

Snowy Range Academy



Student-Parent Handbook

2023-2024

SRA GUIDING PHILOSOPHY

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

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

Briefly, these are the standards we seek to maintain in our school:

Our Academic Program:

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

- Teachers should use before-and after-school time to assist students with reaching their educational goals through tutoring and one-on-one time.
- We believe that SRA's consistent, school-wide discipline system is a valuable element in maintaining effective classroom environments and encouraging the development of good character.

Character Education, Discipline, and Parent-School Responsibility:

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

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CONTACT US

School Phone Number (307) 745-9930

School Fax Line (307) 745-9931

Web Address www.snowyrangeacademy.org

ACSD#1 Bus Garage (307) 721-4470

SCHOOL PERSONNEL

ADMINISTRATION

Principal	Mr. John Cowper	jcowper@acsd1.org
Business Manager	Mrs. Sarah Nielsen	snielsen@acsd1.org
Office Manager	Mrs. Cheryl Hubenthal	chubenthal@acsd1.org
Office Assistant	Mrs. Megan Armstrong	marmstrong@acsd1.org

INSTRUCTORS

Kindergarten A	Mrs. Erin Smith	esmith@acsd1.org
Kindergarten B	Mrs. Shelly Donner	sdonner@acsd1.org
1 st Grade A	Ms. Megan Butters	mbutters@acsd1.org
1 st Grade B	Ms. Stefani Yarger	syarger@acsd1.org
2 nd Grade A	Ms. Jessica Stoner	jstoner@acsd1.org
2 nd Grade B	Ms. Bobbi Huston	bhuston1@acsd1.org
3 rd Grade A	Mrs. Carla Bayne	cbayne@acsd1.org
3 rd Grade B	Mr. Samuel Adamson	sadamson@acsd1.org
4 th Grade A	Mr. Andrew Johnson	ajohnson3@acsd1.org
4 th Grade B	Mrs. Sheila Monteith	smonteith@acsd1.org
5 th Grade A	Mrs. Diane Cook	dcook2@acsd1.org
5 th Grade B	Mr. Keith Gross	kgross@acsd1.org
6 th -8 th Language Arts	Mr. Eric Wright	ewright@acsd1.org
6 th -8 th Social Studies	Mr. Samuel Johnson	sjohnson2@acsd1.org
6 th -8 th Science	Mrs. Kadria Drake	kdrake@acsd1.org
6 th -8 th Math	Ms. Samantha Cripps	scripps@acsd1.org
K - 5 th Spanish	Mrs. Jessica Arnold	jarnold@acsd1.org
6 th -8 th Spanish	Ms. Anne Hedderman	ahedderman@acsd1.org
Art	Mrs. Haley Stebbins	hstebbins@acsd1.org
Music	Ms. Amy Cowell	acowell@acsd1.org
Physical Education	Mrs. Laura Palmer	lpalmer@acsd1.org
Library/Interventionist	Ms. Patricia Jacobsen	tjacobsen@acsd1.org
Literacy/Math	Mrs. Marilyn Specht	mspecht@acsd1.org
Instructional Facilitator	Mrs. Megan Smerud	msmerud@acsd1.org
6th-8th Math/Para	Mrs. Boa Byeon	bbyeon@acsd1.org
Technology/Para		
Resource Room	Mrs. Roxane Todd	rtodd@acsd1.org
Resource Room	Mrs. Connie Klements	cklements@acsd1.org
Resource Room	Mrs. Hannah LaBuda	hlabuda@acsd1.org
Speech/Lang Pathologist	Mrs. Victori Long	vlong@acsd1.org
Counselor	Mrs. Monique Vidal	mvidalo@acsd1.org
Paraprofessional	Ms. Anna Skonieczny	askonieczny@acsd1.org
Paraprofessional	Mrs. Amy Vogel	avogel@acsd1.org
Paraprofessional	Mrs. Jane Howell	jhowell@acsd1.org

SUPPORT STAFF

Nurse	Mrs. Lori Smith	lsmith@acsd1.org
Custodians	Mr. Jeff Ernster / Mr. Charles Swearingen	jernster@acsd1.org

BOARD OF DIRECTORS

Chair/Parent Member	Eve Newman	enewman@srafalcons.org
Vice-Chair/Parent Member	Derek Scasta	dscasta@srafalcons.org
Treasurer/Parent Member	Christy Hornor	chornor@srafalcons.org
Secretary/Community Member	David Kling	dkling@srafalcons.org
Parent Member	Clayton Schultz	clschultz@srafalcons.org
Parent Member	Lindsay Schumaker	lschumaker@srafalcons.org
Parent Member	Christie Roberts	croberts2@srafalcons.org
Emeritus/Parent Member	Cassie Miller	cmiller@srafalcons.org
Principal	John Cowper	jcowper@acsd1.org
Employee Representative	Amy Cowell	acowell@acsd1.org

PHILOSOPHY

MISSION STATEMENT

Academic Excellence, Character Education, and Fairness for All.

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

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

CHARTER SCHOOLS

Snowy Range Academy (SRA) is a charter school within Albany County School District #1. A charter school is a public school that operates largely independent of the District's administrative structure, although it receives state funds and must follow state and federal law for public schools. Since SRA is a public school, it is tuition free for all students in Albany County, and it has no religious or political orientation. SRA is part of the District, and operates with ACSD#1 oversight, but it uses a different curriculum, has a separate budget, and has an independent governance system. SRA's operating guidelines are laid out in Wyoming's Charter School Act (Wyoming Statutes 21-3-301 through 21-3-401), and in the five-year charter signed with the District. A copy of the charter, contract, and bylaws are available for review on the SRA website.

ACADEMIC PROGRAM

CORE KNOWLEDGE

From 2014-2021, Snowy Range Academy was an official Core Knowledge School of Distinction as designated by the Core Knowledge Foundation. This endorsement ensured that SRA uses the Core Knowledge Sequence with fidelity and exemplifies what it means to be a Core Knowledge School. The Core Knowledge Sequence is distinguished by a planned progression of specific knowledge in history, geography, mathematics, science, language arts, and fine arts.

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

CORE KNOWLEDGE LANGUAGE ARTS

Snowy Range Academy adopted Core Knowledge Language Arts (CKLA) in Spring 2023 as our language arts curriculum.

K-2 CKLA is designed around the following five principles:

- 1. Explicit foundational skills and language instruction**
- 2. Maximizing vocabulary acquisition through contextualized, content-based, and constant exposure**
- 3. Building background knowledge for strong comprehension**
- 4. Fostering “wonderful conversationalists”**
- 5. Building analysis and expression in reading and writing**

In grades K-2 CKLA separates the Skills Strand (which focuses on foundational skills in reading and writing) from the Knowledge Strand (which builds knowledge, comprehension, and vocabulary, including through oral instruction). The Skills Strand is built upon a large research base including the National Reading Panel and others. The Knowledge Strand combines research on comprehension and vocabulary with a unique knowledge sequence. This sequence defines the subject of the domains and their order.

3-8 CKLA is designed around the following 6 principles:

- 1. Analysis and expression in reading and writing**
- 2. Fostering “wonderful conversationalists”**
- 3. Explicit language instruction**
- 4. Rich variety of texts and contexts**
- 5. Maximizing vocabulary acquisition through contextualized, content-based, and constant exposure**
- 6. Continuing to build background knowledge for strong comprehension**

In Grades 3–5 students are expected to show increasing independence as they read, analyze, and discuss texts. Texts become more ambiguous and open to interpretation—for example in the Poetry units in Grades 4 and 5. Debate and discussion is welcomed and emphasized in a range of activities. Writing also becomes increasingly independent. While there is a consistent emphasis on using textual evidence and learned literary devices, the range of potential answers and the possibilities of self-expression increase enormously as students become more sophisticated readers and writers.

Cursive

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

EnVISION MATH

EnVision Math combines problem-based and visual learning, resulting in a deep conceptual math understanding. A comprehensive vertical alignment spanning Kindergarten through middle school effectively addresses mathematical standards by use of visual models, student centered projects, 3-act tasks and personalized learning.

SPECIAL PROGRAMS

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

ELECTIVES

SRA middle school students (grades 6-8) may take electives each semester beyond their normal load of core subjects. We offer these electives in order to begin introducing students to the concept of course selection which is common in most middle and high school programs, and also to enrich student learning. That being said, we do not want participation in electives to interfere with or diminish a student's success in their core subjects. Students receiving a D or an F on his/her report card, s/he will be required to drop an elective class and enroll in Academic Prep. If a student receives more than one D or F on her/his report card, s/he will automatically be dis-enrolled from both electives and enrolled in two Academic Prep classes. Students may re-enroll in elective classes at the beginning of a new semester.

Electives are graded on a Pass/Fail, are considered non-credit and will not count toward GPA.

SCHOOL/DISTRICT SERVICES

SPECIAL EDUCATION SERVICES

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

TUTORING SERVICES

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

HOT LUNCH PROGRAM

Hot lunch will be provided by ACSD#1. Please follow this ACSD#1 [link](#) for current payment information, including Free/Reduced Application, and menus. Students may bring their own lunch to school each day. Microwaves are not available for warming lunches, so please be sure to pack your child's lunch in a thermal container if you wish for them to have a hot meal.

MIDDLE SCHOOL SPORTS

Middle School students may participate in ACSD#1 sports. Students/parents are responsible for contacting Laramie Middle School, and maintaining all communications with LMS and their coaches for registration, transportation, and scheduling transportation. Parents are required to notify SRA of any/all absences (games, etc) their child will have due to ACSD sports. SRA encourages and supports participation in district sports.

TRANSPORTATION

Busing

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

ACSD#1 uses **StopFinder**. [Stopfinder](#) is a phone app used to give parents information about their student's bus route. Parents email or call ACSD#1 Transportation to request an invitation to activate their Stopfinder account. Parents need to be sure their information is accurate in PowerSchool.

ACSD#1 BUS DISCIPLINE POLICY:

<https://drive.google.com/file/d/1fvSTnsvUT70jk0L2773IS8ytziJ9CJh0/view>. Discipline of students on the bus is handled by bus drivers. If a parent has a concern about a bus incident or behavior, please discuss the issue with the bus driver and bus garage personnel. If the problem continues, then the parent may contact the principal.

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

Self Transportation

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

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

SCHEDULES AND EVENTS

DAILY SCHEDULE

8:15	School Starts, First Bell
8:20	Tardy Bell
11:15-12:00	Primary Lunch and Recess (gr K-2)
11:40- 12:30	Elementary Lunch and Recess (gr 3-5)
12:00-12:37	Middle School Lunch (gr 6-8)
3:15	School Dismissed

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

MIDDLE SCHOOL BELL SCHEDULE

8:20-9:15	1st period
9:19-10:10	2nd period
10:14-11:05	3rd period
11:09-12:00	4th period
12:00-12:37	Lunch
12:41-1:32	5th period
1:36-2:27	6th period
2:30-3:15	7th period (electives)

SNOWY RANGE ACADEMY

2023-2024 CALENDAR

- 16 SRA Board Meeting
- 17-23 Professional Development
- 22 Back-to-School Night
- 24 First Day of School,
HALF DAY, PD Day
(Dismiss at 11:15 am)

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024						
S	M	T	W	Th	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- 16 *HALF DAY*, NO PD
(Dismiss at 11:15 am)
- 19 NO SCHOOL
- 21 Midterm
- 21 SRA Board Meeting

- 4 NO SCHOOL, Labor Day
- 20 SRA Board Meeting
- 28 Midterm
- 29 NO SCHOOL, PD Day

SEPTEMBER 2023						
S	M	T	W	Th	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2024						
S	M	T	W	Th	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 11-15 NO SCHOOL,
Spring Break
- 20 SRA Board Meeting
- 22 *HALF DAY* PD Day
(Dismiss at 11:15 am)
- 29 End of Quarter 3

- 18 SRA Board Meeting
- 20 *HALF DAY* PD Day
(Dismiss at 11:15 am)
- 25 *HALF DAY*, PD Day
(Dismiss at 11:15 am)
- 25-26 Parent-Teacher Conferences
- 26-27 NO SCHOOL
- 27 End of Quarter 1

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 5 Report Cards
- 12 NO SCHOOL, PD Day
- 17 SRA Board Meeting
- 30 Midterm

- 3 Report Cards
- 6 NO SCHOOL
- 7 NO SCHOOL, PD Day
- 15 SRA Board Meeting
- 22-24 NO SCHOOL,
Thanksgiving Break

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1 CK Music Festival
- 15 SRA ANNUAL MEETING
- 24 *HALF DAY*, NO PD
(Dismiss at 11:15 am)
- 27 NO SCHOOL,
Memorial Day

- 5 Midterm
- 20 SRA Board Meeting
- 21 *HALF DAY*, NO PD
(Dismiss at 11:15 am)
- 22-29 NO SCHOOL,
Winter Break

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 4 Last Day of School
HALF DAY, NO PD
(Dismiss at 11:15 am)

- 1-5 NO SCHOOL,
Winter Break
- 17 SRA Board Meeting
- 18 End of Quarter 2
- 18 *HALF DAY*, PD Day
(Dismiss at 11:15 am)
- 19 NO SCHOOL
- 26 Report Cards

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

LEGEND						
	NO SCHOOL- Vacation					
	NO SCHOOL- Staff Development (PD Day)					
	Half Day- Dismiss 11:15, (PD Day)					
	SRA Board Meeting					
	IMPORTANT EVENT					

First Day of School- August 24, 2023
*Last Day of School- June 4, 2024
(Half Day on first and last day- Dismiss at 11:15)

*Snow Days will be made up at end of school year, OR through VIRTUAL platform

QUARTER 1: 8/24/23 – 10/27/23 = 43 DAYS
QUARTER 2: 10/30/23 – 1/18/24 = 43 DAYS

QUARTER 3: 1/22/24 – 3/29/24 = 44 DAYS
QUARTER 4: 4/01/24 – 6/04/24 = 45 DAYS

TOTAL = 175 DAYS

FIELD TRIPS

Field Trip Guidelines

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

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

Student Eligibility

Field trips are a privilege and our hope is that all students are able to participate. Students are ineligible for field trips and extracurricular activities if they have any of the following:

- Two D's or one F in any subject
- Three or more serious offense violations in a quarter
- One suspension in a quarter, or three suspensions in one semester

Four or more serious offense violations or suspensions may render the student ineligible for all field trips, extracurricular activities, and school functions for the remainder of the year.

Exceptions to this policy are at the discretion of the principal.

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

Permission Slips

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

Siblings

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

Meals

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

Chaperones for Day Field Trips

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

Transportation

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

Guidelines for Extended (Overnight) Field Trips

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

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

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

POLICY FOR EVENING/WEEKEND SCHOOL EVENTS

If families choose to participate in evening or weekend events, the parents must attend with their child. Students may not attend evening or weekend events without parental supervision. Childcare will not be provided by SRA. Students who have been ill/absent for the school day are not eligible to attend school-sponsored after school events or activities.

CODE OF CONDUCT

STUDENT ACCOUNTABILITY

Students are expected to accept responsibility for their own education and behavior by arriving on time, turning in homework and classwork 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 Handbook, Honor Code, and Internet Agreement signed via online Powerschool registration at the beginning of each year.

ACADEMIC INTEGRITY POLICY

SNOWY RANGE ACADEMY HONOR CODE

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

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

All members of the SRA community accept the responsibility of upholding this Honor Code. We have an

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

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

CODE OF CONDUCT

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

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

Preparation for Class

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

Teachers will:

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

Students will:

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

In Class

Teachers will:

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

Students will:

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

Assessments

Teachers will:

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

Students will:

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

Assignments

Teachers will:

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

Students will:

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

VIOLATIONS OF THE HONOR CODE

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

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

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

THE HONOR BOARD

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

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

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

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

First Offense:

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

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

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

POLICIES

DISCIPLINE POLICY AND SCHOOL RULES

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

GENERAL SCHOOL-WIDE BEHAVIORAL EXPECTATIONS

- **Cell phones, smart watches, any device that can send/receive communications and/or play games are not to be worn, turned on, or used during the school day without teacher or administrator permission.**
- 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 others' 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 hallways, or on the playground. Middle schoolers are allowed to snack in the hallway during passing period. Snacks may be allowed in the classroom, as directed by the teacher.
- Water bottles only. Must have a secure lid. No cups with straws. No hot thermoses, coffee mugs, etc.
- NO glass water bottles, including none with glass with silicone-sleeves. No glass lunch/snack containers.
- Only water in water bottles. No soda pop, drinks that will stain floors, no hot drinks.
- Always talk in a quiet voice in the hallways and lunchroom.
- Act mannerly in the lunchroom. **Do not throw food. Clean up your own area after eating.**
- When the bell rings to come off the playground, stop playing immediately and report to the designated area.
- Do not destroy, write on, or deface school property.
- Realize that the teacher's lounge, workroom, staff bathrooms, and offices are for parents and staff only.
- Follow rules on all district buses, observing safe ride practices and courtesy to drivers.

PLAYGROUND RULES

Obey Playground Supervisor Always!

1. Keep your hands to yourself.
2. Respect others at all times.
3. Use good language.
4. Follow directions of monitors at all times.
5. **No food, drink, or computers allowed outside.**
6. Ask permission to leave the group.
7. Do not climb on fences or top of equipment.
8. Do not jump off playground equipment.
9. Do not hang upside down on monkey bars.
10. **Do not kick or throw balls at windows or classroom walls.**
11. Do not play with rubber chips, rocks, or ice melt. No Throwing! Do not bring inside.

SERIOUS OFFENSES

The following will be considered a SERIOUS OFFENSE if they take place anywhere on school property or during a school event and will result in a written citation. The consequences are 2 points, a meeting with the principal parents/teacher/student, possible temporary suspension and/or loss of field trip or extra-curricular activity privileges. The meeting will be scheduled by the principal.

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

DISCIPLINE

The following rules apply for all classrooms:

1. Follow directions.
2. Stay in your seat unless given permission to leave.
3. Raise your hand to speak and wait to be called upon.
4. Keep hands, feet and objects to yourself.
5. Bring necessary homework, books, notebooks, paper, and pencils to class.
6. Show respect for teachers, staff members, adults, and fellow students.
7. Adhere to SRA uniform code (middle school)

SRA uses a ticket system to enable teachers to enforce rules. Students in grades K-5 begin each day with all five (5) tickets. For middle school students in 6th – 8th grades, teacher signatures will replace tickets. Each successive infraction against the rules listed above results in one ticket being “pulled”, or signature given by the teacher.

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

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

Consequences for receiving points will be as follows:

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

A point will be given for every third disrespect violation. A point will be given for every third dress code violation.

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

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

ELEMENTARY CONSEQUENCES (grades K-5):

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

1 st Level	Green Ticket	Warning from teacher or supervisor
2 nd Level	Blue Ticket	5 minute detention during recess
3 rd Level	Pink Ticket= 1 point	5 minute detention, classroom teacher will contact the parent (email, call, note in planner)
4 th Level	Red Ticket = 2 points	A conference with the child, parent, classroom teacher, and principal will be required within one business day. The school principal will contact the child's parent to arrange the conference.
5 th Level	Purple Ticket= 3 points	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 is required within 2 business days. The school principal will contact the child's parent to arrange the conference. Child is expected to complete and turn in all homework missed. See HOMEWORK policy.

MIDDLE SCHOOL CONSEQUENCES (grades 6-8):

1 st discipline signature	Warning from teacher or supervisor
2 nd discipline signature	Warning from teacher or supervisor
3 rd discipline signature = 2 points	A call to parent by the student, followed by 30 minute after school detention to be served the day earned.

4 th discipline signature = 3 points	A call to the parent, followed by detention, and a conference with the principal, teacher(s), and parents. The school principal will contact the child's parent to arrange a conference. A conference with the child, parent, classroom teacher, and principal will be required within one business day. The school principal will contact the child's parent to arrange the conference.
5 th discipline signature = 4 points	Student sent immediately to the principal. Student will be sent home for the remainder of the day. If the fifth level is reached prior to lunch, the student may return the following morning. However, if the fifth level is reached after lunch, the student may not return to class until after lunch the following day. A conference with the child, parent, classroom teacher, and principal is required within 2 business days. The school principal will contact the child's parent to arrange the conference. Student is expected to complete and turn in all homework missed. See HOMEWORK policy.

Middle School Detention:

Detentions must be served on the day the detention was earned. If detention is earned after 2:45 p.m., parents will be given the option of postponing their student's detention by one school day. Students will serve detention from 3:30-4:00 p.m. Parents are expected to pick up their student from detention promptly at 4:00 p.m. Students are not allowed to attend after-school activities or clubs on the day they serve their detention.

DRUG OR ALCOHOL OFFENSES

In case of drug/alcohol or controlled substance possession/use, the student will be suspended from school for 10 days. During this suspension, the student and parents will be encouraged to attend a counseling session centered on drug/alcohol use and abuse. If the student and parent sign a contract in which they agree to attend the recommended meetings, a student will be allowed back in school after a five-day suspension from school. In the event a second drug/alcohol possession and/or use offense occurs within a school year, or in cases involving extraordinary circumstances, the student will be suspended from school for 10 days with the possibility of an expulsion recommendation after an administrative review.

Should a student be involved in the delivery, buying or selling of alcohol or drugs on school grounds, that student will be suspended for 10 days with the possibility of expulsion recommendation after an administrative review. In all drug/alcohol related incidents, the police will be notified.

GRIEVANCES

Communications from Parents

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

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

Parent Suggestions, Questions, and Complaints

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

1. The concern should be referred to the lowest administrative level to resolve the conflict in the shortest time possible. This referral should be done via a scheduled appointment with the teacher, administrators, or appropriate staff member. This person should summarize the results of the concern and convey them to the appropriate administrator.
2. If the parent is not satisfied with the response from the initial meeting with teacher or staff, the parent should next schedule a meeting with the appropriate administrator. The objectives of this meeting shall be to clarify and resolve the matter in a timely fashion. The administrator shall respond in writing to the parent within seven business days.
3. If the parent is not satisfied with the written response from the administrator, the parent may file a written complaint ("grievance") to the BOD. If more than one complaint is filed and the complaints are substantially alike, they shall be treated as one complaint. The parent should attach the written response from the administrator to the parent complaint material. The complaint material shall be submitted to the Chair of the SRA Board. Following receipt of the complaint, the following action will take place:
 - o The SRA Board shall meet and confer about the complaint at the next regularly scheduled Board meeting
 - o Within seven business days after the meeting, the Board Chair shall communicate the decision in writing to the administrator, teacher, and parent.
4. Informal questions or minor concerns can be raised during Audience Communications at a regular Board meeting. However, note that this only allows brief comments, and that the Board will only listen to audience comments; it will not make decisions at that time. The Board has the option of referring topics of concern to an appropriate committee, or of taking it up for discussion at a later meeting.

Parent Complaint About SRA Personnel

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

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

employee and administrator to the parent complaint material. The complaint material shall be submitted to the SRA Board. Following receipt of the complaint, the following action will take place:

- o The SRA Board shall meet and confer about the complaint at the next regularly scheduled Board meeting and the meeting shall take place in Executive Session.
- o Within seven business days after the meeting, the Board Chair shall communicate the decision in writing to the administrator, employee, and parent.

HARASSMENT/HAZING/BULLYING

Our students should expect to be in a school environment that promotes positive interactions between students and adults. In addition to being a reasonable expectation, an environment free of harassment, hazing, and bullying is the law. We expect our students to follow the law and to be sensitive to the feelings of both children and adults. We will not tolerate any less than that. SRA adheres to ACSD#1's harassment, intimidation, and bullying policy, found [here](#).

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

Sexual Harassment and Discrimination

SRA does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX and Section 504 may be referred to the principal, business manager, or Wyoming Department of Education, Office of Civil Rights Coordinator.

SRA does not condone or tolerate sexual harassment or discrimination of students by employees, other students, or non-employees. Any employee or student who engages in sexual harassment of students will be subject to disciplinary action. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment.

TECHNOLOGY CONDITIONS, RULES AND ACCEPTABLE USE

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

ACSD#1 Policy: Student Responsible Use Guidelines (RUG) for Technology, may be found [here](#).

SRA students are issued a Chromebook device for use during the academic school year. All students and parents are required to sign the SRA Chromebook [Agreement](#).

TOBACCO-, DRUG-, AND ALCOHOL-FREE CAMPUS

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

ACADEMIC-FOCUSED SCHOOL DAY

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

Daily Schedule

School starts at 8:15 a.m. and dismissal time is 3:15 p.m. On half days school dismissal is at 11:15 a.m.

Holiday and Birthday Parties

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

HOMEWORK

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

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

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

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

Kindergarten	15 minutes plus family reading time
Grade 1	20 minutes plus family reading time
Grade 2	25 minutes plus reading time
Grade 3	35 minutes plus reading time
Grade 4	45 minutes plus reading time
Grade 5	55 minutes plus reading time
Grade 6	65 minutes plus reading time
Grade 7	75 minutes plus reading time
Grade 8	85 minutes plus reading time

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

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

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

Make-Up Work

Make-up work will generally be assigned after the student has missed more than one day of school. Teachers may provide homework for pick-up upon parent request, but are not required to provide daily make-up work until the absence exceeds three days.

A student who is sick has one day for each day missed to make up homework without having a penalty, unless other arrangements are made with the teacher.

Parents with students in grades K-5 may pick-up their child's assignments at the end of the school day. Middle school students are responsible for contacting their teachers regarding making up missed assignments and exams.

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

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

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

If a student has an unexcused absence, homework must be turned in on the day of their return (they do not receive the same number of their absent days to make up that school work). Work and tests missed on the day of an unexcused absence receive a zero.

Work for Pre-Arranged Absence

When a family submits a pre-arranged absence notification, 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 policy. SRA encourages families to consult the school calendar and avoid planning trips during state assessments, as it is not always possible to provide make-up dates for these mandated tests. A copy of the pre-arranged 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. Teachers are not required to provide make-up work in advance of a pre-arranged absence, but may prepare advance materials for the student as they are able. Please note—we do not provide textbooks to students traveling out of the country, or on extended leaves. **All work received in advance by pre-arrangement is due on the day of the student's return.**

Late or Missing Homework

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

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

Special Projects

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

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

GRADE SCALE

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

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

HONOR ROLL

The honor roll criteria for grades 3-8 are:

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

To be on the honor roll, students may not have a C, D or an F. Specials grades (art, music, pe, spanish) are included in the honor roll calculation. Kindergartners, 1st and 2nd graders do not participate in honor roll.

RETENTION POLICY

Grade Level Retention Considerations

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

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

Below Grade Level Performance

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

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

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

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

Intervention

Teachers, parents, and principal will work with struggling students at the earliest signs of academic difficulty to help them improve their work. SRA understands all students learn differently and require various levels of support. Parents will be notified of the recommendation for intervention. Interventions may include but are not limited to the following: in-class and/or pull-out interventions, after-school tutoring, enrolling in Academic Prep, moving to a lower math level. Documentation of the intervention and the effect on achievement will be monitored and reported to the parents. After 3-4 rounds of interventions, the student will be referred to SRA's SBIT (Student Based Intervention Team). Parents will be informed of their child's progress and invited to attend all SBIT meetings.

ATTENDANCE

ENROLLMENT, WAITING LIST, AND LOTTERY

Admission

Children who will be five years old on or before August 1 in the year of the school entry are eligible for Kindergarten. Children must be six years of age on or before August 1, or successfully completed a kindergarten program, in order to enter the first grade that year. Legal guardianship papers are required for any child living with someone other than biological or adoptive parents.

Enrollment Process

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

Parents/guardians will be notified by phone or email of each child's admission status. All enrollment/registration will be online using the ACSD#1 registration service, Powerschool. Parents will be notified on acceptance procedures and deadlines, coinciding with district requirements.. If this registration is not complete by the deadline, the child's admission space will be given to the next eligible candidate.

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

Newly Enrolling Students

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

Mid-Year Vacancies

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

Siblings

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

Delayed Kindergarten Enrollment

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

Removal from Enrollment Pool

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

Lengthy Absence/ Sabbaticals

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

Non-Resident Students

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

ATTENDANCE AND TARDINESS

Attendance Policy

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).

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, phone call, or email from home at the time of the absence stating the nature of the absence may excuse the absence. If we do not receive communication from a parent stating the reason for the absence, the absence may be recorded as unexcused.

District Board Policy is very specific about excessive absences and/or tardies and requires that State Law on attendance be observed. District policy states: "Regular, complete, and continued class attendance by students is conducive and essential to their accomplishment of District education goals and objectives."

- Excused absences are defined as illness, injury, or other emergency in which the school is notified in person, by telephone, or in writing. Final administrative determination whether or not an absence is to be excused shall be at the discretion of the principal. However, as they are instructional days that have been missed, even excused absences will be documented and reported.
- Unexcused absences 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. Homework will not be sent home nor will credit be awarded for any work done during periods of unexcused absence. Teachers are given the discretion of accepting work assigned prior to the absence from students returning after an unexcused absence.

- Tardiness will include any student who is not seated and ready for work by 8:20 a.m. Arrivals after 9:30 a.m. shall be marked absent for the morning. Students who leave for lunch must return to school on time. Any student returning after 12:45 p.m. may be marked tardy for the afternoon. Arrivals after 1:15 p.m. shall be marked absent for the afternoon. Signing out after 2:00 p.m. is considered to be an early dismissal and not counted as an absence. In calculating tardies, three unexcused tardies will count as one unexcused absence.
- Attendance Codes- Each school in the district utilizes various attendance codes in Powerschool. The codes used at SRA are:
 - A- absent ("excused" but still counts as an absence, involves communication with front office via phone call or email stating reason for absence)
 - U- unexcused absence (no communication received by front office; documentation to excuse an absence must be received by the office within 48 hours)
 - E- excused (counts as "present", typically due to extenuating circumstances such as severe weather, family emergency, etc., determined by SRA admin staff on a case-by-case basis)
 - S- school activity (counts as "present", includes overnight field trips, SRA-sponsored academic competitions, district-sponsored sporting competitions)
 - P- pre-arranged absence (front office notified minimum of one week prior to absence, please see policy below)
 - D- doctor's note received
 - T- tardy

Habitual Truant

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

Pre-Arranged Absence

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

BEFORE- AND AFTER-SCHOOL

No child may be dropped off before 7:40 a.m. unless they are involved in a supervised "before-school" activity. Parents picking up their child at the end of the school day should arrive promptly at 3:15 p.m. on a regular school day, or 11:15 on an early dismissal (half) day, and either wait in the parking lot or the school lobby area.

If a student is not picked up by 3:45 p.m. on a regular school day, or by 11:45 a.m. on an early dismissal (half) day, and a parent or emergency contact cannot be reached, the district Youth Officer may be called to pick up the student.

After-School Detention and Sponsored Activities

Students serving detention after school must be picked up promptly at 4:00 p.m. Students attending a sponsored school activity must be picked up promptly at designated activity ending time. If a student is not picked up by 15 minutes after the end of the activity, and the parent or emergency contact cannot be reached, the district Youth Officer may be called to pick up the student.

SUSPENSION & EXPULSION

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

LEAVING SCHOOL GROUNDS

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

COMMUNICATION

COMMUNICATION WITH FACULTY

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

Response timeline:

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

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

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

- SRA school website: Announcements of upcoming events, a monthly calendar, monthly newsletter, weekly newsletters from each grade, as well as information and documents on academics, policy, forms, and staff contact. <http://www.snowyrangeacademy.org>
- BlackBoard Connect mass notification system- These email notifications, or "blasts" come from email@blackboard.com. Please ensure this email address is white-listed with your chosen email provider. Blackboard also has the ability to send automated/recorded voice and texts messages directly to your phone.

- Powerschool- Every parent is provided with Powerschool login information at the beginning of the school year. Parents are able to access grades, homework, attendance, and lunch account information for their student.
- Social media such as Facebook- SRA posts upcoming events, and shares pictures and school celebrations on our [Facebook page](#).

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

Contacting Teachers

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

Teacher Conferences

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

Midterm Reports and Report Cards

Student report cards are available every nine weeks. SRA Report Cards will no longer be printed for Quarters 1, 2, or 3. A printed paper copy of the final Q4 Report Card will be provided at the end of the school year. All quarterly grades and midterm progress reports should be accessed through your Powerschool account.

Board Communications

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

MESSAGES TO STUDENTS

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

Student Phone Use/Cell Phones

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

STUDENT PLANNERS

To help students manage their assignments, we require each 2nd–8th grade student to use a planner. Students are encouraged to write all assignments in their planners to aid their academic organization. It is the expectation of SRA that parents check their student's planner daily, to aid in managing their academic responsibilities. Middle school students in grades 6-7 must enter their assignments in the planner, students in gr 8 will be required to do so for Quarter 1. A parent signature will be required if the student has a C or below in a subject area.

EMERGENCY PROCEDURES

Crisis Plans and Drills

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

Emergency Closing

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

Emergency Relocation

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

HEALTH

ILLNESS POLICY

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

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

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

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

Nurse

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

Accident/Injury

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

IMMUNIZATION

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

Wyoming School Immunization Requirements (Kindergarten – Grade 12)

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

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

MEDICATIONS

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

ACSD#1 policies and forms medications may be found here: [Medication Forms](#)

Self-Administration of Medication for Asthma and/or Potentially Life Threatening Conditions

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

Nurses or other school personnel shall have the right to examine medication carried by students to ensure that it is current and previously authorized to be carried in the school setting.

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

BATHROOM ACCIDENTS

When an Accident Occurs

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

DRESS CODE

When SRA was established, it was decided that a uniform code would help establish a desirable learning environment. Research (e.g., Wendell Anderson (2002) School Dress Codes and Uniform Policies; <https://eric.ed.gov/?id=ED471528>) indicates that a uniform code minimizes peer pressure, improves the appearance of the student body, and reinforces an academic atmosphere. It is expected that the students of SRA shall maintain their person and uniforms in a **modest, clean, and orderly** manner compliant with the school uniform code. Final decisions regarding satisfaction of uniform code rests with the principal. This Uniform Code is subject to change as needed. The following Dress Code was adopted in April 2020.

Dress Code Violations

- Grades K-4: Teacher will email parents and front office on the day of the violation.
- Grades 5-7: A signature will be given on the day of the violation.
- Students receive one discipline point for **every third** dress code violation.
- **If a dress violation involves clothing that is not school appropriate (for example: modest/clean, skirt/short length), the student will be required to phone home for a change of uniform attire.**

DRESS CODE REQUIREMENTS

TOPS

- COLORS: navy, burgundy, white, hunter green
- SHIRTS: long or short sleeve polos only, no button-up dress shirts, no turtlenecks, no pockets, no logos
- SWEATERS: cardigan or vest style in solid navy, burgundy, or black
- Shirts must be tucked in at all times
- Undershirts must not be visible
- SRA embroidered logo sweatshirts, fleece vests, and hoodies are acceptable at any time

BOTTOMS

- COLORS: khaki, navy, black, French Toast burgundy plaid (plaid for girls' skirts/jumpers only)
- PANTS: must have belt loops, may have 1-2 back pockets, no pockets on legs, no embellishments, must be hemmed, no elastic cuff, no denim or knit fabrics (should be cotton-blend twill). Fitted at waist, no skinny/baggy/stretch styles, or visible descriptive lines of the body.
- JUMPER/SKIRT/SKORT/SHORTS: Hem must be at least finger length, no more than 3" above the knee; polo shirts must be worn under jumpers, there is not a dress option
- BELTS: must be worn if belt loops are present on pants/skirts, except for Kindergartners, solid colors: navy, black, brown, burgundy, or khaki, buckles should be small and not draw attention

SOCKS, TIGHTS, LEGGINGS, UNDER SHORTS

- Socks must be one of the following solid colors: navy, white, black, burgundy, forest green, khaki, or gray
- Tights and leggings cannot have patterns
- Leggings or under shorts must be worn under jumpers and skirts
- Under shorts should not extend beyond skirt hem, and must be solid school colors (khaki, navy, black, white)
- If leggings or tights are worn, they must be under school-approved uniform bottoms

SHOES

- Must be closed-toe and have back straps
- No slippers, flip-flops, wheelies, mechanical, light-up, crocs, or platform shoes will be permitted
- No heels higher than ½"
- Snow boots may not be worn inside all day. Students should have a change of shoes to wear inside.

HAIR, MAKE-UP, ACCESSORIES

- Hair should be natural colors, kept out of face, and under control
- Haircuts should be modest and not draw attention (no mohawks, or shaved symbols)
- No hats or head coverings may be worn indoors, except with religious permission in writing
- All accessories, including headbands, bows, and jewelry, should be smaller than a dollar bill and conservative
- No visible body piercings or tattoos (pierced ears are okay)
- Small, conservative purses are permitted for girls (gr 5-8 only)
- Make-up, if used, should be applied modestly at home

PE ATTIRE

- ALL GRADES: Non-marking, rubber-soled sneakers or other athletic shoes
- MIDDLE SCHOOL (gr 6-8):
 - Clothing may be from any source
 - T-shirt, no large or offensive graphics, no tank tops, shirts must be long enough to cover waistline
 - Exercise pants; shorts, capri, or full length. **Bottom of hem must follow code.** No cutoffs or jeans.

EXAMPLES COMPLIANT FOR ANY SOURCE DRESS CODE

JUMPERS
SKIRTS, SKORTS
PANTS
SHORTS
SHIRTS
SWEATERS
MISCELLANEOUS



JEANS DAY

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

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

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

VOLUNTEERS

PARENTAL INVOLVEMENT/VOLUNTEERS

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

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

Snowy Range Academy Background Checks for Volunteers

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

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

All volunteers falling into the above two categories will be asked to complete the [Background Check Form](#).

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

PTA

SRA PTA is a local PTA unit organized under the authority of the Wyoming Congress of Parents and Teachers (the WY State PTA), a branch of the National Congress of Parents and Teachers (the National PTA). The mission of the SRA PTA is to enhance the educational experience for students, to encourage and love on the teachers and staff, to develop a closer connection between school and home by promoting parent involvement and to improve the environment at SRA through volunteer and financial support.

PTA can be reached via email at pta4sra@gmail.com. You can follow them on Facebook on the "PTA 4 SRA" and "SRA Classifieds" pages. Meeting info can be found on Facebook and in the monthly newsletter.

COMMUNITY INVOLVEMENT

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

VISITS TO SCHOOL

We encourage parents to come to school frequently to visit their child's classroom and to take an active part in the education of their child. During the actual hours school is in session, parents and all other visitors to the school are required to stop by the SRA Front Office to pick up a visitor's badge and sign in before proceeding into other areas of the building. **If visiting a classroom or volunteering, please do not bring non-school-age children.** During your visit, you are asked to turn off your cell phones. Also, please sign out before leaving the building. Please make an appointment if you wish to have a meeting with a teacher during the school day.

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

KEY FOBS

SRA will issue a *School Check-In* key fob to any parent who wishes to use this tool. The fobs will make your computer check in/out fast and easy, particularly for those special assemblies. Fobs enable easy access if you have multiple children to check out at one time. Fobs do not enable the front/main door to unlock, nor do they allow you to check *in* multiple students at one time. *Please note: Fobs are name specific, and assigned to each individual. Please use the fob provided within the envelope labeled with your name.

KEY FOBS REMAIN ASSIGNED TO YOU (YEAR-TO-YEAR) AS LONG AS YOUR CHILD IS ENROLLED AT SRA. We will NOT be re-issuing a new one each year, so please hang onto it. If you need a replacement at any time, please alert the front office.

MISCELLANEOUS

BOOKS

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

LIBRARY COLLECTION POLICY

The objective of the Norm Carrell Library is to support the learning of and provide resources for students, parents, and staff of Snowy Range Academy (SRA) and to build and maintain a collection that supports the mission of the school.

SRA's collection policy reflects the philosophy and goals of Snowy Range Academy and supports the principles of intellectual freedom outlined in the American Library Association's Library Bill of Rights, most specifically as described in ALA's interpretation of these rights as they pertain to accessing resources and services in the school library (ALA, 2019). The Library Bill of Rights, the interpretation used for school libraries, and much of the wording used in this policy can be found by accessing ALA's website: www.ala.org. A full copy of SRA's policy may be found [here](#).

LOCKERS

SRA will assign a regular and a P.E. locker and one (1) combination lock to all middle school students (grades 6-8). Students may not bring their own locks from home. A deposit of \$20 will be required for the combination lock and locker care which will be refunded in full when the student leaves SRA and the locker and combination lock are in good working order. Students will be held responsible for any excessive damage to their locks and lockers. If more than one replacement set of locks needs to be issued within a school year, the student will be charged full replacement costs. Locker combinations are not to be given to anyone. SRA has the authority to search lockers when deemed necessary. Problems with lockers should be reported to the SRA Front Office. SRA is not responsible for lost, damaged, or stolen items. Coat hooks are provided for all students. In Middle School, the coat hooks are not to be used for backpacks and other heavy items (coats only).

Valuables such as mp3 players, and video games are not to be brought to school. **Cell phones, smart watches, any device that can send/receive communications and/or play games are not to be worn, turned on, or used during the school day without teacher or administrator permission.** These items, if brought to school, are to be kept turned off and in the student's locker.

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

LOST AND FOUND

Lost clothing, notebooks, lunch boxes, and other items will be placed in the "Lost and Found" box located

just outside the SRA Front Office. Jewelry, glasses, and items of value will be placed in the SRA Front Office for safekeeping. Identification will be required for their safe return.

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

RECESS

Students are expected to come to school prepared to go outside for recess each day. Students must come to school each day dressed appropriately to be outside in the weather. During the colder times of year, students must bring a warm coat, hat, gloves and boots to school each day in case the weather warrants the use of these items. The school cannot provide these items on a daily basis. Snow boots may not be worn all day. Students should bring a pair of shoes to change into during the day (when not on playground).

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

SRA has a weather station to monitor current playground conditions. Administrative staff will utilize this to determine whether or not to hold indoor recess during exceptionally cold, wet or windy weather conditions, or in cases of poor air quality. SRA uses the following charts to monitor safe outdoor recess conditions: [Child Care Weather Watch](#), [Air Quality Index](#) and [Guide](#), and [Fire and Smoke Map](#). In practice, students will go outside if the temperature and/or wind chill is above 0 degrees, and AQI is under 150

SECURE CAMPUS

In order to ensure the safety of students and staff, all exterior doors will remain locked except during student arrival and dismissal. Visitors to the building during school hours will be allowed admittance via security camera/intercom system.

TOYS, MAKE-UP, AND ELECTRONIC DEVICES AT SCHOOL

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

WEAPONS AT SCHOOL

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

PARKING LOT PROCEDURES

In order to provide a safe and secure environment for students, all staff, parents and visitors MUST adhere to the following parking lot procedures. SRA's parking lot was not specifically

designed for school activities so it is imperative that every individual use great caution at all times.

- **TEACHERS AND STAFF** parking spaces are designated to be five rows of spaces directly in front of the far west jersey barrier and in front of the entrance to Falcon Hall (shown in pale yellow).
- **PARENTS** parking spaces are designated to be three rows of spaces directly south of the jersey barriers by the front entrance (shown in green).
- **VISITOR** parking spaces are designated to be three rows of spaces to the east of the jersey barriers and facing Boulder Drive (shown in blue).

Morning Student Drop-Off: (SEE MAP BELOW)

For morning drop off: Please form a line between parent/visitor parking spaces (as shown on the attached plan) and do not let your child(ren) out of your vehicle until you are near the playground area. To be courteous to others, please pull forward as much as possible, allowing for the maximum number of students to exit or enter vehicles. For the safety of all, parents are required to follow the map and maintain a safe, slow speed at all times.

Car Line Student Drop-Off

1. **Parents may enter the parking lot from the Grand Ave entrance or the south Boulder Drive entrance.**
2. **Parents should proceed up the second lane from the west up toward the playground. If the lane is clear, parents should pull close to the sidewalk and as far west as possible to drop off students. Students should not exit vehicles outside of this area unless accompanied by parents.**
3. **Buses have priority and all traffic must stop to allow buses the right of way. Please obey all directives given by staff.**

Afternoon Student Pick-Up: (SEE MAP BELOW)

Parents may individually pick up their students in the Front Main Lobby at the end of the day, with prior notice to the teacher.

Students whose parents are using the Car Line Pick-Up Line should proceed to Falcon Hall, and wait in the room until called by the staff member on duty. Students riding buses will move to the pad on the west side of the building for loading.

Parking lot monitors (staff) will be stationed throughout the parking lot to assist traffic and to ensure safety for all. Parents should follow all directions/instructions from staff monitors. When picking up your child from an after-school program, please use the visitor parking areas and refrain from parking/waiting in the bus lanes.

Student drop-off/pick-up should NOT occur in the center parking lane between the employee parking spaces, in front of the crosswalk, or the bus lane.

1. **Parents should enter and exit the parking lot from the south Boulder Drive entrance.**
2. **Parents must stop at Grand Ave entrance, and yield to incoming buses. Do not block Grand Ave entrance at any time.**

3. **Vehicles should proceed along the south end of the lot to the far east lane and begin the serpentine to the north and then immediately to the south on the next lane.**
4. **As indicated on the map below, parents should skip the next lane and proceed north in the following lane.**
5. **Parents should wait at the north end of this lane for staff to bring cars into the final pick up line.**
6. **After students are loaded, parents will be directed to proceed south to exit the lot.**
7. **Once buses have cleared, parents will be directed to exit via the bus lane.**

SCHOOL GOVERNANCE

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

BOARD OF DIRECTORS

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

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

ANNUAL MEETING AND ELECTIONS

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

ELECTIONS TO THE BOARD OF DIRECTORS

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

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

4. Elections shall be determined by simple majority of votes cast

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