to and from the school entrance. **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.

Please note: If you have a younger child(ren) and/or prefer to watch your child(ren) enter the building safely, we recommend that you park in the "Visitor Parking" spaces to either walk in with your child(ren) or watch from the safety of a parking space. Please be aware of school buses and other vehicles as we are trying to keep a safe and clear circulation path for all vehicles in the parking lot. **Under no circumstances, should parents drop off/pick-up or pull through the designated bus lane at any time of day.**

Please instruct your child(ren) to not run between vehicles or to play in the parking lot. It is important

for everyone to take extra caution and care since we share our parking lot with two retail stores.

PROMOTION POLICY AND GRADES

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	4.0
First Honor Roll	3.5-3.99
Second Honor Roll	3.0-3.49

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

Promotion/retention: Moving automatically from one grade to the next is not always the best thing for a child. Some children have a better chance for success if they remain at a grade level for an extra year. If the teacher thinks your child will benefit by staying in his or her current grade, you will be involved in meetings with the teacher, the Principal, and other staff members involved with your child's education. A mutual decision will be reached concerning retention.

Our primary goal at the elementary levels is solid literacy. A child cannot go on to more complex studies if he or she does not have adequate reading skills. A student may pass to the next grade if the child has adequate reading ability. The teacher will test all students and determine grade level. Students in Kindergarten must achieve mastery of the phonograms at the following levels:

- 100% of the first 40 phonograms taught.
- 50% of the next 10 phonograms taught (ew, eu, oy, oi, ch, ng, ck, oe, oa, ph).

Age is another criterion for placement in a grade level at SRA. A student must fall within District guidelines to enter a grade: A student must be 5 years old on or by September 15 to enter Kindergarten, and 6 years old on or by September 15th to enter first grade.

The teachers will be glad to discuss grade placement, retention, and promotion with parents at any time.

RECESS

Students are expected to come to school prepared to go outside for recess each day. Because of the structured environment during class time, it is important for SRA students to take breaks outside to get fresh air and exercise. Therefore, 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 Early Bird Reading Club will be open from 7:45 a.m. to 8:15 a.m. each day for students who wish to quietly read in the library instead of going outside. Students must bring a book to read during this time, and no talking will be permitted.

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 will adhere to the Child Care Weather Watch Chart in Section V of this handbook to determine whether or not to hold indoor recess during exceptionally cold, wet or windy weather conditions.

Please be assured that decisions regarding student safety are taken very seriously at SRA. Thoughtful and prudent decisions will be made about sending students out in adverse weather. Students are always under close supervision when on the playground, and changes in weather will be closely monitored to keep our students safe.

SCHOOL PICTURES

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

STUDENT PLANNERS

Organizational skills are so important to lifelong success that we have made them part of our curriculum. To help students manage their assignments, we require each 2nd – 9th grade student to use a planner. Planners will need to be purchased before the beginning of the school year for a fee of \$5.00 per planner. These books will include an Assignment log and a Communication log for parent and teacher comments. The student planners should go home every night, and provide parents with a convenient method to monitor their child’s work and work-study skills. 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 sign the planner will result in the loss of a ticket by the student the following day.

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 the internet until a signed permission slip is returned to SRA. A copy of 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.

(Excerpt From ACSD #1 Policy)

Technology refers to, but is not limited to, the use of computers, networks, the Internet, or any other type of electronic equipment used to enhance the learning of students.

Proper and Ethical Use: With technology as a learning tool, students and staff must understand and practice proper and ethical use. All students and staff must receive information and/or in-service training regarding procedures, ethics, and security relating to the use of school computers and the Internet before being allowed to use the Internet or Intranet (internal network).

Conditions and Rules for Use

1. Acceptable Use:
 - a. The purpose of the Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, usage must be in support of and consistent with the educational objectives. The Internet, Intranet, and school computers are to be used for schoolwork for students or for work-

related activities for employees. Game playing that is not of instructional means or directed by a teacher will be prohibited for students and is especially prohibited for employees.

- b. Transmission of any material, over the Internet or Intranet, in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene materials, or material protected by trade secret.
- c. ACSD #1 forbids use of the District's Intranet, Internet services or computers for any commercial or quasi-commercial activities such as raffles, football pools, or any other moneymaking activities. Use for product advertising or political lobbying is also prohibited.
- d. Student access to chat rooms is prohibited, unless directed by a teacher. Staff access to chat rooms must be work-related.
- e. Computers, Personal Digital Assistants (PDA), or other technological devices that are used must be owned/leased by the school or school district unless approved and registered with the District Technology Department before being connected to school resources (i.e. printers, Intranet/Internet).

2. Privilege:

Access to the Internet via District infrastructure and the use of technology is a privilege, not a right. Inappropriate use of these privileges, including violation of any of these conditions and rules, may result in cancellation of the privilege. SRA has the authority to determine appropriate use and may deny, revoke, suspend or close any user account or access at any time based upon inappropriate use or any other good or just cause.

3. Monitoring:

SRA will regularly review and monitor any material on user accounts, hard drives, and networks.

4. Security:

- a. To ensure system security, users must never allow others to use their password without expressed permission.
- b. A security problem on the Intranet/Internet must be reported to the SRA Technology Committee and not demonstrated to other users.
- c. Attempting to log onto computers, servers on the Intranet/Internet as a system administrator will result in cancellation of user privileges.
- d. Any user identified as a security risk may be denied access to technology devices and services.

5. Vandalism and Harassment:

- a. Vandalism and harassment will result in cancellation of user privileges.
 1. Vandalism is defined as any malicious attempt to harm, modify, or destroy data or equipment of another user. This includes, but is not limited to, the uploading or creating of computer viruses, and modifying of staff/student projects.
 2. Harassment is defined as persistent annoyance of another user, the interference with another user's work, or making threats or inappropriate comments via the Internet or Intranet. Harassment includes, but is not limited to, the sending of unwanted mail.

6. Procedures for Use:

- a. Student users must always get permission from their instructors before using the network or accessing any specific file or application.
- b. All student users whose parent(s)/guardian(s) have not signed and returned an opt-out form for Internet use will be allowed access to the Internet and must comply with all rules, policies, and procedures that pertain to the District acceptable use policy.
- c. Student use of computers must be supervised at all times by staff that has completed the Internet Drivers License (IDL) course.
- d. Staff members must complete the IDL course before being granted access to the Internet and

District email.

e. All users are required to abide by proper Network/Internet Etiquette “Netiquette” at all times.

7. Controversial Material:

Users may encounter material that is controversial which users, parents, teachers, or administrators may consider inappropriate or offensive. However, on a global network, it is impossible to completely control the content of data. ACSD #1 maintains a “firewall” to filter inappropriate material from being accessed and reserves the right to restrict access to other Internet material not currently being restricted.

8. No Warranties:

ACSD #1 makes no warranties of any kinds, whether expressed or implied, for the service it is providing. ACSD #1 will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by ACSD #1’s negligence or by the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. ACSD #1 will not be responsible for the accuracy, quality, and appropriateness of the information obtained.

9. Penalties for Improper Use:

a. Any user violating these rules, applicable state and federal laws, and/or posted classroom and district rules is subject to loss of computer, Intranet/Internet privileges, and any other appropriate disciplinary actions. The user may also be subject to criminal prosecution.

b. Penalties for improper student use are as follows:

1. First Offense: Loss of access to computers for one week and conference with parent, teacher, student, and Administrator.
2. Second Offense: Loss of access to computers for remainder of semester or four months, whichever is longer and out-of-school suspension for two days and conference with parent, teacher, student, and Administrator.
3. Third Offense: Loss of access to computers for remainder of the school year or six months, whichever is longer and out-of-school suspension for up to ten days with possible recommendation for expulsion
4. Breaking of any state or federal law will automatically be punished as a third offense. Initial offenses that are deemed serious may be punished as a second or third offense.

10. Software Licenses:

Licensing documentation is required and must be on file for all installed software.

Network/Internet Etiquette “Netiquette”

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Do not engage in activities that are prohibited under state or federal law.
3. Do not reveal personal addresses or phone numbers of students or colleagues. Use “bcc” to protect recipients’ privacy.
4. Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and may result in loss of user privileges and possibly criminal prosecution.
5. Do not use the network in such a way that you are likely to disrupt the use of the network by others.
6. Assume that all communications and information accessible via the network is private property.
7. Respect others’ right to freedom from harassment or intimidation. Do not send abusive or unwanted materials to others. Do not cause the work of others to be disrupted by your actions.
8. Respect copyrighted and other intellectual property rights. Copying files or passwords belonging to others or to ACSD #1 may constitute plagiarism or theft. Software licensed by ACSD #1 or merely used on the

- equipment must be used in accordance with that license agreement.
9. Always identify yourself clearly and accurately in electronic communications. Anonymous or pseudonymous written communications, which appear to dissociate you from responsibility for your actions, are almost always inappropriate. Concealing or misrepresenting your name or affiliation to mask irresponsibility or offensive behavior is a serious abuse. Using identifiers of other individuals as your own constitutes fraud.
 10. Abide by the security restrictions on the computer systems to which you have access. Distributing your name and password to others or otherwise attempting to evade, disable, or “crack” the password or other security provisions threatens the work of others and is therefore grounds for immediate suspension of your access privileges. Information residing on institutionally maintained systems, including, but not limited to, student, financial, and personnel records, is made available to users on an individual basis only to such extent as explicitly authorized by the department which has custodial responsibility for that data.
 11. Use resources efficiently. Accept limitations or restrictions on computing resources, such as storage space, time limits, or amount of resources consumed, when asked to do so by the manager of facilities. Such restrictions are designed to ensure fair access for all users.
 12. Recognize realistic limitation to privacy, which can be provided in these electronic communications. You have a right to expect the contents of what you write or otherwise create, store, and send to be seen only by those to whom you intend or give permission; however, the security of electronic files on shared systems and networks is approximately that of paper documents in an unsealed envelope: generally respected, but breachable by someone determined to do so.

TOBACCO-, DRUG-, AND ALCOHOL-FREE CAMPUS

Snowy Range Academy is tobacco-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.

TOYS, MAKE-UP, AND ELECTRONIC DEVICES AT SCHOOL

Students should refrain from bringing toys (**balls, Frisbees, Legos**), make-up, iPods, MP3 players, Gameboys, PDA's, CD players, etc. to school. These devices are brought to school at your own risk. Such items found at school will be kept in the Principal's office for safe-keeping. These items may be returned to the students' parents upon request. Cell phones and other electronic devices that are brought to school must be kept turned off and in the students' backpack or locker.

TRANSPORTATION

If you drive children to school, please be aware of traffic patterns, and be cautious in the parking lot. Always drop your child off and pick them up at the designated area. Please watch carefully for others in the parking lot when you pick up or deliver your child. Children should get in the car on the passenger side of the vehicle.

Walking, Bicycles, Roller Blades, Skateboards, Scooters

Because of SRA's location in a high-traffic, high-speed area off Grand Avenue, SRA strongly discourages students from roller-blading or riding bicycles, scooters, or skateboards to school. Students not driven or bused to SRA are requested to cross at Grand Avenue to the north side at 30th Street, or at the intersection of Grand Avenue and Boulder Drive at the traffic signals, and proceed east to SRA along the sidewalk. If parents choose to permit their child(ren) to ride their bike(s) to school, parents need to instruct their child(ren) as to the safety issues associated with crossing streets, especially those with no crosswalks and traffic signals. Parents should also encourage their child(ren) to wear helmets and protective gear when riding. If children are permitted to ride

their bicycles 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.

Busing

Albany County School District #1 offers Snowy Range Academy bus transportation at several local street-corner stops. The 2009-10 busing schedule and routes are under review, and the new schedule will be distributed as soon as it is available. Students are expected to wait in an orderly manner while waiting for buses, and to respond to the directions of the bus driver while riding the bus. Discipline of students on the bus is handled by bus drivers, and misbehavior will be reported to the transportation supervisor, who may notify SRA directly. Students who do not behave appropriately on the bus may be restricted from participating in the bus transportation service. **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. Also, students who are not signed up for busing may not ride school buses unless prior permission is obtained.**

Parents interested in busing should complete and promptly return the bus request form provided in your Back-To-School enrollment packet mailed in August, or request a form from the Front Office. Forms not returned by the posted deadline may not be received by ACSD #1 in time to guarantee your child a seat on the bus on the first day of school.

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 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 and turn off your cell phones. Also, please sign out before leaving the building.

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. A student shall not possess, handle, transmit, or conceal any object that could be used as a weapon, disrupt the educational process, or cause harm to another person. This weapon definition is not limited to the obvious, but includes any item that can be construed as a weapon, such as guns of any type, water and toy guns, ninja stars, screwdrivers, ball bats, chains, slingshots, or knives and pocketknives. The possession or use of any such weapon shall require that proceedings for the suspension with the possibility of expulsion of the student involved shall be initiated immediately by the Principal.

SECTION IV: SNOWY RANGE ACADEMY 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.

A parent who has concerns about any matter involving a student should speak to the staff member involved. If unable to come to a resolution with that staff member, the parent should contact the Principal. If necessary, a meeting will be held. Please refer to the SRA Grievance Policy in this handbook for more information about sharing your concerns.

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 and procedures, and daily operations, is the responsibility of SRA's Principal. The BOD meets once a month to discuss school operations and hear reports. It is during these meetings that they examine operations, establish new policies, and review and change existing policies as needed. Requests, concerns, and information items may be offered by parents, students and teachers for public discussion during audience communication at BOD meetings.

SRA's Board of Directors consists of five parent representatives (elected at the spring Annual Meeting), two community members, Board Member Emeritus, the Principal and a teacher's representative (elected by the teachers). The Principal, Board Member Emeritus, and the teacher's representative are non-voting members. Board meetings are held at SRA on the **third Wednesday** of each month at 7:00 p.m. The meetings are open to the public, and your attendance is welcome. Meeting agendas are posted 24 hours in advance at the front office door. For issues involving personnel, contracts, or other sensitive matters, the Board may adjourn to Executive Session following the regularly scheduled Board Meeting agenda.

Documents regarding the governance of the school (Charter, contract, by-laws, and BOD policies) are available in the Front Office for parents to read.

ANNUAL MEETING AND ELECTIONS

The SRA Annual Meeting is held in **May**. 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. A Nominating Committee appointed by the Board will select nominees for Board positions. If you are interested in running for the Board, please contact a Board member. The Annual Meeting is also an opportunity for parents to discuss policy issues and school operations.

PARENT READING LIST

The world of educational philosophy is a complex one. We have found these books, which emphasize the "traditional" or "classical" approach to education, to be useful in understanding why Snowy Range Academy provides a needed option in public education for our community.

Many of these titles are available for checkout from SRA, where there will be a shelf of useful reading for parents on education topics. Many local bookstores often carry these titles, or can order them for you.

General educational approach

E.D. Hirsch, Jr. *The Schools We Need and Why We Don't Have Them*
Diane Ravitch *Left Behind: A Century of Failed School Reform*
Jeanne S. Chall *The Academic Achievement Challenge*

Core Knowledge

E.D. Hirsch, Jr. *What Your Kindergartner Needs to Know*
 What Your First-Grader Needs to Know

....and so, on, for each grade. These books outline the subject matter your children will learn at SRA.

Dictionary of Cultural Literacy

Website: www.coreknowledge.org

Spalding Language Arts

Spalding, Romalda, *The Writing Road to Reading*

This book outlines the program your children are using at SRA.

Website: www.spalding.org

SECTION V. ADDITIONAL INFORMATION

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office

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

Sec. 99.36 What conditions apply to disclosure of information in health and safety emergencies?

- (a) An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- (b) Nothing in this Act or this part shall prevent an educational agency or institution from—
 - (1) Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community;
 - (2) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials within the agency or institution who the agency or institution has determined have legitimate educational interests in the behavior of the student; or
 - (3) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials in other schools who have been determined to have legitimate educational interests in the behavior of the student.
- (c) Paragraphs (a) and (b) of this section will be strictly construed.

THE CHILD CARE WEATHER WATCH CHART