Black Butte High School

“Student/Parent/Guardian Handbook

2025-2026

Sweetwater County School District Notice

The language used in this Handbook is neither intended to create, nor be construed to constitute a contract between Sweetwater County School District Number One, State of Wyoming and any one or all of its students or legal parents or guardians of students. This handbook is intended as a guide to inform and provide notice to students and legal parents and guardians. There are no promises, express or implied, for specific educational performance or outcome, The provisions of this Handbook may only be modified according to established procedures of Sweetwater County School District Number One, State of Wyoming, Sweetwater County School District Number One, State of Wyoming retains the absolute right to change the contents of this Handbook as it deems necessary, with or without notice.

Here at Rock Springs High School, we value open and frequent communication. We use the following ways to communicate with Students, parents, guardians, and the community at large:

Website: https://bbhs.sweetwater1.org/
Power School: https://sweetwater1.powerschool.com/public/home.html
Parent Square: https://www.parentsquare.com/signin
Facebook: https://www.facebook.com/RSHSTigers
Other Parent Links: https://www.sweetwater1.org/parent_training_home_page
Other Student Links: https://www.sweetwater1.org/new_student_links
Phone Number: 352-3440

Black Butte High School Administrator

Bryant Blake, Principal: 307-352-3290
Email: blakeb@sweetwater1.org

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United States Department of Agriculture Nondiscrimination Statement

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact the USDA Office of Communications at (202) 720-5881 (voice) or (202) 720-1127 (TDD). USDA is an equal opportunity employer.

Nondiscrimination Statement

Sweetwater County School District Number One hereby notifies all of its employees, students and potential employees that it complies with the laws enforced by the Office of Civil Rights including:

- Title Il of the Americans with Disabilities Act of 1990 which prohibits discrimination in all employment practices including job application procedures, hiring, firing, advancement, compensation, training and other terms, conditions and privileges of employment;
- Title VI of the Civil Rights Act of 1964 which protects people from discrimination on the basis of race, color, or national origin;
- Title IX of the Education Amendments of 1972 that prohibits discrimination on the basis of sex;
- Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of handicap (disability); and the Age Discrimination Act of 1975 which prohibits discrimination on the basis of age.
- All employees, students, and potential employees have the right to equal admission, access, treatment of employment in its educational programs and activities.

Inquiries concerning Title Il, Title VI, Title IX, Section 504, and the Age Discrimination Act may be referred to this District's Superintendent of Schools, Human Resource Director, 504 Coordinator at 307-352-3400 or the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, WY 82002-9950 or phone (307) 777-6218. Inquiries may also be referred to the U.S. Department of Education, Office of Civil Rights, Region VIII, 244 Speer Boulevard, Suite 310, Denver, Colorado 80204-3582 or phone (303) 844-5695 or (303) 844-3417. This publication will be provided in an alternative format upon request.

Child Identification and Special Education Programs

If you are a student with a disability or suspect you have a disability, programs and services may be available to assist you. If you are a parent of a student with a disability or suspect that your student may have a disability that negatively impacts progress in school, programs and services may be available to assist the student. Sweetwater County School District Number One, State of Wyoming has a variety of Special Education programs and services to assist students up to age twenty-one at no cost to you or your parents. To access these programs and services, students must first meet state and federal guidelines for eligibility as outlined in the Individuals With Disabilities Education Act, Amended July 42 1997. Students that are identified as a student with a disability maybe entitled to a free, appropriate public education which includes special education and related services. For more information on how to access these programs and services contact the building administrator, school counselor or the Director of Special Services for Sweetwater County School District Number One at (307) 352-3400.

Section 504 Informational Notice

Section 504 is an Act which prohibits discrimination against persons with a disability or impairment in any program receiving federal financial assistance. The Act defines an individual with a disability or impairment as anyone who:

- Has a physical or mental impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- Has a record of such impairment;
- Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, Sweetwater County School District Number One recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability or impairment will knowingly be permitted in any of the programs and practices in the school district.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and provide a free, appropriate education to all students who are individuals with disabilities or impairments as defined by eligibility under Section 504. The parents of these students are entitled to procedural safeguards, including individual notice of eligibility, notice of development of a plan, and notice of a significant change in a plan. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. The Family Education Rights and Privacy Act (FERPA) specifies rights related to educational records.

If there are questions, please contact the 504 Coordinator at the Office of Human Resources, 3500 Foothill Boulevard, Rock Springs, Wyoming 82902.

Section 504 Parental Rights in Brief

It is the policy of the Board of Education to provide a free and appropriate public education to and reasonable modification of policies, practices or procedures for each eligible student with a disability under Section 504. It is the intent of the District to ensure that students who are or may be eligible for special education, related aids and services, and/or reasonable modification of policies, practices, or procedures under Section 504 are identified, evaluated, and if eligible, provided with appropriate special education, related aids and services, and/or reasonable modifications of policies, practices, or procedures.

Parents (or students, if age 18 or older) have the following rights under Section 504:

- Right for your child to take part in and receive benefits from the District and its programs and activities, including nonacademic and extracurricular programs and activities, without discrimination on the basis of his/her disability;
- Right to be informed, in your native language and mode of communication, of any proposed actions related to identify cation, evaluation, or educational placement of your child;
- Right to examine all relevant records of your child;
- Right to have an evaluation of your child that draws on information from a variety of sources in order to determine his/her eligibility for Section 504 services and/or accommodations;
- Right to have periodic reevaluations of your child, including re-evaluation before any significant change in your child's placement;
- Right for your child to receive appropriate special education, related aids and services, and/or accommodations in the least restrictive environment that is appropriate to meet his/her needs if he/she is found eligible under Section 504, and right to provide your input before Section 504 program/placement decisions are finalized;
- Right to a manifestation determination review before any disciplinary removal of your child that constitutes a significant change in placement, in order to determine if your child's misconduct was related to his/her disability;
- Right to request an impartial due process hearing under the District's Section 504 Procedures and Procedural Safeguards to address issues about the identification, evaluation, educational placement of, or provision of a free appropriate public education to your child, to participate in and be represented by legal counsel at the hearing, and to appeal the hearing decision through the District's review procedure;

- Right to file a grievance under the District's Uniform Grievance Procedure to address any claim of discrimination on the basis of disability, and to appeal the grievance decision; and
- Right to forego or terminate the District's impartial due process hearing and/or grievance procedures described above and file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR").

NOTE: Copies of the District's Section 504 Procedures and Procedural Safeguards and the District's Uniform Grievance Procedure, as well as contact information for OCR, are available at the Central Administration Building located at 3550 Foothill Blvd; 504 Coordinator: Samantha Gardner and Tiffany Gunter located in the Human Resource Office. (307)352-3400.

General Education Provisions Act

Section 427 of the General Education Provisions Act (GEPA) requires each district reaffirm its commitment to nondiscrimination and equal educational and employment opportunities in all of its decisions, programs, and activities to ensure the following:

- All residents of legal school age will have equal access to the educational programs, classes, extra-curricular activities and services. Factors such as race, color, gender, national origin, age, and disability will not be used as reasons for denying these programs and benefits to any student. Comparable, accessible and usable facilities shall be provided for all students insofar as possible.
- Equal employment opportunities will be extended to all persons without regard to gender, color, race, national origin, age, or disabling conditions unrelated to performing tasks of the position, national origin, or religious or political affiliation or beliefs.

Career and Technical Education Annual Public Notification of Nondiscrimination

Sweetwater School District Number One offers career and technical education programs in Construction, Design/Pre-Construction, Business Information Management, Teaching/Training, Accounting, Diagnostic Services, Restaurants & Food/Beverage Services-Management, Information Support & Services, Emergency & Fire Management Services, Pre-Engineering, Facility & Mobile Equipment Maintenance, Animal Systems, Production, Engineering & Technology, Power, Structural & Technical Systems, Banking Services. Admission to these programs is based on prerequisite standards as detailed in each course handbook.

It is the policy of Sweetwater School District Number One not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Sweetwater School District Number One not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Below are links to the District non-discrimination policies:

- **Policy File: AC - Nondiscrimination:** Policy File: AC
- **Policy File: ACA - Nondiscrimination on the Basis of Sex:** Policy File: ACA
- **Policy File: ACA-R - Sexual Harassment:** Policy File ACA-R
- **Policy File: GBCH - Staff Harassment and Violence Policy:** Policy File: GBCH
- **Policy File: JFCB - Student Harassment and Violence Policy:** Policy File: JFCB

Sweetwater School District Number One will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.
For information about your rights or grievance procedures, contact the Civil Rights Compliance Coordinator at civil.rights@sw1.k12.wy.us, (307)352-3400, contact the Title IX Coordinator at title.IX@sw1.k12.wy.us, (307)352-3400, and/or the Section 504 Coordinator at section504@sw1.k12.wy.us, (307)352-3400.

LEA: Human Resource Assistant Director, Alisha Akers
(307)352-3400 ext. 1230
akersa@sw1.k12.wy.us

For further information on notice of non-discrimination, visit OCR Contact for the address and phone number of the office that serves your area, or call 1-800-421-3481. More information can be found here.

Student Records

Policy File: JO

Student Records: Annual Notice of Rights Under FERPA

Policy File: JO-R

Students and the Age of Majority

WYOMING STATE STATUTE § 14-1-101 provides that upon reaching the age of eighteen (18), an individual reaches the age of majority and is essentially regarded as an adult. As such, he or she acquires all rights and responsibilities granted to or imposed by law on adults.

High school students who have reached the age of majority become the sole custodians of their attendance and academic records. Unless eighteen-year-olds provide the school with specific written Release of Information documents, counselors, teachers, administrators, and/or other staff members are prevented from addressing a student's academic record with anyone (including a legal parent) other than the student him/herself.

The High School faculty as a whole encourages parents of students who are eighteen or who are about to turn eighteen to address this issue with their students. The High School staff believes and is committed to the premise that interpersonal communication between students and their parents is vital to academic, professional, and personal successes in life. The role of parental involvement in a student's education cannot be underestimated.

Notice to Student and Statement of Financial Obligation

Upon reaching the age of eighteen (18), you as a student will become financially responsible for your own education. If you incur any fines or fees, they are your financial responsibility and you must pay them in a timely fashion. If you fail to pay these fees in a timely fashion, they will be turned over to a collection agency. Additionally, any diploma or course credit you earn will be denied and deemed unearned until all debts are paid.

Affidavit Regarding Educational Records

I being first duly sworn upon oath do depose and say:

1) That I am the parent or legal guardian of ("Student"), a resident of Sweetwater County School District Number One, State of Wyoming.
2) Student has attained the age of eighteen (18).
3) That the Student identified above is a "dependent" of mine pursuant to the Internal Revenue Code in that the student is my son or daughter and received over half of his or her support for the calendar year from me.
4) I hereby request and authorize Sweetwater County School District Number One, State of Wyoming and any school of the District the above-named Student has attended to release copies of the Student's educational records, including academic reports, attendance reports, and disciplinary referrals to me.
5) I have read the contents of this Affidavit and I certify under penalty of perjury that the information contained in this Affidavit is true and accurate to the best of my knowledge. I understand that I may revoke this authorization at any time, except to the extent that action has already been taken to comply with it. Without my express revocation, this authorization will automatically continue until the above-named Student becomes an emancipated legal adult no longer qualifying as a dependent or until the student withdraws or graduates from schools of the District.

Executed this day of 20____in Sweetwater County, Wyoming.

Parent or Legal Guardian:_____

The foregoing Affidavit was subscribed and sworn before me this day of 20_____by:

Witness my hand and official seal.

My commission expires:

Notary Public

Children and Youth in Transition (Homeless) Children

Policy File: IGBA

REFERRAL FOR CHILDREN AND YOUTH IN TRANSITION (HOMELESS) CHILD
Sweetwater County School District Number One

Date Referral Received:
Student Name:_____ SEX: M F
FIRST LAST

Address:_____
LOCATION CITY STATE ZIP

Birth Date:_____ Phone: _____

School Attending:_____ Current Grade:_____

Previous School:_____

Parent(s)/Legal Guardian(s) NAME:_____

Student Resides With: _____

Address:_____
LOCATION CITY STATE ZIP

Additional Area(s) Of Concern:

Building Administrator' s Printed Name

District Liaison' s Printed Name:_____

Building Administrator's Signature:_____

District Liaison's Signature:_____

Dispute Resolution Form for Children and Youth in Transition (Homeless) Child

Sweetwater County School District Number One

The McKinney-Vento Act, Education of Homeless Youth Program, Subtitle VII-B , Section 722(g)(3), provides the following guidance regarding enrollment disputes:

- If a dispute arises over school selection or enrollment, the child/youth must be immediately admitted to the school in which he/she is seeking enrollment, pending resolution of the dispute [Sec. 722(g)(3)(E)(i)];
- The parent or legal guardian must be provided with a written explanation of the school's decision on the dispute, including the right to appeal [Sec. 722(g)(3)(E)(ii)];
- The parent/legal guardian/youth must be referred to the school district homeless contact person, who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute [Sec. 722(g)(3)(E)(ii)] and;
- In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute [Sec. 722(g)(3)(E)(iv)].

If eligibility, enrollment or placement disputes or complaints arise regarding the education of children and youth in transition, the following guidelines include:

A. The person having the complaint first contacts the school or District (e.g. the District Liaison, school principal, or Superintendent) to present their concerns to the persons closest to the situation and most likely to be able to resolve it quickly.
B. If Step A is not successful or is not possible under the circumstances, contact should be made with the Wyoming Department of Education, State Coordinator for Homeless Children and Youth Program, McKinney-Vento Programs, Hathaway Building — 2nd Floor, 2300 Capitol Avenue, Cheyenne, WY 82002 or (307) 777-3672.
C. If the District determination on eligibility, enrollment or school placement for child and youth in transition conflicts with the wishes of the parent or student involved, they are required to provide notice of the determination to all parties, along with instructions on how to appeal the decision. Students are entitled to remain in their school of choice until the appeal process has reached completion. The District will include review by the Wyoming Department of Education as the final step in the appeals process.

Date Complaint Received:_____

Student Name:_____
LAST FIRST

Phone:_____

Additional Area(s) Of Concern:

_____

Resolution:

_____

Date of Resolution:_____
School District Administrator's Signature:_____

Wyoming Department of Education (to be completed by WDE, when appropriate)
Sweetwater County School District Number One

Student Name:_____
LAST FIRST

Additional Area(s) Of Concern:

_____

Resolution:

_____

Date of Resolution:_____

State Administrator's Signature:_____

Mandatory Immunizations for Children Attending Schools: Exceptions

(a) Any person attending, full or part time, any public or private school, kindergarten through twelfth grade, shall within thirty (30) days after the date of school entry provide to the appropriate school official written documentary proof of immunization. For purposes of this section, documentary proof of immunization is written certification by a private, licensed physician or his representative or by any public health authority that the person is fully immunized. Documentation shall include month, day and year of each required immunization received against vaccine preventable disease as designated by the state health authority. No school administrator shall permit a student to attend school for more than thirty (30) calendar days. The child shall be permitted to attend school while receiving continuing immunization if the school administrator receives written notification by a private, licensed physician or his representative or by a public health official specifying a written schedule for necessary immunization completion within the medically accepted time period. Waivers shall be authorized by the state or county health officer upon submission of written evidence of religious objection or medical contradiction to the administration of any vaccine preventable disease, as determined by the state or county health authority. School children for whom a waiver has been issued and who are not immunized against the occurring vaccine preventable disease shall be excluded from school attendance for a period of time determined by the state or county health authority, but not suspended from school as provided in W.S. 214-305. Children excluded from school attendance under this section shall not be counted in the aggregate number of pupils absent as defined in W.S. 21-12-101 (a) (i).

(b) The school administrator shall be responsible for an audit of the immunization status of any child enrolled in the school in accordance with rules and regulations prescribed by the Department of Health.

(c) The written, documented proof of immunization on a form provided by the state health officer shall be an integral part of the child's school record.

(d) For purpose of this section:

"State health officer" means the person appointed by the director of the Department of Health pursuant W.S. 9-2-10 (f) 9-2-103;

(ii) "County health officer" means the licensed, medical officer designated by the county commissioners to serve as health officer for this county;

(iii) "Immunized " or "immunization" means initial immunization and any boosters or re immunizations required to maintain immunization standards and recommendations issued by the state health officer.

Public and Private School Immunization Requirement

According to Wyoming State Law (W.S.21-4-309). Students are required to be properly immunized against vaccine preventable diseases as designated by the State Health Officer. Students may be conditionally enrolled for thirty (30) calendar days. (Exemption may be obtained only from the State or County Health Officer upon submission of a religious or medical exemption form signed by the parents and notarized.)

Minimum Immunization Requirements:
Parents/guardians must provide proof of immunization or provide documentation of medical or religious exemption from mandatory immunizations.

	Kindergarten - Grade 6	Grade 7-12
Diphtheria/tetanus/acellular pertussis (DtaP) or Diphtheria/tetanus/pertussis (DTP) or Diphtheria/tetanus	5 doses	n/a
Haemophilus influenzae eb ib	1-4 doses[1]	n/a
Hepatitis B (hepB)	3 doses	2-3 doses[2]
Measles/Mumps/Rubella	2 doses	2 doses
Polio (IPV)	3-4 doses[3]	3-4 doses
Tetanus/diphtheria (Td) or Tetanus/diphtheria/acellular pertussis Tda [4]	n/a	I dose[6]
Varicella (chickenpox)	2 doses (or documented history of disease 7	2 doses (or documented history of disease 7

FOOTNOTES
[1]If a fourth (4t^{h}) dose of DTaP vaccine was administered on or after a child's fourth (4th) birthday, and at least six (6) months has passed since the third (3rd) dose, a fifth (5th) dose is not required.
[2]The number of primary doses of Hib vaccine is determined by vaccine product and age the series begins. If a child has not received the completed series of Hib vaccine and is younger than 59 months of age, the child should receive one (1) dose of the Hib vaccine. Hib vaccine is not required for children over 59 months of age.
[3]Students who are in the 11th or 12th grade as of Fall 2010 will be required to have at least 2 doses of hepatitis B vaccine, according to the previous Rules and Regulations for School Immunizations.
[4]Children who receive three (3) doses of IPV before the fourth (4th) birthday should receive a fourth (4th) dose before or at school entry. The fourth (4th) dose is not needed if the third (3rd) dose is given on or after the fourth (4th) birthday. If all four (4) doses are given after six (6) weeks of age and are all separated by at least four (4) weeks, a fifth (5th) dose is not needed, even if the fourth (4th) dose was administered before four (4) years of age.
[5]Children older than seven (7) years of age should receive the Td or Tdap vaccine, Children with a medical contraindication to the pertussis (whooping cough) antigen should receive Td instead of the Tdap vaccine. Tdap vaccine may not be administered to a child within two (2) years of administration of Td vaccine.
[6]1f a child in grades seven (7) through 12 received a Td booster after their seventh birthday but before age 11, he/she will be exempt until 10 years have elapsed since that dose was given.
[7]If a child has had chickenpox, the parent, guardian, school nurse, or physician must provide a written statement for the student's permanent school record.

Child Abuse Policy Reporting

Wyoming's Child Protective Services Act, Wyo. Stat. 14-3-201 through 215, seeks to protect the best interests of a child by offering protective services when necessary to prevent any harm to the child or other children living in the same home and to protect children from abuse or neglect which jeopardize their health or welfare.
Wyoming law requires any person who knows or has reasonable cause to believe or suspect that a child has been abused or neglected to report the suspected abuse or neglect immediately to the child protective agency or local law enforcement agency or cause a report to be made. Furthermore, any person who observes any child being subjected to conditions or circumstances that would reasonably result in abuse or neglect shall immediately report it to the child protective agency or local law enforcement agency or cause a report to be made. Wyo. Stat. 14-3-205 (a).

Child Custody

Unless otherwise ordered by a court, a non-custodial parent under Wyoming law has the same right of access as the parent awarded custody to any records relating to the student, including school records, activities, teachers and teachers' conferences. (Wyo. Statute 20-2-201 (e). If a student is the subject of an Order issued by a court of competent jurisdiction which limits the rights of the noncustodial parent, the custodial parent is asked to provide the school with a signed Visitation and Release Request form stating the limitations imposed under the court's order. Certified copies

of court orders relevant to such limitations should also be provided to the school. These forms may be obtained in the main office.

Every Student Succeeds Act (ESSA)

As a parent or legal guardian of a student attending Sweetwater County School District Number One, State of Wyoming, you have the right to know the professional qualifications of the certified staff who instruct your student. Federal law authorizes parents or legal guardians to obtain certain information about certified staff and requires the District to provide the information in a timely manner, if you make a specific request. The District will provide the following information about each certified staff of your student:

1) Whether the Wyoming Professional Teaching Standards Board has certified or licensed the teacher for the grade and subject being taught.
2) Whether the Wyoming Professional Teaching Standards Board has authorized the teacher to teach a grade or subject without being certified or licensed under state law or regulations based upon special circumstances.
3) The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject(s) of the degrees.

Upon request the District will provide information regarding the qualifications of paraprofessionals if they are required to be highly qualified.

If you are requesting any of this information, please contact: Director of Human Resources or Assistant Director of Human Resources, Sweetwater County School District Number One, State of Wyoming, P.O. Box 1089, Rock Springs, Wyoming 82902-1089.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires Sweetwater County School District Number One to notify parents and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

Political affiliations or beliefs of the student or student's parent;

1. Mental or psychological problems of the student or student's family;
2. Sex behavior or attitudes;
3. Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of others with whom respondents have close family relationships;
5. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
6. Religious practices, affiliations, or beliefs of the student or parents; or
7. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Sweetwater County School District Number One will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Sweetwater County School District Number One
P.O. Box 1089
Rock Springs, WY 82902-1089
The State of Wyoming
County of Sweetwater

WELCOME

PLEASE UNDERSTAND THAT YOU ARE RESPONSIBLE FOR KNOWING AND UNDERSTANDING THE CONTENTS OF THIS HANDBOOK.

Sweetwater County School District #1 schools provide student-centered environments for learning. Administrators, faculty, and staff recognize their responsibility to meet the needs of students and families while respecting the dignity and uniqueness of each individual student. It is with that in mind that this handbook was prepared.

The purpose of this handbook is to list and explain procedures, rules and regulations for the operation of the school. The handbook is designed to be used as a reference guide for students, parents / guardians, and staff to help them become better acquainted with the school. The handbook does not, nor was it intended to, cover all situations that may occur during the course of the school year. Situations that are not covered by this handbook will be handled at the discretion of the administration of Rock Springs High School. Parents / guardians will be consulted in these determinations.

Students are reminded that smoking/vaping is not permitted on the Black Butte High School campus.

BBHS
2025-2026 General Calendar of Events

Teacher PD	August 14-19
School Begins	August 20
Labor Day (No School)	September 1
Parent Teacher Conferences	
Evening (Students in School)	October 9
Morning (Students not in school)	October 10
End of 1st Quarter	
Professional Dev/Grade Prep	October 23
Thanksgiving Vacation	November 24-28
Christmas Vacation	
Last Day of School	December 18
First Day of School	January 5
End of 1st Semester / 2nd Quarter	January 15
Professional Dev/Grade Prep	January 16
Parent / Teacher Conference	
Evening (Students in school)	March 5
Morning (Students Not in school)	March 6
End of 3rd Quarter	March 13
Professional Dev/Grade Prep	March 7
Spring Break	
Last day of school for Students	March 19
First day of school	March 30
Easter Monday (No School)	April 6
Graduation	May 27 at 6:30 pm
Last Day for Students	June 4
Last Day for Teachers	June 5

BBHS
2025-2026 Bell Schedule

Monday & Tuesday Bell Schedule			Wednesday & Thursday Bell Schedule		
	Start Time	End Time		Start Time	End Time
Doors Open	7:45		Doors Open	7:45	
Warning bell	7:55		Warning bell	7:55	
1st	**8:00**	**9:30**	**1st**	**8:00**	**9:35**
2nd Breakfast	9:30	9:35	2nd Breakfast	9:35	9:40
DEN	**9:35**	**10:20**	**2nd**	**9:40**	**11:10**
Passing Period	10:20	10:25	Passing Period	11:10	11:15
2nd	**10:25**	**11:55**	**Lunch**	**11:15**	**11:55**
Passing Period	11:55	12:00	Passing Period	11:55	12:00
Lunch	**12:00**	**12:40**	**3rd**	**12:00**	**1:30**
Passing Period	12:40	12:45	Passing Period	1:30	1:35
3rd	**12:45**	**2:15**	**DEN**	**1:35**	**2:20**
Passing Period	2:15	2:20	Passing Period	2:20	2:25
4th	**2:20**	**3:55**	**4th**	**2:25**	**3:55**

Visitors to the Schools

Parents and legal guardians are encouraged to visit schools to take an active interest in issues affecting Sweetwater County School District Number One and their student's achievement.
To ensure the safety of students and staff and minimize interruption of the instruction program, the District requires that parents and legal guardians follow the procedures stated in this Policy. The Superintendent or designee may establish additional procedures which facilitate visits during school days, as necessary.

Visits during school hours should be arranged with the building principal or designee. The classroom teacher should be informed of the planned day of the visit and the time to avoid any conflict with instructional planning or instructional time. In visiting classrooms, parents and legal guardians must respect that the teacher's first responsibility is to the students and the teacher will be unable to converse at any length with the visitor. When a visit request involves a conference with a teacher(s) or the principal, an appointment will be scheduled at a mutually agreed upon time.
All visitors will be required to present photo identification (ID) when they want to enter any portion of the school other than the main office. Photo ID will be used to check sex offender registry. Parent/Visitor will be printed a photo based visitor badge that must be worn at all times when in the facilities.

Presence of Sex Offender on School Grounds

Policy File: KK-R

School Hours

Black Butte Office Hours are from 7:30 a.m. to 4:30 p.m. Monday through Thursday, and working Fridays from 7:30-11:30. Black Butte offices will be closed on non-working Fridays, weekends and designated holidays.

Change of Address/Telephone Numbers

Parents are to report any change of address and/or telephone numbers on PowerSchool. Accurate and current records must be available in the office in case it is necessary to locate your legal parents or guardians in an emergency. Students under the age of 18 may not update any information or permissions.

Enrollment Procedures General Information

Black Butte High School is an open enrollment high school in Sweetwater County School District #1. Black Butte has an enrollment capacity of 100 students. Students interested in enrolling at Black Butte must complete an online enrollment application. The online enrollment application can be found on Black Butte's webpage http://bbhs.sweetwater1.org/home_page

The enrollment deadline for Black Butte is May 1st. If the number of enrollment applications received by this date exceeds Black Butte's capacity of 100 students, a lottery system will be used. The lottery will determine which students are enrolled and establish the order of the waiting list. Students placed on the waiting list will follow the enrollment process in future years.

Attending Black Butte High School is a choice, and with that choice comes the responsibility to maintain appropriate attendance, behavior, and academic performance. By accepting this enrollment, I acknowledge that continued progress toward graduation is required. Failure to meet any of these expectations may result in my dismissal from Black Butte High School.

School Admissions

Policy File: JEC

Permission to Leave the Building

A student may leave the building after a legal parent or guardian or administrator grants permission to the attendance secretary, and the student signs-out at the attendance desk immediately before leaving the building.

Remaining in the building after being signed out may result in a truancy. Leaving the building without legal parent or guardian, or administrator permission and not being signed out in the attendance office may result in a truancy. A student may not check out and go to another class, library or other unauthorized area.

Freshmen Closed Campus RSHS and BBHS

Freshmen will have a closed campus for lunch. Any freshman that leaves campus without permission will be subject to the consequences outlined in the Student Code of Conduct.

Hallways

Hallway Restrictions

Students who are placed on hallway restriction are not to be released from the classroom during instructional time for any reason. Unless there is an emergency then they are to be escorted to their destination by another adult.

Students with a Reduced Classroom Schedule

Those students with a reduced classroom schedule will not be allowed in the hallways or other classrooms during instructional time. They may be in the library or another designated location. Non-students or those that have been dropped for attendance reasons from their classes are not allowed in the building.

Hall Passes

A student shall use a hall pass through Minga when leaving the classroom during the class period. The hall pass must be obtained from the student's classroom teacher. Only one pass shall be granted in a classroom, at any time. Exceptions may be approved for emergency situations. Any abuse of a hall pass may result in disciplinary action.

Standard Response Protocol

Standard Response Protocol (SRP) has been implemented for all Sweetwater County School District Number One, State of Wyoming, and is available for inspection in the office and classrooms. Additionally, evacuation procedures are posted in several places within the school and classrooms. In the event that an alarm sounds, students and staff are expected to follow the evacuation plan as posted. In the event of specific, emergency conditions, verbal direction will be provided by the administration and staff according to the Standard Response Protocol.

Certain protocols are practiced in drills during the school year in which students and staff are required to participate. (A colored copy of the SRP is located at the back of this handbook).

Virtual / Snow Day Procedures

If schools are closed due to a Snow Day, the decision will be made prior to 6:00 a.m. by district officials. Local radio stations, local media sources, Parent Square notifications or the school district website (sweetwater1.org) will announce the decision by 6:00 a.m. If students come to school on a wintery day, please ensure their safety by providing the proper clothing for Wyoming weather.

Refer to Policy IDA for more information on Temporary Virtual Days procedures.

Withdrawal from School

When a student is withdrawing from school, he or she must obtain a check-out form from the registrars. The form must be completed by each of the student's teachers as well as certain other school personnel and then promptly returned to the main office. The student is responsible for returning all technology, books and cleaning out his/her locker. The student must also pay any fines before the students' official records will be sent to another school district. All student withdrawals will be certified and signed off by the building administrator before it is finalized.

Messages/Deliveries

Messages/Deliveries will not be given to students during class time except in emergencies.
Messages/Deliveries may be picked up at the front desk between classes, during lunch and/or after school.

Money and Valuables

Students should not bring large amounts of money or valuables to school with them. Lockers are not a safe place to keep items of value. If students should discover something missing while in class, they should advise the teacher at once, rather than wait until the end of the period or school day. The District, School, and or Staff are not responsible for any lost or stolen items.

Parking and Vehicles

The use of motor vehicles for the purpose of traveling to and from school is a privilege. Students may park vehicles in school parking lots designated for students' use on a first come first serve basis. Students must observe safe rules of vehicle operation, obey traffic laws and school regulations, and park within marked parking spaces. The school is not responsible for damages/stolen items. Students are required to have a RSHS parking pass displayed at all times. License plate and make/model of vehicle will need to be on file in the office to obtain the permit. Students are required to have a RSHS parking pass displayed at all times. License plate and make/model of vehicle will need to be on file in the office to obtain the permit.

Student Council

The purpose of student government is to provide students with experience in the democratic process. The student council operates within the framework of the Student Government Constitution. Members of the student council executive board are the President, Vice President, Secretary, Treasurer, Public Relation, Parliamentarian and Ambassador. Students from the four grade levels can serve as representatives and senators. Some of the student council's projects include: homecoming, assemblies, and dances.

Lost and Found

Students who find lost articles are asked to take them to the designated lost and found area where they can be claimed by the owner. A student who has lost something should check periodically with the main office to see whether or not the item has been located.

Students should mark or label all their belongings, athletic equipment, books, etc., so that these belongings can be easily identified if found. The school is not responsible for lost articles. All items not claimed will be donated to a non-profit thrift store twice a year.

Black Butte High School Attendance Procedures

Attendance has a direct relationship to student achievement, grades, and progress toward graduation from high school. Because absences, truancies, and tardiness interfere with required class work, students cannot perform satisfactorily if they are not present, nor can make-up work adequately substitute for the learning that occurs in class. Therefore, regular attendance and compliance with the attendance policy and regulations are necessary to ensure successful completion of the required credits for graduation from high school.

An absence will be deemed unexcused if the student does not check out through the office and notify the attendance secretary on the date of the absence.

Any student that has been absent for 10 consecutive days will result in being dropped from each course affected.

Minga will be used as the official hall pass system.

Guidance and Counseling Services Academic Progress Reporting

Guidance and Counseling Services

Students and legal parents or guardians are always welcome in to see the counselor. The counselor is here to help students with educational, vocational, social, and personal problems or planning. Students are encouraged to email their counselor to arrange for an appointment. Students should go to their assigned counselor as much as possible. Students should secure a hall pass from their teacher to go to the counselor during school hours.

PowerSchool

PowerSchool is used to report current grades and attendance. It is highly recommended parents/guardians access PowerSchool at least weekly to stay current with his or her student's academic progress.

Report Card

Report cards are issued to students and/or the legal parents or guardians at the end of each semester.
Incomplete work must be completed within the make-up work procedure timeline or the "l" may become the grade earned unless extended time is deemed necessary and documented in writing by 504, IEP, or administrator pre approval.

Attendance Codes in PowerSchool

P Present

E Verified Absence

- Parent/Guardian calls to excuse student within allotted time (48 hours); student checked out appropriately; and, attendance officer approves excuse.
- Limited to 5 per semester, after 5 will count towards unexcused totals.

T Tardy

- Shows up to class no later than 10 minutes after the starting of class bell rings.

L Late

- Shows up to class beyond 10 minutes but in class more than 80% of the class period.

SL Absent Late

- After missing 80% or more of the class period the student will be marked “SL” to indicate that he or she has missed more than 80% of the period but are present in the building.

I. In-School Suspension

- ISS is a disciplinary action.
- Does not count towards excused or unexcused totals.

S. Out-of-School Suspension

- Assigned by the office as a result of a disciplinary action.

F. Faculty Absence

- Approved by an administrator with prior notice
- Absence is due to school activity with a school chaperone (sports, clubs, activities)
- Student meeting with an administrator, probation agent, or any other administratively approved individual
- Does not count towards excused or unexcused totals.

B. Homebound

J Confirmed Truancy

- Out of class without a hall pass
- Out of class for more than appropriate amount of time
- Did not attend class and in an unapproved location
- Counts towards unexcused total.

Students that have earned a confirmed truancy could be eligible for daytime curfew tickets submitted by the Rock Springs Police department.

O Family emergency

- Verified family emergency such as death and medical emergency

M Medical excused absence

- Verified medical excuse
- Does not count towards excused or unexcused totals.

N Nurse

- Must sign in and sign out with the nurse.
- Nurse or Office will provide a note to the student
- Does not count towards excused or unexcused totals.

C Counselor Excused

- Must sign in and sign out with the counselor.
- College Visit (pre-approved with counselor or administrator; required paperwork submitted upon return)
- Does not count towards excused or unexcused totals

U Unexcused Absences

- Parent/Guardian did not verify absence within 48 hours of the student's return to school.
- Student left the building without checking out and /or the parent did not call to verify before the student checked out.

AP Alternate Placement

- Mandated placement
- Does not count towards excused or unexcused totals

Z. More than 5 excused absences in a semester

- "E" will show as "Z"
- Counts towards unexcused total.

R Prearranged non-school activity excuse

- Notice given prior to event, at least two days before the planned absence
- Proof of attendance after event
- Length of absence in line with location and times of event
- Will not count towards excused absence total.
- Student meets eligibility requirements.

Reporting Absences and Tardies

Responsibilities of:

Legal Parent or Guardian

When a student is absent from school or tardy arriving to school, the legal parent or guardian is to report the absence or tardy in one of the following ways:

1) Telephone - 352-3440 Ask for the attendance secretary within forty-eight (48) hours of the student's return to school. Explain the reason for the absence The absence will then be excused IF approved by the school's attendance officer.
2) Written Note - Within forty-eight (48) hours of the student's return to school, please provide a written note signed by the legal parent or guardian explaining the reason for the absence. The absence will then be excused IF approved by the school's attendance officer.
3) Reminder: Providing notice by phone call or written note must be done within forty-eight (48) hours of the student's return to school. The absence will then be excused IF approved by the school's attendance officer.
4) Pre-arranged non-school activity excusal. Parent must provide written request for absence at least 1 week prior to absence; academic eligibility requirements must be meet, travel times must be reasonable based on competition time, location and weather.

Student Responsibility

1) Check In: Students will immediately check in at the front desk upon arrival at school after an absence.
2) Check Out: Students may sign out at the front desk and leave the building only after a parent/guardian or administrator grants permission.
3) Check Accuracy: It is the student's responsibility to check the accuracy of his or her attendance and report any believed inaccuracies to the attendance secretary.

A truancy is an unexcused absence which indicates a willful and premeditated violation of the school's attendance policy.

- Out of class without a hall pass
- Out of class for more than appropriate amount of time
- Did not attend class and in an unapproved area on campus
- Student leaves building prior to checking out

A student who is truant may receive, but not limited to, after school detention, Friday school, Saturday school, in school suspension, out of school suspension or alternative assignment at the discretion of the building administration.

A student may also be required to meet with a building administrator, parent or legal guardian and teachers.

Students found in areas other than assigned educational spaces during the defined school day, will be counted as truant and are subject to the city of Rock Springs daytime curfew ordinance.

Tardies Procedures

As per policy m below:

“A tardy occurs when the student fails to be in attendance, at the place designated for the class, within 10 minutes after the final starting time designated for the class, unless the tardy is excused by specific, written permission of an administrator or professional staff member of the District under procedures to be established by each school.”

Students are required to report to class at the bell as per policy. A tardy slip could be issued to the student and the student will be required to present the tardy slip to the classroom teacher. Students will be considered tardy if they are not in the classroom by the time the tardy bell rings but, within the first 10 minutes of class. After ten (10) minutes, a student will be marked "L" to indicate he or she was more than 10 minutes late to class. After missing

80% or more of the class period the student will be marked “SL” to indicate that he or she has missed more than 80% of the period but are present in the building.
Teachers who detain a student from reporting to class on time must give the student a pass to enter the next class. Teachers will honor other staff members' passes. Teachers who need to detain students for more than ten (10) minutes should make prior arrangements with the next class teacher before detaining the student.

Make-Up

1) A student will be allowed a minimum of the number of specific class periods/days missed plus one (1) class period of that specific class, following an absence to make up all assignments, before a zero can be entered. A project or test assigned prior to the student's absence will be due on the first day the student returns to class unless other arrangements have been made with the classroom teacher.
2) Students assigned out-of-school suspension will be subject to the same make-up procedures as absent students.

Late Work Procedure

Late work will be accepted by the end of the unit or grading period in accordance with Building procedure. A zero will not be entered until after the assignment is due. A zero will be entered no later than a week after the assignment is due, however, the student does have the opportunity to complete the assignment to show proficiency up to the end of the unit or grading period, whichever comes first. A zero does not eliminate the possibility for the student to show proficiency (as stated in district grading policy IKA and IKA-R).

In an effort to be prepared for life in the workplace, late points will be applied based upon the due date with a 10% reduction every school day after until 60% has been reached. This percentage is the starting point for fully completed and accurate work. All accommodations for students on individualized plans will follow those specific accommodations and exceptions. Teachers have the ability to work with students in the event of life and emergency situations with administrative approval.

Saturday School

Sweetwater School District Number One may provide Saturday school in order to provide an alternative disciplinary option or attendance intervention option.

Eligibility For Athletics and Activities Grades 9 - 12

Review the Student Athletic/Activities Handbook for more information.

Student Fund Raising Activities

Any fund raising activities by students for school activities must be approved by the Superintendent or designee.
Policy File IGDF

Behavior and Discipline
Code of Student Conduct

Policy File: JFC

Policies Prohibiting Harassment, Bullying and Violence

Policy File: JFCB

Student Bullying Policy

Policy File: JFCL

Interviews, Interrogations, Searches, and Law Enforcement Relations

Policy FIle: JFG

Student Conduct

Policy File: JCF-R

Dangerous Weapons in School

Policy File: JFCI

Gang Activity or Association

Policy File: JFCK

10 Day Drop from Enrollment

Any student that is absent for 10 consecutive school calendar days will be dropped from Sweetwater School District Number One as an active and enrolled student per Wyoming Chapter 8 School Finance Rules, Section 8(b)(ii).

Cell Phone and Smartwatch Procedures 9-12

Sweetwater School District One recognizes the importance of communication and collaboration and provides devices for students to be productive in the classroom. Students in grades 9-12 will be permitted to bring personal telecommunication devices[I] on school property. To prevent disruptions and distractions to the learning environment, and to keep students focused on academics, use of personal communication devices[I] will be limited as follows:

Devices shall be silenced and kept in the student's backpack, locker, or other area designated by the classroom teacher during scheduled class periods.

Device use shall be allowed before the morning bell rings, during passing periods, lunch, and after school is released for the day. The district is not responsible for any damaged, lost, or stolen electronic device. The use of any device or camera capable of capturing images is strictly prohibited in classrooms, locker rooms, or restroom areas at all times.

Procedure Violations of Students in Grades K-12

Teachers will first give a warning and re-direction of the violation of this procedure; any subsequent violation will result in the device being confiscated and sent to the school's office. A confiscated device will be returned as follows: For a first offense, students may pick up the device at the end of the school day. For subsequent offenses, parents must pick up the device from a building administrator.

For a first violation, a warning will be issued by a teacher or other staff member, and the school office will be notified of the warning.

Students not following teacher or other staff directives related to this procedure will be deemed to be acting in open defiance of school authority. This may result in a disciplinary referral.

[I] A personal telecommunication device is a device that is able to transmit telephonic, electronic, digital, cellular, or radio communications. Examples of personal telecommunication devices include, but are not limited to mobile telephones, laptop computers, mp3 music players, pagers, smart watches, and tablets.

Student Electronic Signaling Mobile Communication Devices

Policy FIle: JFCN

Student Dress Code

Policy File: JFCA

Public Display of Affection

Students should remember that the school campus is a public environment and facility. Students and staff members are offended when exposed to certain behaviors of affection. Students are to refrain from any public display of affection that would be offensive to others. Consequences may include but are not limited to: a warning, parent/guardian contact or discipline referral form action at the discretion of the building administrator or designee.

Tobacco Alcohol and Drug Abuse
Tobacco, Alcohol, and Drug Abuse Education Intervention and Program for Extracurricular Activities and Interscholastic Athletics

Policy File: JFCI
Policy FIle: JFCI-R

Academic Dishonesty Procedure

As per District Policy academic dishonesty is defined as:
Scholastic dishonesty which includes, but is not limited to, cheating on school assignments, falsifying school documents or records, plagiarism, and collusion. Cheating on a test includes copying from another's test paper, using material during a test that is not authorized, collaborating with another student during a test without authority, knowingly using, buying, selling, or stealing, transporting or soliciting, in whole or in part, the contents of an unadministered test, substituting for another student or permitting another student to substitute for oneself to take a test, bribing or paying another person to obtain a test that is to be administered, or securing copies of a test or answers to the test in advance of the test. Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work for credit. Collusion means the unauthorized collaboration with another person in preparing work offered for credit.

Procedures:

1. Teacher believes student has been academically dishonest
2. Teacher notifies administration and provides substantial proof that dishonesty has occurred
3. Administrator starts an investigation into the situation
4. Due Process is given to all parties
5. If it is found that the student participated in academic dishonesty, Parents will be notified and there will be a meeting with all parties involved.
6. If it is found that the student participated in academic dishonesty, the student may be held accountable to redo the demonstration of knowledge or other options as outlined in policy JFC.
7. The other possible consequences for this behavior are outlined in JFC.

Graduation Requirements

Policy File: IKF

Wyoming Postsecondary Education Options Program

Policy File: IKFA

Fees and Fines

Fees may be charged to cover materials and supplies used in student-created projects if the projects are to be taken home.
Students are reminded that they are responsible for textbooks which are issued to them and library books which they check out. Students will be subject to fines if school materials issued to them are returned in damaged condition. Students will be charged the replacement cost for any book or item which is lost or missing. Report cards and graduation diplomas will be held until all fines are paid.

Schedule Change Procedure

Because we, the faculty and administration of Rock Springs High School, believe that all students are accountable for their academic programs and that all students must demonstrate behaviors consistent with being independent, life-long Students, we have revised the student registration process and have implemented the following practices and procedures for student schedule changes.

Students may change a course selection only for the following six (6) reasons:

1. Prerequisite Lacking
2. Graduation Requirements
3. Post-secondary Education Requirements: May require a college catalog or a letter from the school if the student is planning to attend recommending the course needed.
4. Medical Reason: Requires a medical practitioner's written recommendation.
5. Individual Education Plan: Requires a written recommendation by the Study Committee
6. Staffing: Requires an individual meeting be held with the teacher, student, administrator, and counselor to resolve a specific problem to permit schedule change.

Please email and/or call 352-3440 to make an appointment with your counselor. A $20 fee may be assessed and must be paid prior to any change becoming effective.

Computer Network and Internet Access Authorization for Network and Internet Access

Policy File: JFCM

Sweetwater County School District Number One State of Wyoming Student's Withdrawal of Network/Internet Access

Policy FIle: JFMC-E

District Network Use Policy

Policy File: JFCM-R

Security Cameras

Notice: Video and/or audio recording devices, including cameras and microphones, may be installed for security and surveillance purposes within Sweetwater County School District Number One.

Heath & Wellness

Policy File: JHCE

Unpaid Meal Balances
Policy File: EFB
Policy File: EFB-R

Vending Machines and Competitive Sales

Policy File: EFC

Medical and Health Services

School Insurance

Supplementary accident insurance is available for coverage of students at a cost to the student's legal parent or guardian. For more information, please see the activities director's secretary. For coverage provisions and costs, please refer to the policy language. (District Policy JHA)

Students who participate in active sports programs must subscribe to the insurance program if their legal parent or guardian has no definite family policy that provides coverage for accidental injuries.

Rock Springs High School is in no way liable for any medical expenses incurred as a result of accident and/or injury while the student is attending or participating in any class or school- sponsored activity.

Administering Medication to Students

Policy File: JHCD
Policy File: JHCD-E
Policy File: JHCD-R

Use of Nurse's Room

A student who becomes ill or has a medical concern during the school day must report to the main office where a health room is available. If the student is in class, he/she must obtain a hall pass from the teacher to report to the main office. The school secretary and/or nurse will check the student into the nurse's room. Students are limited to one hour in the nurse's room unless an extension of time is approved by an administrator for extenuating circumstances. If possible, the legal parent or guardian and the school nurse will be notified. It will be the nurse's or administrator's assessment/decision as to whether the student returns to class, checks out and goes home, or remains in the nurse's room.

Accidents and Reporting Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to school personnel and the main office.

School personnel must file a Student Accident and Injury Report with the office.

Student Protection

Youth-At-Risk

Policy File: JA

Schedule of BBHS Events

In order to view the BBHS schedule of events in its entirety, please visit the BBHS website and view the calendar.

IN AN EMERGENCY
TAKE ACTION

HOLD! In your room or area. Clear the halls.

STUDENTS
Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS
Close and lock the door
Account for students and adults
Do business as usual

SECURE! Get inside. Lock outside doors.

STUDENTS
Return to inside of building
Do business as usual

ADULTS
Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual

LOCKDOWN! Locks, lights, out of sight.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

ADULTS
Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

EVACUATE! (A location may be specified)

STUDENTS
Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS
Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults

SHELTER! Hazard and safety strategy.

STUDENTS
Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS
Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

K12 2021 STANDARD RESPONSE PROTOCOL

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