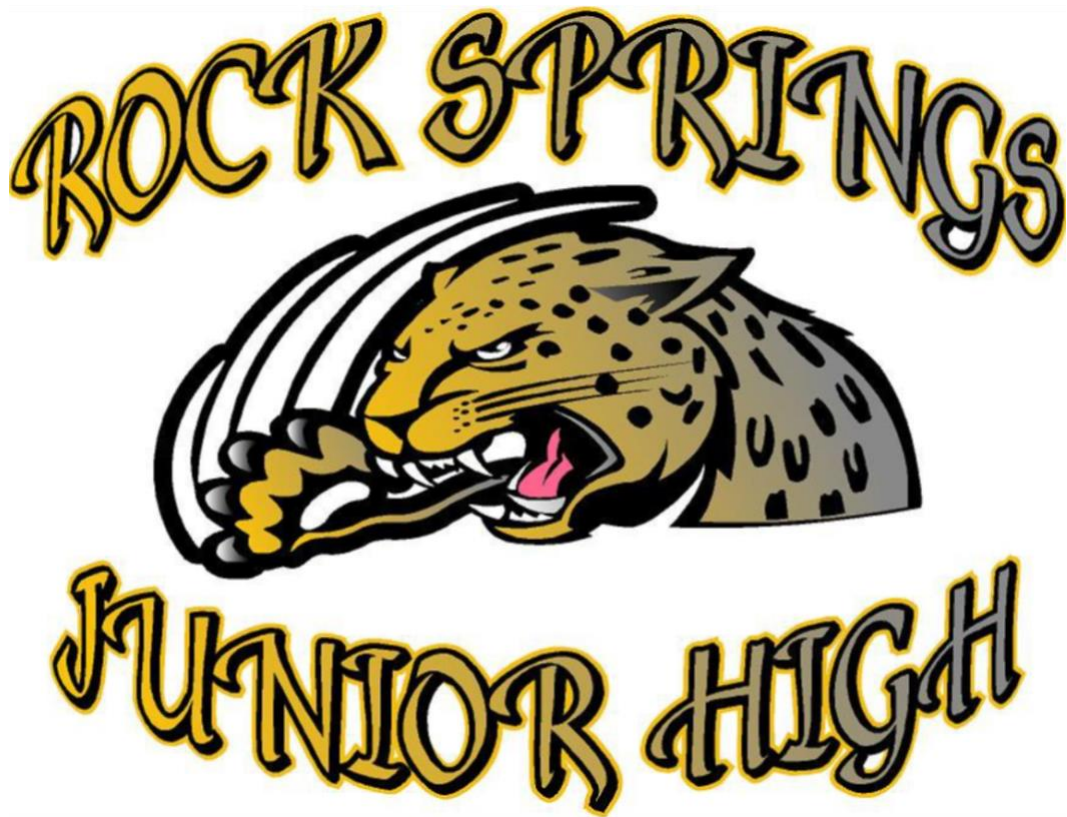


2026-2027

**Student/Parent/Guardian
Handbook**



**SWEETWATER COUNTY
SCHOOL DISTRICT #1**

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.

Rock Springs Junior High School

Mrs. Tina Searle, Principal

Mrs. Jordan Erspamer, Assistant Principal

Mr. Anthony Lott, Assistant Principal/Activities Director

PO Box 1089

Rock Springs, WY 82902-1089

307•352•3474

888•316•5634 FAX

www.sweetwater1.org/rsjh

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

PowerSchool: <https://sweetwater1.powerschool.com/public/home.html>

ParentSquare: <https://www.parentsquare.com/signin>

Facebook: <http://www.facebook.com/Rock-Springs-Junior-High>

Purpose

At Rock Springs Junior High School, our Mission, through combined effort of staff, parents, students and community, is to provide an educational environment for learning that will enable our students to become productive, lifelong learners and responsible citizens.

Direction

We as a learning community:

provide a positive classroom environment with high expectations and explicit academic and behavioral goals.

model positive behaviors associated with good character (respectful, responsible and safe.)

continue to increase student achievement utilizing instructional methods, current research, and proven effective classroom practices.

sustain an increase in our scores and be in the top 5 ranked junior high schools in the state.

Behavior Expectations

BE SAFE, BE RESPECTFUL, BE RESPONSIBLE

Table of Contents

NOTICE	2
Purpose.....	1
Direction	1
Behavior Expectations	1
School Calendar.....	5
Rock Springs Junior High Bell Schedule	6
United States Department of Agriculture Nondiscrimination Statement.....	2
Nondiscrimination Statement	2
Child Identification and Special Education Programs	2
Section 504 Informational Notice	48
Section 504 Parental Rights in Brief	48
General Education Provisions Act	49
Career and Technical Education Annual Public Notification of Nondiscrimination	50
Student Records.....	51
Student Records: Annual Notice of Rights Under FERPA	51
Children and Youth in Transition (Homeless) Children	51
Wyoming Department of Education (to be completed by WDE, when appropriate)	55
Student Fees, Fines, and Charges:	56
Debt Collection Guidelines, Procedures & Standards	56
Public and Private School Immunization Requirement	56
Minimum Immunization Requirements:	57
Child Abuse Policy Reporting.....	57
Child Custody.....	58
Every Student Succeeds Act (ESSA)	58
Protection of Pupil Rights Amendment (PPRA).....	58
Visitors to the Schools.....	59
Presence of Sex Offender on School Grounds	59
School Hours	59
Change of Address/Telephone Numbers	60
School Admissions	60
Attendance Codes in PowerSchool.....	60
10 Day Drop from Enrollment	62
Student Attendance and Absences	62

Make-Up.....	62
Late Work Procedure	62
After School.....	63
Permission to Leave the Building.....	63
Signing In & Out Procedure	63
Hall Passes.....	63
Behavior and Discipline.....	63
Code of Student Conduct.....	63
Student Dress Code.....	63
Interviews, Interrogations, Searches, and Law Enforcement Relations	64
Student Conduct.....	64
Dangerous Weapons in School.....	64
Gang Activity or Association	64
Student Electronic Signaling (Mobile Communication) Devices	64
Student Dress Code.....	64
School Attire.....	64
Public Display of Affection	64
Saturday School.....	64
Policies Prohibiting Harassment, Bullying and Violence.....	65
Student Bullying Policy.....	65
Interviews, Interrogations, Searches, and Law Enforcement Relations	65
Tobacco Alcohol and Drug Abuse.....	65
Tobacco, Alcohol, and Drug Abuse Education Intervention and Program for Extracurricular Activities and Interscholastic Athletics.....	65
Guidance and Counseling Services Academic Progress Reporting.....	65
Guidance and Counseling Services.....	65
ACADEMIC PROGRESS REPORTING	65
PowerSchool.....	65
Parent – Teacher Conferences.....	65
Student Performance and Evaluation.....	66
Report Card.....	66
Assignment Codes – All Grades.....	66
Requirements Seventh and Eight Grade	66
Schedule Changes	66
Computer Network and Internet Access Authorization for Network and Internet Access.....	66

District Network Use Policy	66
Standard Response Protocol	67
Virtual/Snow Day Procedures.....	67
Conduct at Assemblies / Athletic Events	68
Expectations for Conduct:.....	68
Athletic Events	69
Dances.....	69
Student Fund Raising Activities.....	69
Lockers.....	69
Lost and Found.....	69
Aerosol or Spray Cans	70
Messages/Deliveries	70
Video Cameras	70
Transportation Services.....	70
Student Conduct on School Buses	70
Bus Stop Procedure.....	71
Transportation for Student Activities/Out of Town Routes	71
Heath & Wellness	71
Unpaid Meal Balances	71
Vending Machines and Competitive Sales.....	71
Cafeteria.....	71
Medical and Health Services.....	71
School Insurance.....	71
Administering Medication to Students	72
Use of Nurse's Room	72
Accidents and Reporting Accidents.....	72
Student Protection	72
Youth at Risk.....	72
Athletic Program	72
Clubs and School Activities.....	73

School Calendar

Calendar for School Year 2026-2027

DATE	EVENT/HOLIDAY	July 2026							January 2027						
13-Aug	Teachers return	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
19-Aug	Students first day				1	2	3	4						1	2
7-Sept	Labor Day	5	6	7	8	9	10	11	3	4	5	6	7	8	9
8-Oct	Evening PT Conf	12	13	14	15	16	17	18	10	11	12	13	14	15	16
9-Oct	Morning PT Conf	19	20	21	22	23	24	25	17	18	19	20	21	22	23
22-Oct	End of 1st quarter	26	27	28	29	30	31		24	25	26	27	28	29	30
23-27 Nov	Thanksgiving Break								31						
21-Dec-1-Jan	Christmas Break														
14-Jan	End of 1st Semester	August 2026							February 2027						
18-Jan	Start of 2nd Semester	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
4-Mar	Evening PT Conf							1		1	2	3	4	5	6
5-Mar	Morning PT Conf	2	3	4	5	6	7	8	7	8	9	10	11	12	13
18-Mar	End of 3rd quarter	9	10	11	12	13	14	15	14	15	16	17	18	19	20
Mar 22-Mar26	Spring Break	16	17	18	19	20	21	22	21	22	23	24	25	26	27
29-Mar	Easter Monday	23	24	25	26	27	28	29	28						
31-May	Memorial Day	30	31												
3-Jun	Last Day for Students														
4-Jun	Last Day for Teachers														
		September 2026							March 2027						
	PD Days	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	Students Return			1	2	3	4	5		1	2	3	4	5	6
	No School	6	7	8	9	10	11	12	7	8	9	10	11	12	13
	PT Conferences	13	14	15	16	17	18	19	14	15	16	17	18	19	20
	Holiday Vacations	20	21	22	23	24	25	26	21	22	23	24	25	26	27
	Last Day for Students	27	28	29	30				28	29	30	31			
		October 2026							April 2027						
		Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1	2	3					1	2	3
		4	5	6	7	8	9	10	4	5	6	7	8	9	10
		11	12	13	14	15	16	17	11	12	13	14	15	16	17
		18	19	20	21	22	23	24	18	19	20	21	22	23	24
		25	26	27	28	29	30	31	25	26	27	28	29	30	
		November 2026							May 2027						
		Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5	6	7							1
		8	9	10	11	12	13	14	2	3	4	5	6	7	8
		15	16	17	18	19	20	21	9	10	11	12	13	14	15
		22	23	24	25	26	27	28	16	17	18	19	20	21	22
		29	30						23	24	25	26	27	28	29
									30	31					
		December 2026							June 2027						
		Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	4	5			1	2	3	4	5
		6	7	8	9	10	11	12	6	7	8	9	10	11	12
		13	14	15	16	17	18	19	13	14	15	16	17	18	19
		20	21	22	23	24	25	26	20	21	22	23	24	25	26
		27	28	29	30	31			27	28	29	30			

Rock Springs Junior High Bell Schedule

BELL SCHEDULE 26-27



7TH	TIME
1ST	8:30 - 9:21
2ND	9:25 - 10:16
3RD	10:20 - 11:11
LUNCH/JAG 4TH	11:15 - 12:10
5TH	12:14 - 1:05
6TH	1:09 - 2:00
7TH	2:04 - 2:55
8TH	2:59 - 3:50

7TH	LUNCH/JAG TIMES
1ST/ JAG	11:17 - 11:37 11:40 - 12:10 (J)
2ND/ JAG	11:47 - 12:07 11:15-11:45(J)

8TH	TIME
1ST	8:30 - 9:21
2ND	9:25 - 10:16
3RD	10:20 - 11:11
4TH	11:15 - 12:06
LUNCH/JAG 5TH	12:10 - 1:05
6TH	1:09 - 2:00
7TH	2:04 - 2:55
8TH	2:59 - 3:50

8TH	LUNCH/JAG TIMES
3RD/ JAG	12:12 - 12:32 12:35 - 1:05 (J)
4TH/ JAG	12:42 - 1:02 12:10 - 12:40 (J)

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 II 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 II, 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 may be 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 identification, 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 Teaching, Training, & Facilitation, Physical Health, Emergency Response, Military & National Security, Production & Automation- Fabrication, Metal, and Wood, Engineering, Architecture & Civil Engineering, Air & Space Transportation, Maintenance & Repair, Software Solutions, Business Information Management, Entrepreneurship & Small Business, Culinary & Food Services, Accounting, Banking & Credit, Agriculture Technology & Automation and JROTC. 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 attn: Civil Rights Compliance Coordinator at hr@sw1.k12.wy.us, (307)352-3400, attn: Title IX Coordinator at hr@sw1.k12.wy.us, (307)352-3400, and/or attn: Section 504 Coordinator at hr@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

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: _____

Sweetwater county School District Number One State of Wyoming Board Policy IGBCA-E

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: _____

Sweetwater County School District Number One
State of Wyoming Board Policy IGBCA-E-2

Student Fees, Fines, and Charges:

Policy File: JN

Debt Collection Guidelines, Procedures & Standards

Policy File: JN-R

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	1 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 (4th) 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 If 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

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

Students who walk to school should plan to arrive no earlier than ten minutes before the opening bell. Once a student has arrived at school either by walking or by bus, he/she may not leave the school grounds without permission. Students are not to loiter in corridors or restrooms after coming into the building. All students must be in their assigned rooms before the tardy bell rings at 8:30 am.

At the end of the day all students are to leave the building and school grounds by 3:50 p.m. unless they are engaged in a special activity. No student is to remain after school unless under the supervision of a teacher, coach, or sponsor.

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.

School Admissions

Policy File: JEC

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.

Pre-arranged non-school activity excusal. Parents must provide a written request for absence at least 1 week prior to absence; academic eligibility requirements must be met, travel times must be reasonable based on competition time, location, and weather.

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).

Student Attendance and Absences

Policy File: JED

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.

PowerSchool/Unified Classroom

Sweetwater County School District Number One uses PowerSchool/Unified Classroom, a web-based student information system. Parents and students are given a password at the beginning of the year that will enable them to access grades and attendance on an on-going basis. Returning students and parents will use the same password from the previous year. New students/parents to the district may contact the school office to get their password.

After School

There are several supervised activities that occur after school, and we encourage your child to participate. **All students who are not involved in a supervised activity must leave the Junior High promptly at the end of the school day. Students who are not involved in a supervised activity may not ride after-school activity buses.**

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, computer lab, library or other unauthorized area. No students are to leave the school grounds during **lunch time** or anytime during the day without permission.

Signing In & Out Procedure

All students who leave or come to school at a time other than the normal dismissal or starting time will be expected to sign in or out, whichever the case may be, in the office. It is important that each student does this so that accurate attendance records may be kept. This includes doctor appointments, dentist appointments, illness, etc. Visitors are required to check in through the office.

Hall Passes

A student must obtain a Minga Hall pass to leave class during a scheduled period.

Behavior and Discipline Code of Student Conduct

Policy File: JFC

Student Dress Code

Policy File: JFCA

Interviews, Interrogations, Searches, and Law Enforcement Relations

Policy File: JFG

Student Conduct

(At-School Activities and on School-Sponsored Trips)

Policy File: JCF-R

Dangerous Weapons in School

Policy File: JFCJ

Gang Activity or Association

Policy File: JFCK

Student Electronic Signaling (Mobile Communication) Devices

Policy File: JFCN

Student Dress Code

Policy File: JFCA

School Attire

1. Coats are not allowed in the classroom unless authorized by the building principal or designee.
2. Students are not permitted to wear hats, caps, head coverings, sunglasses, head bands, i.e. sweatbands, or bandanas in the building during the regular school day, 7:30 a.m. - 4:30 p.m.
3. Backpacks are to remain in the locker unless otherwise authorized by the principal.
4. Blankets are not allowed in classrooms.

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.

Saturday School

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

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

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

Guidance and Counseling Services Academic Progress Reporting

Guidance and Counseling Services

Students and legal parents or guardians are always welcome in the Counseling Center. The counselors are there to help students with educational, vocational, social, and personal problems or planning. Students are encouraged to contact the secretary to arrange for an appointment. Students may go to the counselor of their choice. However, students are expected to follow through a particular problem with the same counselor. Students should secure a hall pass from their teacher to go to the Counseling Center during school hours.

ACADEMIC PROGRESS REPORTING

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.

Parent – Teacher Conferences

Parent – Teacher Conferences are held during the first and third quarters. Parent-Teacher Conferences may be held at any time at the request of the legal parents/guardians or teachers when they feel it is in the student's best interest to discuss school programs and progress.

Student Performance and Evaluation

Report cards will be sent home at the end of each semester. This is a means of informing parents/guardians of the student's progress, or lack of progress, in each subject.

Report Card

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

Assignment Codes – All Grades

Policy File: IKA-R-1

Requirements Seventh and Eight Grade

Policy File: IKEA

Schedule Changes

There are only four reasons schedule changes will be allowed:

1. Prerequisite lacking;
2. Promotion requirements lacking;
3. Medical reasons, 504, or Individual Education Plan - Special Services;
4. Problem resolution:

Requires an individual meeting to be held with teacher, student, administrator, and counselor to resolve a specific change.

Any changes will be made on the basis of availability only. Requests for schedule changes will be reviewed and a final decision will be made by the building administration. This does not include changes being made on the basis of an IEP or 504 plan.

Computer Network and Internet Access Authorization for Network and Internet Access

Policy File: JFCM

District Network Use Policy

Policy File: JFCM-R

Textbooks and Equipment

Sweetwater County School District Number One furnishes books and equipment to students for use at no cost. These items are loaned to the student and must be returned when requested. Replacement value for any book or equipment that is lost may be charged to the student before new books or equipment are

issued. Faculty and administrators may assess fines at any time if books and equipment are not properly cared for. Students are to return all books and equipment prior to checking out of school. All fines must be paid before credit and/or a diploma are deemed earned. (Wyo. Stat. § 21-4-308(c)).

Honor Roll

Outstanding academic achievement is recognized by the publication of the Rock Spring High School Honor Roll every semester. The following honor roll tiers are as follows:

Principal Honor Roll 4.0 or higher GPA

Scholastic Honor Roll 3.5 – 3.99 GPA

Achievement Honor Roll 3.0 – 3.4 GPA

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 at conspicuous 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.

School Safety

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.

Policy File: IDA

Student Services

Conduct at Assemblies / Athletic Events



The Wyoming High School Activities Association Student Advisory Council reminds you to live **THE 307 WAY**.

What is **The 307 Way**:

The **3** represents the 3 opportunities, Academics, Activities and Athletics that are provided by our member schools.

The **0** indicates our tolerance for poor sportsmanship

And the **7** stand for the 7 ideals of **The 307 WAY**:

RESPECT the participants, officials, fans, your school, and your opponents

ENCOURAGE supporting both teams and the officials in a positive way

Hold yourself and others **ACCOUNTABLE** for the actions taken at ALL EVENTS

LEAD those around you in **The 307 WAY**

Be a positive **INFLUENCE** on players, coaches, officials, and fans.

Show **TENACITY** in promoting positive behavior at school events.

And Hold **YOURSELF** to the highest standard when it comes to **The 307 WAY**!

HELP US MAKE THE 307 WAY a REALITY at all WHSAA EVENTS.

Expectations for Conduct:

In following The 307 Way, Sweetwater County School District 1 believes that sportsmanship is the foundation for interscholastic sports and activities. Appropriate conduct and behavior are essential at the core of creating and providing a positive interscholastic experience. Coaches, officials, parents, and fans all have a role in creating a positive environment for young people and understanding those roles is critically important. Violations of appropriate conduct, as listed above in The 307 Way and board policies JFCB, EB, GBCC, may result in a loss of privilege at any or all current and future school districts activities and events.

At assemblies, concerts, and athletic events, students, parents/legal guardians, and guests are expected to behave in a socially appropriate manner. Assemblies occur to promote education and school spirit. Assemblies are a privilege, and all conduct should be above reproach. Unacceptable behavior includes, but is not limited to:

- * Disruptive whistling
- * Talking during the program/performance
- * Feet on back of seats
- * Booing officials/players
- * Walking up and down aisles
- * Unsportsmanlike behavior as defined by officials

Continued misconduct may result in immediate removal from the event. Other disciplinary actions may also be considered for the future.

Associations and Clubs

All clubs, organizations, and special groups must have faculty sponsors. All meetings and activities are to be approved and scheduled with the administration. Sponsors and/or chaperones must be in attendance. Meetings or practices held at school after school hours must be approved and supervised by faculty sponsors. All club meetings must be completed and students out of the building by 9:30 p.m.

Athletic Events

Students and fans attending athletic activities are expected to show the same good sportsmanship and courtesy as the participants on the athletic teams according to the WHSAA guidelines. Students, parents, and all fans are to be courteous to visiting teams and fans. See the RSHS/RSJH Athletic and Activities Handbook for more information.

Dances

School behavioral expectations will be enforced at all school dances. Anyone attending a school dance is required to remain within the designated area. If they leave, they may not return.

Student Fund Raising Activities

Any fundraising activities by students for school activities must be approved by the Superintendent or designee.

Lockers

School District lockers are made available by assignment, if requested, to a student as a privilege for the school year. School District lockers are subject to inspection at any time without notice. Misuse of locker privileges includes: storage, use or maintenance of products, substances or items deemed by the administration to be inappropriate to the education, welfare, safety or morals of the student or other individuals. Misuse of locker privileges may result in disciplinary proceedings including, but not limited to, revocation of locker privileges and/or criminal prosecution.

Each student is responsible for the exterior and interior of his/her locker and should keep it neat, orderly, and clean. Students are discouraged from leaving articles of value or money in their lockers even if they feel their lockers are secure. Students should keep the combination to themselves. The school is not responsible for items lost or stolen from lockers. Locker assignments, combinations and changes will be handled through the main office after the first week of school.

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.

Aerosol or Spray Cans

Students are not allowed to have or to use aerosol spray cans, such as hair spray, in the hallways or hall lockers. Hair spray cans may be used in the locker rooms. Students will forfeit to staff any aerosol cans that are used in the hallways. Spray cans obtained from custodians for cleaning lockers are not subject to this rule.

Messages/Deliveries

Messages/Deliveries will not be given to students during class time except in emergencies. Messages/Deliveries may be picked up at the main office during non-instructional time.

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.

Bicycles/Motorized Vehicles

All bicycles may be parked in the designated areas. All motorized vehicles including motorcycles must be parked in the school's parking lot. Bicycles, skateboards, motorized scooters, and motorcycles are **not** allowed on walkways. The school is not responsible for any lost or stolen items.

Video Cameras

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, State of Wyoming.

Transportation Services

Transportation Services

Student Conduct on School Buses

Policy File: JFCC

Policy File: JFC-R

Bus Stop Procedure

The district may discipline students for violations of the Code of Student Conduct, Policy JFC, that occur during the loading and unloading of school vehicles at the designated bus stops or during trips to or from school on the bus. Any inappropriate behavior reported or witnessed by parents or students while walking to the bus stops or at other times should be reported to the appropriate law enforcement authorities, such as the Rock Springs Police Department or the Sweetwater County Sheriff's Department.

Transportation for Student Activities/Out of Town Routes

Policy File: IICAB

Heath & Wellness

Policy File: JHCE

Unpaid Meal Balances

Policy File: EFB

Policy File: EFB-R

Vending Machines and Competitive Sales

Policy File: EFC

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Applications for free or reduced lunches are available in the main office.

Questions or concerns should be addressed to the Sweetwater County School District Number One Food Service Director.

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.

Sweetwater School District Number One 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

[Athletic Program](#)

(Please see RSHS/RSJH Activities Handbook for more information)

FALL

Football

Volleyball

Cross Country

Cheer

WINTER #1 (before Christmas break)

Boys Wrestling
Girls Basketball
Cheer

WINTER #2 (after Christmas break)

Boys Basketball
Girls Wrestling
Cheer

SPRING #1

Girls Swim
Boys Swim

SPRING #2

Track
Girls Soccer
Boys Soccer

Clubs and School Activities

The following clubs and activities are available for grades Seven through Eight:

School Dance
Community Connections
Student Council
Math Counts
Sources of Strength
Crochet Club

*Clubs are subject to change throughout the school year.

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

Tornado
Hazard
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

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