Sweetwater School District Number One
2026-2027 Elementary Handbook



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.

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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 82901. (307)352-3400.

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, located at the Human Resource Office. (307)352-3400. hr@sw1.k12.wy.us

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 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.

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:_____

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. The District Liaison is: Annie Fletcher, fletchera@sw1.k12.wy.us, (307)352-3400.
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:_____

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.

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	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 (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. hr@sw1.k12.wy.us, (307)352-3400.

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.)

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

Overland Elementary Early Childhood Program

- The school day for preschool for students in Rock Springs is 7:45 a.m. - 2:45 p.m. The school day for part day is from 9 a.m. - 1:00 p.m.
- The drop off time for students is 7:45 a.m.
- Childcare is open from 6:30 a.m. – 5:00 p.m.

K - 6 Information In Town Elementary Schools

- The school day for K-3 for students in Rock Springs is 7:50 a.m. - 3:05 p.m.
- The school day for 4-6 for students in Rock Spring is 8:00 a.m. - 3:15 p.m.
- The drop off time for students on the playground is no earlier than 7:35 a.m.

7-8 Rock Springs Junior High

- The school day for 7-8 Rock Springs is 8:30 a.m. - 3:50 p.m.
- The drop off time for students is no earlier than 8:15 a.m.

K-8 Wamsutter

- The school day for K-8 Wamsutter students is 8:30 a.m. - 3:50 p.m.

9-12 Rock Springs High School, Rock Springs High School Satellite Campus, and Black Butte High School

- The school day for 9-12 RSHS and BBHS students is 8:00 a.m. - 3:55 p.m.

K - 5 Farson-Eden School

- The school day for K-5 is 7:45 - 3:00 p.m.
- The drop off time for students on the playground is no earlier than 7:25 a.m.

6 - 12 Farson-Eden

- The school day for 6-12 students is 7:45 - 4:05 p.m.

- Students arrival is no earlier than 7:25 and gather in the commons area.

School Admissions

Policy File: JEC

Saturday School

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

School Attendance Areas

Policy File: JC

Overflow Enrollment List Procedure

The Board of Trustees of Sweetwater County School District Number One, State of Wyoming ("the District") establishes attendance areas for the various schools of the District. *See Policy JC.* Occasionally, a student will be unable to attend the school within his/her designated attendance area for various reasons. One such reason is if a particular grade level or school has reached pre-established, designated capacity limits set by the District or by law.

If designated capacity limits for a particular grade level or school are reached on the weekday that is seven (7) days prior to the start of school, students whose residence is within the attendance area will be identified on an Overflow Enrollment List based upon their attempted date of first enrollment in the District. The Overflow Enrollment List will also identify those students who are attending childcare before or after school within that attendance area.

Other students seeking out of area admission to that particular grade level or school for childcare will be added to this Overflow Enrollment List based on their date of first enrollment in the District. The Overflow Enrollment List will be maintained throughout the remainder of the school year based upon the date of attempted enrollment or the date of notice to the school that the child is attending childcare before or after school within the attendance area.

When a student is unable to attend the school within the student's designated attendance area, the District shall use its right of placement to identify the school where the student will be relocated. If the enrollment level at the student's attendance area school declines and a vacancy is identified, the parent or legal guardian of the student on the Overflow Enrollment List will be contacted based upon the date of the attempted enrollment. The student, in order of succession, will be given the opportunity to return to the attendance area school until the vacancy is filled.

If the parent or legal guardian declines that opportunity to return to the attendance area school, for any reason, the student next in order on the Overflow Enrollment List will be given notice and the opportunity to return to the attendance area school. Only one (1) opportunity to return to the attendance area school will be granted each school year.

Call back opportunities for class or school vacancies within the designated attendance area normally will take place only during the first quarter of the school year. If the parent or legal guardian declines the opportunity to return to the attendance area school, the student's seniority on the Overflow Enrollment List remains in the same position for future vacancies for the present school year. If the attendance area school continues to have a vacancy after all students on the Overflow Enrollment List have had the opportunity to return, a new student enrolling in the attendance area school will be identified on the Overflow Enrollment List based upon the student's date of enrollment. If an immediate opening is available, that student may be assigned to the attendance area school.

At the beginning of the next school year, students on the Overflow Enrollment List will be given priority to return to the attendance area school based upon the date of first-attempted enrollment in the previous school year, provided that the student's residence is within the attendance area. For students attending childcare before or after school**,** within the attendance area**,** will be added next to the Overflow Enrollment List using the new school year's date of receipt of a completed Request for Child Care Transfer form. If the parent or legal guardian declines the opportunity to return to the attendance area for a second time, and the District accepts that placement decision and the student's seniority on the Overflow Enrollment List shall be vacated.

Out of Area Transfer Requests

Parents requesting out of area transfer placement**,** for other than childcare**,** will be approved only if class size limits within that school and grade permit. If enrollment increases beyond the District's prescribed limits within the designated attendance area school, the out of area students will be returned back to their designated attendance area school. The week day that is seven (7) days prior to the start of school will be the date that all out of area transfer requests will be reviewed by the building administrator. For example, if the first day of school falls on a Wednesday, all out of area transfer requests will be reviewed by the building administrator on the Wednesday of the prior week. Parents will be notified as soon as possible after this date concerning whether the out of area transfer request will be honored. When a student is granted an out of area request and attends that school, he/she will forfeit their original date of enrollment in their attendance area school.

Out of Area Transfer Requests

Parents requesting out of area transfer placement for other than childcare will be approved only if class size in that school and grade permit. Students will be sent back to their attendance area school when enrollment increases beyond the District's prescribed limits. The week day that is seven (7) days prior to the start of school will be the date that all out of area transfer requests will be reviewed by the building administrator. For example, if the first day of school falls on a Wednesday, all out of area transfer requests will be reviewed by the building administrator on the Wednesday of the

prior week. Parents will be notified as soon as possible after this date concerning whether the out of area transfer request will be honored. When a student is granted an out of area request and attends that school, he/she will forfeit their original date of enrollment in their attendance area school.

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.

Student Attendance and Absences

Policy File: JED

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. Parent must provide 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).

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 the school and 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.

Tardies Procedures

As per policy 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.

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.

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.

Hall Passes

A hall pass must be obtained from the student's classroom teacher. Exceptions may be approved for situations deemed emergency situations by the building administrator or designee. Any abuse of a hall pass may result in disciplinary action.

Permission to Leave School Grounds

All students must receive permission from legal parent/guardian or an administrator to leave school grounds. Students that have permission to leave the building must be checked out of the attendance office by legal parent/guardian or designee.

If he/she becomes ill at school, they need to get permission from their teacher to report to the office. The student will be dismissed only after a parent or other responsible adult has been notified.

No students are to leave the school grounds at noon or anytime during the day without special permission from the office.

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

Policies Prohibiting Harassment, Bullying and Violence

Policy File: JFCB

Student Bullying Policy

Policy File: JFCL

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

Assignment Codes – All Grades

Policy File: IKA-R-1

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

Playground Procedure

When temperatures drop below 0 degrees Fahrenheit, outdoor recesses shall be moved inside the building.

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

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.

Parent Involvement/Volunteers/Partners in Education

We encourage parents, senior citizens, students, and others to assist teachers or other staff members by becoming volunteers. Your talents and skills are needed, not only to tutor students, but also to enrich their experiences as well. This needs to be prearranged and scheduled with the teacher.

Class Assignments

Any request for special consideration concerning class assignment will not be accepted after May 1. This consideration must be presented to the principal, in writing, with specific reasons for the request. The district shall use its right of placement for assigning students to classroom teachers.

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 technology and 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.

Student Fees, Fines, and Charges

Policy File: JN

Debt Collection Guidelines, Procedures & Standards

Policy File: JN-R

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.

Student Electronic Signaling (Mobile Communication) Devices

Policy File: JFCN

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.

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

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

Computer Network and Internet Access Authorization for Network and Internet Access

Policy File: JFCM

District Network Use Policy

Policy File: JFCM-R

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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