



Kelly Walsh High School

*3500 East 12th Street
Casper, WY 82609*

2017-2018 Student Handbook

Main Office: 253-2000
Activities Office: 253-2159

Attendance Office: 253-2189
Counseling: 253-2190

Brad Diller - Principal

Assistant Principals:

Jamie Cordonier

A.J. Nathan

Kathy Neely

Amy Rose

Kelly Walsh High School

Mission Statement

“Preparing all students for their next step by creating high expectations, academic rigor, and personal responsibility”

We value: Character, integrity, respect and accountability

Kelly Walsh Cornerstones:

Academic Excellence
Athletic Excellence
Activity Excellence
Acceptance

Keys to Success:

Be Here
Be On Time
Do Your Best Work
Be Easy To Get Along With

TARGET GOALS

All students will improve in Content Literacy
KW will increase Student Achievement
KW will increase our graduation rate

TARGET AREAS

College and Career Readiness
Content Literacy

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Kelly Walsh High School:
www.kellywalsh.org

Kelly Walsh Activities/Athletics:
www.4aconference.org

Letter from Principal Brad Diller

Dear Students, Parents, and Guardians:

Welcome to Kelly Walsh High School. We are excited about the 2017-2018 school year. Working together we will make this year a great experience for all our students, teachers, guardians, parents, and community members.

Communication among our learning community is critical to student success. This booklet contains summaries of information about KWHS and various policies and procedures used by the school. If you have questions about anything in the Student Handbook, please do not hesitate to contact the office for clarification, 253-2000.

During the first week of school, students will receive course outlines that contain information about the specific courses they have selected. Our Enrollment Guides contain course descriptions of all the courses offered at KWHS and information about graduation requirements. Each student enrolled in Natrona County School District #1 should have received a publication titled Student Discipline and Conduct Handbook. If you need a copy of one of these documents, please contact the Guidance Office, 253-2190.

Again, welcome to Kelly Walsh High School. We hope that your student(s) attend every day and that parents/guardians will visit us often.

Brad Diller, Principal

Assistant Principals: Jamie Cordonier, A. J. Nathan, Kathy Neely, Amy Rose

NONDISCRIMINATION STATEMENT

Natrona County School District #1 and Kelly Walsh High School do not discriminate on the basis of race, color, national origin, sex, age or disability in employment, treatment, admission or access to educational programs and activities. Inquiries concerning perceived discrimination may be referred to the Associate Superintendent of Human Resources of the school district, 970 N. Glenn Road, Casper, WY 82601, (307) 253-5231, or the Wyoming Department of Education, Office for Civil Rights Coordinator, Second, Hathaway Building, Cheyenne, WY 82002-0050, (307) 777-6198.

KELLY WALSH SCHOOL CALENDAR 2017-18

August Sports	First Day of Fall Sports Practice for the following:
August 21-25, 2017	Aug. 7 Football, Tennis, Golf/Aug. 14 Xctry, Swimming, Volleyball
August 28, 2017	New Faculty Report to School
August 29-September 1, 2017	Teachers Report to School
August 29-30, 2017	Building PD Days
	Student Registration Days
September 5, 2017	Classes Begin
September 11, 2017	Last day to ADD CLASSES for Fall Semester
September 12, 2017	Back to School Night 7:00pm
TBA	Homecoming
October 4, 2017	Progress Reports distributed
October 6, 2017	Oil Bowl at NCHS
October 11, 2017	PSAT Testing in a.m.
October 17, 2017	Last Day to DROP SEMESTER CLASSES w/o receiving a W/P or a W/F
November 2, 2017	End of 1st Quarter
November 3, 2017	NO SCHOOL (PD Day for certified)
November 9, 2017	Parent Teacher Conferences 4-7:00pm (Report Cards Distributed)
TBA	Coed Ball
November 22-24, 2017	NO SCHOOL (Thanksgiving Vacation)
November 27, 2017	First Day of Winter Sports Practice (Nordic Nov. 13/Alpine Nov. 20)
November 27, 2017	Classes Resume
November 28, 2017	Last day to DROP YEAR LONG CLASSES w/o receiving a W/P or W/F
December 6, 2017	Progress Reports distributed during 2nd block
December 20, 2017- Jan. 2, 2018	NO SCHOOL (Winter Break)
January 3, 2018	CLASSES RESUME (Indoor Track begins Jan. 1)
January 11, 2018	KW Open House 6:30-8:30pm
January 12-13, 2018	KW Forensics Tournament
January 15, 2018	NO SCHOOL (Equality Day)
January 19, 2018	End of Second Quarter
January 26, 2018	Last day to ADD CLASSES for spring semester
February 16, 2018	NO SCHOOL (PD Day for Certified)
February 19, 2018	NO SCHOOL (President's Day)
February 21, 2018	Progress reports distributed
February 27, 2018	Parent Teacher Conferences 4-7:00pm
March 2, 2018	Last day to DROP SEMESTER CLASSES w/o receiving a W/P or a W/F
March Sports	First Day of Spring Sports Practice for the following:
	March 5th Track & Soccer / March 26th Golf & Tennis
March 16, 2018	Rodstock
March 23, 2018	End of Third Quarter
March 26-30, 2018	NO SCHOOL (Spring Break)
April 2, 2018	Classes Resume
April 7, 2018	Prom
TBA	9th and 10th Grade Assessment
TBA	ACT (for Juniors only)
April 20, 2018	Last day to DROP YEAR LONG Classes w/o receiving a W/P or W/F
May 2, 2018	Progress reports distributed
May 7-18, 2018	AP Testing
May 14, 2018	KW Senior Celebration and Academic Awards Night
May 17-18, 2018	State Track
TBA	Last Day for Seniors (Senior Send Off)
TBA	KWHS Graduation
May 28, 2018	NO SCHOOL (Memorial Day)
June 7, 2018	Fourth Quarter Ends – Last day for Students (unless snow day needed)
June 18, 2018	Report Cards mailed

GENERAL INFORMATION

STUDENTS' USE OF THE FOUR PERIOD DAY

The Four Period Day is intended to give students more course options and time during the day to study and to contact teachers. Students must be enrolled in a class, study period, or lunch during periods 2 through 4. Students who are not enrolled in a class or study period during periods 1 or 5 must have a pass from the office or a teacher to be on campus during those periods. A student who is on campus at times other than their regularly scheduled classes without administrative or teacher permission may face trespassing charges.

STUDY PERIODS

Students must report to **Study Hall** at the beginning of their study period. Students must be present in the Study Hall unless they have a pass. Students must have a pass from a teacher when they need to work in the library or with a classroom teacher during their study periods. Students must not be in the hallways during study periods. Our experience over the last few years has shown that consecutive study periods have not been beneficial. All for study hall in place of a KW course will need to be approved by the principal.

HALL PASSES

Students must have a specific pass to the office, guidance or the restroom to be in the halls at any time during the school day, except during passing periods.

LEAVING CAMPUS

Students may leave campus without a pass during his/her scheduled lunch period or when their schedule reflects no class. **Students who leave the campus at any other time without a pass from the Attendance Office are violating school and district policies.**

PARKING OF VEHICLES

There is NO parking in bus lanes and Handicapped areas unless you have a permit.
There is no longer designated parking for students, staff or visitors. Parking is on a first come, first served basis.

All vehicles parked on campus must be registered in the Attendance Office and an appropriate parking permit must be displayed. Violations will result in ticketing and/or towing. The following information is needed to register a vehicle at KWHS: Name of person(s) to whom the vehicle is registered; vehicle make, model, and year; and the license plate number. Parking permit is included in the \$10.00 registration fee.

CRISIS MANAGEMENT

A primary responsibility is to provide a safe and secure environment for students, employees, and the public. The Trustees of the Natrona County School Board believe it is necessary to have a comprehensive policy and plans regarding foreseeable crises. Recently district officials directed each school to establish procedures for responding to crises and to organize a Crisis Management Team. KWHS has established procedures for dealing with the following crises:

Campus Restriction	Closure of School	Hazards Emergency
Weapons	Violence	Bomb Threat
Environmental	Earthquake	Tornado
Flood	Fire	Exposure to Blood borne Pathogens

These plans and procedures are available in the Principal's Office. If you have any questions or concerns regarding our crisis management plan, please do not hesitate to call 253-2000.

VISITORS POLICY

During the school day anyone who is not a KWHS student or employee will be asked to report immediately to the Attendance Office for a visitor's pass. Anyone who refuses to get a visitor's pass will be asked to leave and may be charged with trespassing. Students who wish to have visitors to the classroom must have the principal's and teacher's approval BEFORE bringing the visitor on campus. Student visitors will not be allowed prior to vacations and the last week of a semester.

PERSONAL PROPERTY

Each individual is responsible for his/her personal property at school. The school will not compensate individuals for the loss, theft, or damage of personal property.

SCHOOL LUNCH

Secondary Breakfast Prices:

PAID = \$1.90
REDUCED = .30
ADULT = \$2.35

Lunch Prices:

PAID = \$3.00
REDUCED = .40
ADULT = \$3.90

Due to District policy student can charge up to 10.00 for lunches. Then after that an alternate lunch will be provided and charged. Please call Tracy in the cafeteria at 253-2197 if you have questions.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

* Prices are subject to change following the annual budget session.

AUTHORIZATION FOR USE OR DISCLOSURE OF STUDENT HEALTH INFORMATION:

I understand that the Natrona County School District will protect my child's health information (form SS-H-06) as prescribed by the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Protection and Accountability Act (HIPAA) and that the information becomes part of the student's permanent educational record. The information will be shared with individuals working at or with the Natrona County School District for the purpose of providing appropriate educational and school

health services. Wyoming law prohibits the Natrona County School District from making further disclosure of health information. This authorization shall become effective immediately and shall remain in effect until revoked. I understand that I may revoke, in writing, this Authorization at any time.

CHECK CASHING

In accordance with NCSD#1 policies the cashing of personal or two party checks will not be allowed at any school or department. This includes Kelly Walsh High School and all of the departments at the school.

LOITERING WARNING

The expectation at KWHS is that all students will remain in class unless excused by faculty or staff. Students who are out of class and anywhere in the building or on school grounds should be in possession of a "**Kelly Walsh High School Pass Permit**". A student is expected to have a Kelly Walsh student ID on them at all times and to be prepared to present this form of ID to any adult upon request.

KWHS LIBRARY/MEDIA CENTER

Empower Yourself! Learn Here!

Work Here: The library opens at 7:15 am and closes at 4:15 pm, Monday through Thursday. The library closes at 4:00 pm on Friday.

Read Here: You may check out up to 5 books/e-books/audio books at a time for 15 school days. Remember to return books promptly as there might someone waiting for them. The fine for overdue books is \$.10 per day per item. You may reserve books by speaking directly to the librarians or e-mailing Tabitha Smith-Herron, Yvette Chavez or Kara Patterson. Please request titles you want to read. We welcome suggestions!

Converse Here: Join our book clubs! Recommend books to your friends or us!

Celebrate Here: We like to have fun in the library. We observed Teen Read Week in October and Teen Literature Day in April, and promoted books by participating in One School-One Book and One Community-One Book. If you'd like to help plan library activities, contact Tabitha Smith-Herron, KWHS Librarian.

Acquire Here: In addition to the books on the shelves, there are many online resources available for your information needs. We would love to help you uncover new information, seek answers, or cite something! Ask us to help you. Or, start your search at <http://www.kellywalsh.org/academics/library/library.html> or <http://gowyld.net>. Student passwords are available in the Library.

Need help? Ask a Librarian!

In KWHS Library's supportive, respectful environment, we will cultivate life-long learners with open opportunities to successfully learn, work, and grow.

BOARD POLICY ON ATTENDANCE Code: 5120

NATRONA COUNTY SCHOOL DISTRICT NO. 1

The NCSD Board of Trustees recognizes that attendance is a very important part of learning. Our community expects students to be present and participate in class every day, just as they expect their employees to be at work.

1. Absence from class, whether it is elementary, middle or high school, has a substantial negative effect on academic performance, and is the single biggest predictor of a student's on-time graduation.
2. As adults, we are expected to be in attendance and on time at our jobs or other important commitments. A prepared graduate will learn this as part of being a responsible citizen.
3. The Board, therefore, sets the following limits on-student absences for NCSD#1:
 - a) At the high school level, five (5) parent-excused absences will be allowed in any one class.

Examples – vacations, family emergencies, bereavement, illnesses not requiring the care of a health care professional.

(In situations with extenuating circumstances, parents may petition the Principal for additional parent-excused absences.)

- b) After five (5) unexcused absences, parents and students will receive notification of mandatory intervention directed by the principal or his/her designee (Per WY Statute 21-4-101, a student is considered habitually truant after five (5) unexcused absences.).

If conditions of the intervention are not met, and an additional three (3) unexcused absences are accrued, this will result in loss of credit at the high school level. Principals are given discretion to use additional intervention measures, including appeals from parents and students, which encourages continued class attendance and allows the student to regain course credit.

- c) At the elementary and middle school level, five parent-excused absences will be allowed per semester (same examples in 3a above). Missing 45 minutes of class in the morning or 45 minutes of class in the afternoon will result in a one-half ($\frac{1}{2}$) day absence.

After five (5) unexcused absences, parents and students will receive notification of a mandatory intervention directed by the principal or his/her designee.

If the conditions of the intervention are not met or an additional three (3) unexcused absences are accrued, additional action will be taken by the Superintendent or his/her designee.

School-related absences will not count against the student, nor will medical absences that are excused by a health care professional.

d) A school-by-school report of number of absences, interventions, and the results of the interventions, will be given to the Board each semester.

Definitions:

- Attendance – being on time to class, and being in class the entire time.
- School-related absences – any absence as a result of athletics, activities, field trips or other academically-related functions.
- Parent-excused absences – any absence at the discretion of parents. Examples include vacations, family emergencies, bereavement, illnesses not requiring the care of a health care professional. Limited to five absences in any one class.
- Parents may also excuse their students for organized sports and activities not offered by the District, provided the student’s grades satisfy the same criteria for eligibility as a school-sanctioned activity. This would not count against the five parent-discretionary absences.
- Unexcused absences – any absence that is without the knowledge of a parent or any absence of a student without acceptable cause, as determined by the principal, even with the knowledge of the parent. (Per WY Statute 21-4-101)

Adopted: June 13, 2016

KWHS ATTENDANCE PROCEDURES

1. Parents/legal guardians should notify the school of their child's absence within two school days of the absence. It is greatly appreciated when the parents telephone the Attendance Office (253-2189) the day of the absence. Notes from the parents/legal guardians may be sent with the student upon his/her return to school. Please do not leave a voice mail for the attendance office to excuse a student. Student attendance and grades may be checked daily through Infinite Campus. Contact NCSD#1 IT Help Desk at 253-5306 to receive an access number and password to the software system. (Board Policy on Attendance Code 5113.1)

TARDY POLICY

It is important for learning and orderly operation of the school that students be on time for classes. Being on time is an important part of the work ethic that students need to take into the

job market. Tardiness is defined as not being in class when the bell rings. Consequences for tardies will be determined by individual class teachers.

TRUANCIES

Unexcused absences may result in truancies.

ADMITTANCE TO SCHOOL PROPERTY

According to City Ordinance #9.121040, it is unlawful for individuals to be on school premises during school hours if they are not enrolled in classes and do not have official business with the school. Should you be found on school property and have no official reason to be on school property, you are hereby notified that trespass charges may be filed against you through municipal court.

If you have official business with the school, you must check in at the attendance office immediately upon arrival. Business may include, but is not limited to, counseling services, official passes to use the library, or official passes to visit with teachers. Passes may be obtained in the attendance office.

Students should carry their Kelly Walsh Photo ID at all times and be prepared to be stopped at any time within the building for identification purposes.

Graduation Requirements for the class of 2017: 26.5 credits

GRADING

The letters A, B, C, D, F are recorded on report cards. The conversion between percentage and letter grades is as follows:

A – Excellent	90-100	Superior
B – Good	80-89	Above Average
C – Fair	70-79	Average
D – Passing	60-69	Below Average
F – Failing	Below 60	Failing

W/F – Withdrawing, Failing; No credit, counts as an F, effects GPA

W/P – Withdrawing, Passing; No credit, does not affect GPA

AU – Audit No credit, does not affect GPA

STUDENT MAKE-UP WORK

Every student shall have the opportunity to make up work for credit after an absence within reasonable time lines as established by their teachers.

Make-up work for absences of one to three consecutive days must be completed within a period of double the number of days absent if the teacher so desires. All make-up work for absences exceeding three consecutive days must be completed within two weeks unless special arrangements are made with the teacher.

These arrangements have to be made before the end of time specified in previous sentences. It is the students' responsibility to approach the teacher and to submit make-up work as directed by the teacher. If a student fails to approach the teacher or, if given make-up work, fails to meet previously agreed upon time-lines, that student has exhausted his/her opportunity to make up work.

STUDENT REQUEST FOR HOMEWORK

In case of absences that last three days or more, class assignments may be requested by the student or a parent through the attendance office. Teachers should return assignment request forms to the office so the parents can pick them up.

STUDENT VACATIONS AND/OR TRIPS

Students are encouraged to arrange in advance in the Attendance Office for all family vacations. Students absent for excused vacations are to turn in the make-up work prior to the absence unless other arrangements are made. Make-up tests may be given within a week after the student's return.

Students absent from school due to school-sponsored trips are responsible for make-up work.

FINAL EXAM & CHECK-OUT FOR STUDENTS

Final exams will be taken at the regularly scheduled time. **If a student needs special arrangements for testing, a written request must be made with the administration at least two (2) weeks prior to the final exam.** It is rare that approval for early testing is given. Typically, approval is only given for reasons such as family bereavement or medical needs. Should the administration grant the request, a form detailing the testing times must be signed by each instructor and approved by an administrator. If a student has not taken the final examination prior to the last day of the Spring Semester, the student will write the exam during the summer. Students who request permission to clear before the official check-out date must have a withdrawal slip from the office.

WITHDRAWING FROM SCHOOL

If a student desires to withdraw from school during the school year, he must secure a Withdrawal Form from the Counseling Office. The form should bear the signature of his parents or guardian, and **MUST BE SIGNED BY THE PRINCIPAL OR AN ASSISTANT PRINCIPAL.**

After the Withdrawal Form is cleared by all of his teachers, the school nurse and the librarian, the student must return the Withdrawal Form to the office. Be sure to indicate the grade earned by the student at the time of withdrawal.

ANNOUNCEMENTS

Announcements for the faculty and students are sent via email and announced at the beginning of 2nd block daily. Each staff member has the responsibility to read the information and keep up to date on the announcements and emails. Announcements should be emailed to the receptionist to be announced daily. All announcements should be clearly written with date/time/instruction/information and turned in to the receptionist before 9:00 each day. A sponsor/coach/teacher must approve all announcements.

ASSEMBLIES

Student assemblies are an integral part of the educational process at KWHS. Therefore, all assemblies are expected to be well organized and purposeful. Assemblies are organized by sponsors and the Activities Office. Sponsors are to make every possible effort to see that the program runs smoothly. Unless otherwise assigned, all students and faculty are required to attend assemblies. Each teacher will accompany his/her class to the assembly. All teachers are expected to supervise students during assemblies.

STUDENT GUIDELINES

In order to assist you and others in the pursuit of a quality education we have established some guidelines. These guidelines are designed to create a pleasant and safe environment for all students in our school. These guidelines will be used along with those contained in the NCSD#1 Student Discipline and Conduct Handbook. If you have not received a copy of the handbook, please contact the Counseling Office for a copy.

Your attitude toward school will play a large role in determining how well you do in school. If your primary purpose for coming to school is to learn and participate in classroom and extra-curricular activities, you will probably never encounter serious disciplinary problems.

You must remember that you are responsible for your own actions. If your actions are in violation of school guidelines, **you will have to accept the consequences.** You should also understand that state law allows the school district to hold you accountable for your behavior during any school-sponsored activity.

The following paragraphs describe the guidelines for student behavior. **At any time, you may be counseled by school staff regarding your behavior. Please accept their advice as valuable and understand that their intent is to help you.**
















We are proud of our students. We sincerely hope you will take advantage of the programs provided you and continue to be the best you can be.

STUDENT GUIDELINES FOR DRESS

The way you look and dress often affects your behavior and classroom work. We ask you to dress in a neat, appropriate manner that reflects pride in yourselves and your school. We'll trust your good judgment in choosing clothing and grooming practices that meet these guidelines:

Students shall be clean and well groomed. **Head coverings are not to be worn at KWHS.**

Natrona County School District Dress Code Guidelines

Guideline	Yes 	No 
Any shirt or blouse should cover the back, top of shoulders, and stomach. Halter-tops, spaghetti strap shirts, low-cut tops, or tops that expose the midriff or undergarments are not permitted.		
Shorts and skirts must be no shorter than mid-thigh.		
All pants, shorts, skirts, and shorts must be worn no lower than the hips, no sagging or undergarments showing.		
Hats, caps, bandannas, sweatbands, sunglasses, chains, dog collars, and sharp objects are not to be worn in the school.		
Appropriate shoes must be worn at all times. Slippers are not allowed.		
No sleepwear is allowed.		
Clothing or personal items that are racist, sexist, promote drugs/alcohol/tobacco, or vulgar in interpretation are not allowed.		
Tights or leggings must be worn with a shirt, blouse, or tunic that is long enough to cover one's behind.		

ICP or gang related apparel is not to be worn at KWHS.

Acceptable clothing for boys includes: shirts, pants, jeans, shorts (no biker shorts or short shorts), and shoes/sandals.

Acceptable clothing for girls includes: skirts and dresses of modest length; blouses (low cut blouses are unacceptable), jeans, shorts (no biker shorts or short shorts), and other similar modest top wear (no tube tops or tops with bare midriff); slacks, pants and shoes/sandals. Coats and jackets will be allowed in the classrooms with teacher permission.

Logos, printed statements, or pictures upon student attire will not be allowed if they are considered profane, drug and /or alcohol related, and distractive or disruptive to the school/learning environment.

Wearing sunglasses in school will not be allowed, unless the nurse approves them for medical reasons.

School personnel reserve the right to prohibit all forms of dress and appearance which, in their professional judgment, are a safety/health hazard or are distractive or disruptive to the school/ learning environment. Students whose dress and appearance do not conform to these standards will be referred to an administrator.

Additional information about the guidelines for dress are contained in the Student Discipline and Conduct Handbook published by the Natrona County School District and included at the end of this booklet.

BEHAVIOR EXPECTATIONS

All students attending Kelly Walsh High School have the capacity to demonstrate good behavior. Students differ greatly in innate ability in reading, math, art, music, coordination and agility, but all students can treat others and property with respect and dignity.

Parent support and encouragement can make a big difference between average and excellent student behavior.

The principal, teachers, and staff at Kelly Walsh High School will answer your questions and discuss your concerns regarding school policy and the guidelines for student behavior.

Kelly Walsh High students:

- Are considerate and kind to other people.
- Display appropriate behaviors. (**Displays of affection are not acceptable behaviors**)
- Attend school daily and are on time (**in seat**) when reporting to classes.
- Settle differences or disagreements peacefully without fighting, name-calling, or insults and putdowns. (**Students are encouraged to seek third party mediation to resolve conflicts. Contact the Attendance Office, Principal/Assistant Principals, Campus Supervisor, or Counselors to arrange for the mediation. Fighting will result in 5 days of out-of-school suspension.***)
- Respect the authority of **all staff members** of the school.
- Check out with the Attendance Office if leaving the school during school hours.
- Drive safely: (10 m.p.h. on school property) and park in the student lot off of Forest Dr. (**Parking in staff lots is not permitted between the hours of 7:15 a.m. and 3:30 p.m.**)
- Help keep grounds and facilities free of litter.
- Use appropriate language. (**No profanity or obscene language.**)

- Do not use controlled substances. **(Use of any controlled substance (alcohol and other illegal drugs) will result in suspension and notifying parents and police.)***
- Do not bring knives, weapons and other unsafe objects to school. **(Any weapons brought to school may result in suspension and/or expulsion from school.)***
- Do not ride skateboards on school grounds. Skateboards may be stored in the school office.

** These problem areas may also violate city and/or state laws. For minor offenses, school officials may need to notify appropriate police authorities. For serious offenses, school officials are required to notify appropriate police authorities.*

CELL PHONES

KWHS is a learning institution and we have found cell phones to be very disruptive to the learning process. Cell phones are not to be used during class except for educational purposes as determined by the classroom teacher. Please visit with your teacher or come to the office if there is an emergency and you have to use your cell phone.

Additional information about the guidelines for cell phones are contained in the Student Discipline and Conduct Handbook published by the Natrona County School District.

AUDITORIUM RULES

Kelly Walsh High School students-

1. Enter and exit the auditorium safely.
2. Respect the speaker/performer by listening.
3. Respect the speaker/performer by applauding. (Yelling, screaming, and whistling are not acceptable.)
4. Observe the rule prohibiting food and drink in the auditorium.
5. Respect the speaker/performer by not wearing hats in the auditorium.
6. Sit appropriately with feet on the floor.

GYMNASIUM RULES

Kelly Walsh High School students-

1. Enter and exit the gymnasium safely.
2. Show respect during the National Anthem, Pledge of Allegiance, and when the school song is played.
3. Respect the speaker/performer by listening and applauding.
4. Participate appropriately in activities and group cheers.
5. No street shoes are allowed. Please bring an indoor pair of athletic shoes for use in the gymnasium.

CAFETERIA/COMMONS RULES

Kelly Walsh High School students-

1. Enter and exit the Cafeteria safely.
2. Clean up area when finished eating.
3. Place trays and utensils in designated area when finished eating.
4. Practice appropriate table manners.
5. Respect others and display appropriate behaviors at all times.

Please understand charging lunches is not allowed. Parents, if you have questions or concerns, please call Tracy in the cafeteria at 253-2197.

ACADEMIC ACHIEVEMENT

We of the KWHS Community pride ourselves in the academic achievements of our students, their families, the faculty, staff, and alumni.

Gold "C" PIN REQUIREMENTS

Students earn a "C" pin by achieving a 4.0 grade point average for six of eight semesters in high school. In order to be consistent with the other high schools of the District and the Daughters of the American Revolution (DAR) requirements for a gold "C" pin, all students must be enrolled in a minimum of two and one half (2 1/2) classes to be included on one of the school's honor rolls.

HONOR ROLLS

There are three honor rolls that distinguish individual achievement over each "9 week" grading period:

<u>Name of Honor Roll</u>	<u>G.P.A. Requirement for a Quarter in 2.5 Credits</u>
Principal's Honor Roll	4.00 or above
Scholastic Honor Roll	3.50 - 3.99
Achievement Honor Roll	3.00 - 3.49

NATIONAL HONOR SOCIETY

Membership is by invitation. Scholarship, leadership, service and character qualifications, as specified by the National Honor Society and KWHS Chapter, must be met before an invitation will be offered. Similar standards must be maintained for continued membership. Detailed membership information is available from the sponsors.

To be invited the following must be met:

10th-12th grade students must have a minimum of 3.50 G.P.A. and 2 or more advanced or honors classes each year. Invitations are sent out in February via GoogleClassroom.

National Honor Society sashes, cords, and tassels can be earned by participating in community service activities, and by being an active member of the society. Points are earned by attending meetings, completing projects, and through community service. Contact one of the sponsors for details.

POINTS:

400 points earns a sash

600 points earns a sash and a cord

700 points earns a sash, cord and tassel

Sponsor E-mail:

Rebecca_Underwood@natronaschools.org

James_Spaulding@natronaschools.org

ATHLETIC/ACTIVITY ACHIEVEMENT

Letters, bars, or awards will be based on performance standards provided by each coach prior to the event's season.

Physical Education Department

Boys P.E office: 253-2005. Weight Room: 253-2059.

Girl's P.E. office: 253-2159

Pool Office: 253-2025

Sports & Specific Activities//Physical Education//Fitness & Conditioning Activities

Uniform Requirements: Gym or athletic shoes with non-marking soles, T-Shirt, Long (mid calf) Shorts (no cut off jeans and no leggings), Socks, Swim suit and Towel - No inappropriate logos (as per school policy). Students are required to dress out and participate in physical education.

Swim Classes

Uniform Requirements: Swimsuit, goggles, t-shirt, shorts, socks and shoes. Students are required to swim and participate in fitness activities.

STUDENT DISCIPLINE

The Kelly Walsh High School Code of Conduct is established to provide a safe, orderly learning environment. School and class rules and expected behavior are explained to the students. Any student who does not follow class rules chooses to receive disciplinary action. Teachers will carry out classroom procedures in a fair and consistent manner. **We maintain good discipline by recognizing and praising good behavior and taking corrective action when a student misbehaves.** All discipline referrals are documented in the students' discipline files. Administrative interventions, to include conferences, Building Intervention Team Meetings, contracts, dis-enrollment, and recommendations for expulsion are based upon the students' discipline files. We make every effort to fully communicate with you and your parents so we can all work together.

Generally, problems with your conduct are handled in the following way at Kelly Walsh High School:

1. Students who misbehave receive consequences according to the **classroom and/or school discipline plan**. This usually means a loss of privileges.
2. Students who repeatedly misbehave will receive more severe consequences. Parents are notified of the referrals and of disciplinary actions.

DISCIPLINARY ACTIONS

Students who become involved in areas of problem behavior will be subjected to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions will be taken by school officials.

CONFERENCE WITH ADMINISTRATOR

A school administrator will talk to the student and try to reach an agreement regarding how the student should behave. This conference will be recorded in Infinite Campus.

PERSONAL CONSEQUENCES

A school official (teacher, administrator, or counselor) may, at his or her discretion, administer a reasonable and appropriate consequence for inappropriate student behavior. These consequences may include, but are not to be limited to such things as **cool down in the office for a short period of time (5 minutes), required written apology, contracts, and detentions (before & after school), work detail, out of school**

suspensions, and expulsions. Personal consequences may also be part of other disciplinary actions including conferences, parent involvement, and removal from classes.

TEAM CONFERENCE

A formal conference is held between the student and one or more school officials. During this team conference, the student must agree to correct the misbehavior. This conference will be recorded in Infinite Campus.

PARENT INVOLVEMENT

Parent(s) may be notified by telephone, personal contact, or by letter. A conference may be conducted between the student, his or her parent(s), appropriate school personnel, and any other individuals concerned. This conference will be recorded in Infinite Campus.

REMOVAL FROM CLASSES

Removal from classes will be an administrative decision. This action will be recorded in Infinite Campus. **Note: Special education students with individualized discipline plans will follow the plans designed by their IEP Team.**

DRUGS AND ALCOHOL

The possession or use of alcohol or any illicit (illegal), controlled substance, as defined by Wyoming State law, by any student while attending school, while on campus, or at any school activity, is prohibited. In accordance with the District policy, any student who, in the judgment of school personnel, has consumed alcohol or any illicit (illegal) controlled substance, as defined by Wyoming State law, recently enough to display signs of consumption, such as unusual behavior or the odor of the breath will be considered in violation of this policy. If the residue of a controlled substance is found in any apparatus such as a pipe or other container, the policy regarding possession of a controlled substance will apply, regardless of residue, possession of any form of the drug paraphernalia is (such as roach clips, cigarette paper, pipes, etc.) will be cause for concern and notification of parents.

A. FIRST OFFENSE

1. Notify parents
2. Notify police (prosecution at police option)
3. Recommendation to parents for referral services or agencies
4. Five (5) day out of school suspension (normal due process procedures must be followed)
5. Substance Abuse Policy Understanding Form

B. SECOND OFFENSE

1. Notify parents
2. Notify police (prosecution at police option)
3. Ten (10) days out of school suspension (normal due process procedures must be followed).
4. Completion of an approved rehabilitation program
5. Possible referral to other rehabilitation programs(s)

CONTINUED VIOLATIONS MAY RESULT IN EXPULSION

THREATS

In the event of a threat... Principal Brad Diller, and an Assistant Principal oversee and coordinate the school's response to all threats. When any threat is made, whoever receives it or is the first to become aware of it should refer it immediately to the designated coordinator(s). Mr. Diller and/or the Assistant Principal will make or assist in making quick decisions on how to respond – including implementing the school's emergency response plan, if the threat warrants it.

NCSD #1 ACADEMIC ELIGIBILITY POLICY

To be eligible to participate in activities which are sanctioned by the Wyoming High School Activities Association and the Natrona County School District #1, a student must maintain a "C" average in at least two and one half (2 1/2) subjects. **NOTE: Teacher Aide, Study Hall, and correspondence courses do not count toward the two and one half (2 1/2) credit minimum.**

Grades of students in activities will be checked at each mid-term, (approximately every four and one half weeks) and at the end of each nine weeks. **NOTE: The grades of each nine weeks determines the eligibility status of the student, not the semester grade.**

1. **Four and one half week grade check.**
 - a. A student may not fail more than one subject regardless of the number of subjects taken.
 - b. A student who does not maintain a "C" average or is failing more than one subject at this check will become ineligible until the deficiencies are corrected
 - c. Once the student corrects the deficiency their eligibility will be reinstated immediately.
2. **Nine week grade check.**
 - a. A student who does not maintain the "C" average or is failing more than one subject at this check will become ineligible until the next grade check (four and one half weeks).
 - b. After the four and one half week grade check and the student's grades meet the eligibility requirement, his/her eligibility will be reinstated immediately.

Students may practice with the permission of the coach/sponsor, but they may not compete or participate. They cannot travel with the team or be excused from school to help with an activity.

NCSD #1 CODE OF CONDUCT

The Natrona County School District recognizes that participation in athletics and co-curricular clubs and activities is a "privilege," not a "right."

Students who volunteer to participate in the Natrona County School District athletic or co-curricular club and activity programs do so with the understanding that they must observe some regulations that are more restrictive than those relating to the general student community.

This administrative regulation applies to students who participate in athletics or co-curricular clubs and activities, and is in effect during the entire academic school year and during the dates as set by the WHSAA and/or schools of NCSD #1. This administrative regulation is in addition to the current District Student Discipline and Conduct Policy. Suspensions from activities shall not prevent a student from taking part in practice sessions. Students who are suspended may not suit up with the team, nor will they be allowed to travel.

The Code shall apply to those athletic teams, co-curricular clubs and activities that require participation on an interscholastic level and/or exceed normal classroom requirements.

DISTRICT CONDUCT REGULATIONS

Students who volunteer to participate on any athletic team, co-curricular club or activity will not use, possess, transfer, or disperse any tobacco products, alcoholic beverages, or controlled substances (drugs). Students will not confiscate (steal), destroy or vandalize private or public property. This will include but not be limited to theft, shoplifting, breaking and entering, and vandalism.

Students covered by the Code of Conduct who violate Municipal, State, or Federal codes (excluding minor traffic violations) will incur punishment as outlined in this administrative regulation.

It is understood that local law enforcement will be notified whenever school personnel confiscate alcohol products, controlled substances, tobacco products, or suspected stolen merchandise. The penalty administered by the Justice System may be different, and in addition to penalties outlined in school board policies and administrative regulations.

PARTY RULE

Participants are expected to avoid situations/gatherings where illegal substances (alcohol/drugs/tobacco) are available to underage youth. Participants need to take positive action to avoid situations where illegal substances are present. A plan should include information about the situation/gathering prior to attending and take action immediately to leave the situation/gathering if illegal substances are present. Failure to take appropriate steps to avoid these types of situations will result in a Code violation.

HAZING

Hazing or initiations are not acceptable behaviors. Hazing, by definition, is “Any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate.” It is of utmost importance on all teams, but especially on those teams with underclassmen, that there be absolutely no hazing or so called initiation rites. This is demeaning to all involved and is a most blatant form of discrimination. Hazing obstructs the development of good citizens, escalates the risks of participation, negates positive contributions, and destroys respect for self, others and the environment. (WHSAA Code 4.1.3)

Participation in Hazing situations will result in a Code of Conduct violation. The penalty administered by the Justice System may be in addition to penalties outlined in school board policies and administrative regulations.

SUSPENSIONS

All activities with fewer than 10 events including but not limited to the following:

Football
Cross Country
Tennis
Swimming/Diving
Golf
Alpine/Nordic Ski

STEP
1—One Contest
2—Three Contests
3—Suspended for One Year

All activities with 10 or more events including but not limited to the following

Volleyball
Basketball
Wrestling
Soccer
Track
Cheerleading
Tennis
Dance

STEP
1—Two Contests
2—Six Contests
3—Suspended for One Year

Violations during co-curricular clubs or activities with no defined season will result in suspension for one quarter.

The suspension penalty for co-curricular clubs and activities shall be based on the total number of interscholastic competitions and in line with the suspension penalties. Co-curricular clubs and activities without interscholastic competitions will have consequences at the discretion of the building Principal or his/her designee.

First Offense (Step 1)

Suspended from active participation according to the suspension penalties. The student must participate in and complete an intervention program deemed appropriate by the District and/or the W.H.S.A.A. In the event that the student does not complete the prescribed intervention program, the student will be moved to step 3.

Second Offense (Step 2)

Suspended from participation in all activities covered by the Code for triple the first offense.

Third Offense (Step 3)

Suspended from participation in all activities covered by the Code for one calendar year from the date of infraction.

REGULATION & POLICY ADMINISTRATION

Additional activity training rules may be established by coaches/sponsors to the N.C.S.D. administrative regulation, but must have the written approval of the building athletic director and principal. Participants and parents must be fully informed of all the rules in writing prior to the start of each activity.

It is mandatory for all coaches and sponsors of co-curricular/extracurricular clubs and activities to schedule a meeting with the students and their parent(s) or guardian at which time the Code of Conduct and additional training rules will be explained to the students and their parent(s) or guardian. The activity information/consent form and Code of Conduct cover letter must signed by the student and parent(s), or guardian.

Realizing the fact that some parent(s) or guardian(s) are relatively inaccessible and seldom, if ever, respond to the School District's requests, the principal, in consultation with the coach or sponsor, is authorized to exercise his/her discretion in approving a student to participate in an activity when the parent or guardian has failed to cooperate. Students who wish to contact their parents may do so at any time.

Extenuating circumstances may be appealed to the building principal.

Attendance in School Mandatory for Activity Participation

Repeated unexcused absences (two or more) from school can result in disciplinary action. Such action may include suspension from contests or dismissal from the squad/team. The principal or his/her administrative designee will make the final determination on all absences.

Attendance Prior to Activity/Athletic Events Mandatory

Students must be in school the entire day prior to leaving on a trip. Administration can make exception for cause, such as faculty excused absences or prearranged circumstances. The student may not be allowed to travel or compete if any class is missed prior to leaving on a trip without administrative approval. Students must remain in class until the scheduled dismissal time. Coaches are responsible for checking attendance prior to departure. The last scheduled school day will be considered when involving weekend or non-school day participation.

SPORT, CLUBS AND ACTIVITIES FOR 2017-18

All KWHS sports, clubs and activities programs are designed to enhance the curricular offerings of the school. Participation is highly encouraged and has proven to be very beneficial for the participants. However, participation does not earn academic credit. We encourage all staff members to become involved in extracurricular activities for a variety of reasons:

- to build relationships with kids
- to extend classroom learning
- to foster community relationships

Any student wishing to participate should contact the coach or sponsor of that sport, club, or activity regarding eligibility requirements, attendance at practices, and the events. Also, information on sport, club or activities is available on daily announcements for information such as tryouts, meetings, equipment checkout, field trips, and achievements. Announcements are also posted on the counseling office bulletin boards, Kelly Walsh website and sent via email to staff members.

Athletic seasons include: Fall (starts mid-August to approximately October)
 Winter (starts mid-November to approximately March)
 Spring (starts March to mid-May)

<u>SPORT</u>	<u>SEASON</u>	<u>COACH</u>
Basketball (Boys)	Winter	Randy Roden
Basketball (Girls)	Winter	Sarah Tuomi
Cheerleading	All Year	Kaitlin Wood
Cross Country (Co-Ed)	Fall	Bryan Coventry
Dance	All Year	Tanya Sisneros
Football (Boys)	Fall	Jon Vance
Golf (Co-Ed)	Fall/Spring	Craig Marsh
Indoor Track	Winter	Jen Lijewski
Skiing-Nordic (Co-Ed)	Winter	Cassidy Jerding
Skiing-Alpine (Co-Ed)	Winter	Ben Schanck
Swimming (Boys)	Winter	Bridger Miller
Swimming (Girls)	Fall	Nicholis Hopson
Soccer (Boys)	Spring	Bryan Chadderdon
Soccer (Girls)	Spring	Jerry Realing
Tennis (Co-Ed)	Fall	Buddy Johnson
Track (Boys)	Spring	TBD
Track (Girls)	Spring	Jenifer Lijewski
Volleyball (Girls)	Fall	Jeff Barkell
Wrestling (Boys)	Winter	Travis Peak

<u>Activity</u>		<u>Sponsor</u>
Annual/Yearbook	Academic Support	Liz Masterson
Athletic Training	Co-curricular	Chellsie Johnson
Band	Co-curricular	Brent Rose
ASL Club	Academic Support	Maria Nolan
Chess Club	Hobby Activity	Grant Glock
Crafts Club	Hobby Activity	Tabitha Smith-Herron
Congressional Award	Leadership Activity	Chase Olson
Creative Writing Club	Hobby Activity	Tabitha Smith-Herron
DECA	Co-curricular	Jill Thompson/Bryce Flammang
Dr. Who Club	Hobby Activity	Jamie Tipps
Drama Club	Drama Activity	Dustin Hebert
Esprit Decorps	Academic Support	Katrina Rooney
Forensics	Co-curricular	Jason Waugaman

FFA	Co-curricular	Jessie Schell
F.I.G.H.T.	Physical Fitness	Melissa Campbell/TBA
French Club	Multicultural	Anne Underbrink
Guitar Ensemble	Academic Support	Gary DePaolo
Gourmet Club	Hobby Activity	Donna Scott
Japanese Club	Multicultural	Kaoru Slotsve
Journalism Newspaper	Academic Support	Liz Masterson
Mock Trial	Hobby Activity	Tim Freymuth
Powerlifting Club	Physical Fitness	Bart Stricklin
Robotics Club	Lego Robotics	Ryan Owens
Science Club	Academic Support	Paul Kasza
Spanish Club	Multicultural	Desiree Higgins
		Inga McCoy
		Tammy Tobin
Skills USA	Co-curricular	Joe Feiler/Donna
		Scott/Lucas Dow
Student Council	Leadership Activity	Ben Schanck
		Jolene Whitley
Unicycle Club	Hobby Activity	Lynnette Wiginton
Video Media Club	Hobby Activity	Jeff Chavez

ACADEMIC ELIGIBILITY POLICY

(Administrative Regulation 5300)

Kelly Walsh High School adheres to the eligibility regulations of the Wyoming High School Activities Association and the standards specified by NCSA#1.

1. To be eligible to participate in activities sanctioned by the Wyoming High School Activities Association, a student must maintain a C average in at least 2.5 subjects.
2. A student must not fail more than one subject in order to maintain his/her eligibility, regardless of the number of subjects taken.
3. Grade averages for students in activities will be checked at each mid-term (approximately 4 1/2 weeks) and at the end of each nine-week grading period.
4. A student, who does not maintain the C or is failing more than one subject at the mid-term check, will be ineligible until the deficiencies are corrected and the C average is achieved.
5. If the deficiencies are not corrected by the end of the nine-week grading period, the student will be ineligible for another 4 1/2 weeks until the next GPA check.
6. A student may practice while ineligible with permission of the sponsor or coach, but may not appear publicly in competition or travel under school auspices to such competition.
7. Special education (handicapped) students will be expected to meet the same activity eligibility requirements as regular education students since each student, through child study committee action, is placed into an individualized educational program that is designed for academic success.
8. The regulations of the WHSAA and those of the Natrona County School District shall govern all WHSAA sanctioned activities.
9. Poor conduct or inappropriate behavior as determined by the school administration shall be grounds for ineligibility. This statement pertains to general conduct, not just the particular activity in which the student is involved.
10. Extenuating circumstances may be appealed to the building principal.

*Students participating in activities must adhere to School Board and Kelly Walsh High School policies governing these activities.

Any questions regarding eligibility should be directed to the administrator supervising activities and athletics.

**Administrative Regulation Code: 5300 Administrative Procedures for the
Activities Eligibility Policy (UNDER REVIEW)**

1. Students declared ineligible at 4 1/2 week check points have the right of immediate reinstatement when grades are brought up to standards.
2. Students declared ineligible at 9-week checkpoints will remain ineligible for a minimum of 4 1/2 weeks.
3. Nine-week grade and 4 1/2 week grades will be used to determine eligibility.
4. Transfer students for out-of-district must meet WHSAA standards of eligibility until the next 4 1/2 or 9-week checkpoint. At that point, they must meet NCSD #1 eligibility standards. (Transcripts are often slow in arriving from previous schools.)
5. Summer School:
 - a. The WHSAA allows make-up in summer school that goes toward graduation. These make-up classes must be the same class the student failed. Therefore, a student must have a passing grade in five subjects to be eligible at the start of a new school year.
 - b. Students may use summer school classes to meet the minimum requirements of the eligibility policy of the Natrona County School District.

PROGRAMS AND SERVICES FOR KWHS STUDENTS

FREE OR REDUCED MEALS

Administration/Attendance Office

If students meet the required federal guidelines, free and reduced breakfasts and lunches are provided. In addition to this, qualification for free or reduced meals is used as a guideline for qualification for other opportunities, including summer employment. If you believe you may qualify for free or reduced meals, you should complete an application. Applications and related information are available in the Attendance Office.

TRANSPORTATION SERVICES

Administration/Attendance Office

School transportation may be provided if students qualify for this service.

HEALTH SERVICES

Kelly Walsh High School offers health services for the following needs:

Health assessments (for 9th graders, students new to district, special education students or per request):

vision, hearing, dental, blood pressure, scoliosis

Emergency first aid

Evaluation and assessment of health needs

Special education services

Liaison between home, school, and community resources

Referral to appropriate community agencies for health needs and concerns

Resources for students, faculty and staff

Assessment and follow up of student compliance with state immunization laws

Evaluation and monitoring of communicable and suspicious diseases

Assist students without insurance or urgent financial needs with community resources: IL, SOS, Kid Care

Insurance, District Homeless Coordinator

Medication for Students/Nurse's Office Information

District policy mandates that students must keep all medications in the nurse’s office; it must be in the original container and the student needs to have a doctor's order for "over the counter" and prescription medication. If a student asks for a "pain reliever" please send him/her to the nurse to call a parent/guardian to bring the medication of any kind.

The nurse's office hours are 7:45-3:45. If the nurse's door is closed, please contact the main office for assistance. To prevent interrupting instruction time, students who need to see the nurse for health checks, updates, follow-ups or medication will be contacted only during the last 10 minutes of the block when possible.

To comply with HIPPA/FERPA guidelines, only "need to know" teachers will be given individual care plans regarding student health needs. Please call with questions or concerns, 253-2026.

COUNSELING AND SUPPORT SERVICES

Kelly Walsh High School and the KWHS Counseling Office offer services for the following needs:

- Academic Planning
- College/Career/Post High School Planning
- Crisis Intervention & Prevention
- BOCES/ACE - Concurrent & Dual Credit College Classes
- IEP & 504 Plans & Homebound Services
- Referral Services to Community Agencies
- Work Credit & Job Shadowing through the Career Center

KELLY WALSH HIGH SCHOOL
COUNSELING PROFESSIONAL DISCLOSURE STATEMENT
3500 East 12th Street, Casper, WY 82609
(307) 253-2190

School counselors and social workers provide a program to support student achievement and to support the school’s mission and goals.

Although we are qualified to perform long-term counseling, in most instances, the nature of our jobs does not permit us to do so. We do provide crisis and short-term brief counseling. We use solution-focused and goal-directed strategies to help students. If students require more intensive help, we will refer them to a service provider in the community. When a student seeks counseling services outside the school setting neither we, nor Natrona County School District #1, accept the responsibility for payment of services.

As Licensed Professional Counselors, Wyoming law requires that we provide students and their families with the following information:

KELLY WALSH HIGH SCHOOL
LICENSED PROFESSIONAL COUNSELORS

<u>NAME</u>	<u>Responsibility</u>	<u>DEGREES</u>	<u>UNIVERSITIES</u>	<u>LICENSURE</u>
Amanda Saylor	School Counselor	B.A.	Univ. of WY	NCC #281957
	L-O, U-Z	M.S.	Univ. of WY	LPC #1414
Marial Choma	School Counselor Assessments	B.A.	Boston College	LPC #935
		M.Ed.	Northeastern Univ.	
		M.S.	Univ. of WY	
John O’Connor	College Selection	B.S.	The College of St. Scholastica	

	Facilitator	M.S.	Univ. of WY	NCC #202673
Patty Platt	School Counselor E-K	B.A. M.S.	Midland Lutheran College Univ. of Nebraska	LPC #623A
Sue Schilling	School Social Worker IEP	B.S. B.S.W. M.S.W	Ashland Univ. Univ. of WY Univ. of WY	
Deb Slensker	School Counselor A-D	B.S. M.S.	Univ. of WY Chadron State College	LPC #445A
Jolene Whitley	School Counselor P-T	B.S. M.S.	Univ. of WY Univ. of WY	NCC #207678

STUDENTS' AND PARENTS'/GUARDIANS' RIGHTS

Students and their parents/guardians are entitled to know our qualifications. If you have any questions about our abilities and qualifications, please feel free to ask.

You have a right to choose another school counselor if you feel that your assigned school counselor does not meet your needs.

AS YOUR LICENSED PROFESSIONAL COUNSELORS

1. We will inform you of the purposes, goals, techniques, and rules of procedure under which you may receive counseling.
2. We will treat you with respect as a unique individual. We are concerned about your educational, career, emotional and behavioral needs, and we seek to encourage your development in each of these areas. To do this, from time to time, we will share information about you with other staff members at our school. We will only share information with staff members if it is necessary to adequately evaluate, counsel and assist you with your personal, social, academic, and career development needs.
3. We will protect the confidentiality of information received in our counseling relationship as specified by federal and state laws, written policies and ethical standards. We will also protect the confidentiality of your school records and release personal data only according to prescribed laws and school policies.
4. For any of the following matters, legally and ethically, we may break confidentiality and involve others who can help:
 - A. If mandated by a court of law;
 - B. If disclosure is required to prevent clear and imminent danger to yourself and/or others;
 - C. If we are made aware of the potential or actual occurrence(s) of physical/sexual abuse of minors, persons with disabilities or senior citizens;
 - D. We will disclose information to an identified third party who is at high risk of contracting a disease from you that is both communicable and fatal, providing that you have not already informed him/her or are not intending to do so;
 - E. We cannot guarantee confidentiality in group counseling sessions due to their nature and composition. All group members are admonished to not disclose personal information they learn about other group members as a part of the counseling process to anyone outside the group. We cannot, however, ensure that they will always maintain confidentiality.
5. We will respect the inherent rights and responsibilities of your parents/guardians and may share information with them about you. We are sensitive to the cultural and social diversity among families. We will adhere to the laws and local guidelines as they pertain to facilitating your maximum development and welfare. We recognize that all parents (custodial and non-custodial)/guardians are vested with certain rights and responsibilities for the welfare of their children by virtue of their position and according to law.

6. We will clearly define and maintain ethical, professional, and social relationship boundaries. We will not have any type of sexual intimacies with students.
7. We will abide by all national and state laws pertaining to the ethical treatment of minors. We are governed by the policies, procedures and standards of practice as established by the State of Wyoming Department of Education and Natrona County School District #1 Board policies. We are also governed by the Wyoming Mental Health Professions Licensing Board and will adhere to the American Counseling Association's Code of Ethics and Standards of Practice.

If you wish any further information or wish to report a complaint, you may contact us at 253-2190, the principal of our school at 253-2000, or the Wyoming Mental Health Professions Licensing Board, 2020 Carey Avenue, Suite 201, Cheyenne, WY 82002 (307) 777-7788.

STUDENTS' AND PARENTS'/GUARDIANS' RIGHTS

Students and their parents/guardians are entitled to know our qualifications. If you have any questions about our abilities and qualifications, please feel free to ask.

You have a right to choose another school counselor if you feel that your assigned school counselor does not meet your needs. If you choose to work with another school counselor at our school, please advise your assigned counselor so that she can give the new counselor your records and facilitate the counselor change.

AS YOUR LICENSED PROFESSIONAL COUNSELORS

1. We will inform you of the purposes, goals, techniques, and rules of procedure under which you may receive counseling.
2. We will treat you with respect as a unique individual. We are concerned about your educational, career, emotional and behavioral needs, and we seek to encourage your development in each of these areas. To do this, from time to time, we will share information about you with other staff members at our school. We will only share information with staff members if it is necessary to adequately evaluate, counsel and assist you with your personal, social, academic, and career development needs.
3. We will protect the confidentiality of information received in our counseling relationship as specified by federal and state laws, written policies and ethical standards. We will also protect the confidentiality of your school records and release personal data only according to prescribed laws and school policies.
4. For any of the following matters, legally and ethically, we may break confidentiality and involve others who can help:
 - A. If mandated by a court of law;
 - B. If disclosure is required to prevent clear and imminent danger to yourself and/or others;
 - C. If we are made aware of the potential or actual occurrence(s) of physical/sexual abuse of minors, persons with disabilities or senior citizens;
 - D. We will disclose information to an identified third party who is at high risk of contracting a disease from you that is both communicable and fatal, providing that you have not already informed him/her or are not intending to do so;
 - E. We cannot guarantee confidentiality in group counseling sessions due to their nature and composition. All group members are admonished to not disclose personal information they learn about other group members as a part of the counseling process to anyone outside the group. We cannot, however, ensure that they will always maintain confidentiality.
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FERPA / HIPAA FACTS

Rights to privacy or confidentiality are among the most cherished rights in our society. FERPA and HIPAA exist to protect the confidentiality rights of students. These rights extend to parents/guardians of minors. At the age of 18, these rights transfer to the student.

FERPA – the Family Educational Rights and Privacy Act

- Enacted in 1974 to protect student official and confidential education records
- Defines education records as all records that schools or education agencies maintain about students
- Applies to all public and private schools that accept federal funds
- Gives the right to review and confirm the accuracy of education records
- Ensures that information can be released, by a written request, only for specific and legally defined purposes

Parent/Guardian Responsibilities and Rights

- May request changes or corrections in writing, according to District policy
- If a request is denied, must be granted the opportunity for a hearing
- If a disagreement continues after a hearing, an explanation of the objection may be inserted in the student's record

School Responsibilities and Rights

- Must respond promptly to the written requests
- Must decide if the written request is consistent with its own assessment of the record's accuracy
- If a request is denied, must grant the opportunity for a hearing
- May release "Directory Information" without consent

HIPAA – the Health Insurance Portability and Accountability Act

- Enacted in 1996
- Applies to all public and private schools not already covered by FERPA
- Provides national standards for protecting the privacy of health information
- Covers the confidentiality of the student's medical information:
 - Past, present or future physical and/or mental health condition
 - Provision of health care to the individual, including past, present or future payment
 - Other information that identifies the individual

Parent/Guardian Responsibilities and Rights

- Gives parents of minors and students 18 years or older, more control over their health information
- Sets boundaries on the use and release of health records
- Empowers an individual to control certain uses and disclosures of their health information

School Responsibilities and Rights

- Prior written consent is required before information can be released
- Sets boundaries on the use and release of health records
- Establishes safeguards that health care providers and others must follow
- Limits release of information to the minimum reasonably needed for the purpose of the disclosure

- Will determine whether the requesting agency or organization is allowed to have the information

The District may release educational records to other educational agencies providing service to a student without prior written consent.

For more information contact
Executive Director of Student Support Services
(307) 253-0254 • (307) 261-6867 FAX

ATTENTION CLASS OF 2018

INFORMATION ABOUT CAPS AND GOWNS

Graduation will be held at the Casper Events Center, Date and time TBD. We encourage all graduates to participate in the graduation ceremony, but participation is voluntary. Graduates wear the traditional Kelly Walsh High School cap and gown purchased by the graduates. Kelly Walsh High School has a graduation dress code, further information will be distributed prior to graduation.

PAYMENT OF CAP AND GOWN FEES

Seniors: Caps and gowns are ordered through Jostens. Their website is www.gotograd.com click on Grad Products then find Kelly Walsh High School. The exact cost of the cap and gown is not determined until August. There will be a senior class meeting in the fall in the Kelly Walsh auditorium when a Jostens representative will discuss caps and gowns as well as senior class products. If a student orders early, they are assured of a lower cost; however as late orders are received, the cost goes up in increments.

A Senior class meeting will take place in the fall, parents are welcome to attend and hear the Jostens presentation. During this Senior class meeting Josten's will measure for caps and gowns and ordering packets will be distributed. Students who cannot afford the cost of the cap and gown should contact the school office to determine if they qualify at 253-2091.

Caps and gowns are delivered to Kelly Walsh High School and will be distributed approximately one week prior to the graduation ceremony to those students who have purchased them, have met all graduation requirements, and do not owe any fines. Students who do not meet all graduations requirements may receive their caps and gowns the next day following graduation, if desired. Refunding the cost of cap and gown is done through the Jostens' representative by written request. Jostens contact information: 1(970) 223-7119, 3201 E. Mulberry, Unit R, Fort Collins, CO 80524

KWHS YEARBOOK

The Spirit of Troy yearbook will be sold for \$70. After Thanksgiving break, the price will be \$75. Yearbooks that have not been pre-ordered will be \$75 upon delivery in May. Students are strongly encouraged to order yearbooks ahead of time as extras go very quickly. **Please keep your receipt!** Yearbooks may also be purchased by going to www.kellywalsh.org and clicking the "Order Your Yearbook" under the "Trojan Stuff" link.

Senior Color Portraits: Due October 31, 2017

Late pictures will not be accepted. Please bring your color portrait to Room 48 by October 28th. ALL PHOTOS NEED TO BE VERTICAL, landscape or horizontal photos will not fit properly in the boxes provided. Photos of students holding weapons of any kind will not be allowed, even if it is just a hunting rifle. **We have to be sensitive to school violence and keep weapons of any kind out of our yearbook. Please keep this in mind when submitting a senior portrai. If it is banned on campus it is also banned in the yearbook..** If a formal portrait is not submitted, the picture taken at registration will be used. If a student does not get their picture taken at the beginning of the year

AND they do NOT submit a picture, they will not be in the picture section. *Students submitting senior pictures will be required to sign off on a verification sheet prior to publication. Please contact for more information

Senior Baby or Friendship Ads: Due December 15, 2017. NEW PRICES AND SIZES!

Parents of seniors may place baby ads in the yearbook, as well as any group of friends who want to be recognized. An eighth page ad is \$50, a quarter page ad is \$80, a half-page add is \$175.00 and a full-page ad is \$300.00 and a full spread is \$300.00. Photos, messages, and payment need to be submitted to the journalism class by December 16th. Pictures will be returned when yearbooks arrive in May.

ANYTHING BANNED ON CAMPUS WILL BE BANNED FROM THE YEARBOOK, SENIOR PICTURES AND ADDS (i.e., drugs, weapons, alcohol, toy guns, etc.)

Freshmen, Sophomores and Juniors: We want every student's picture in the yearbook. We will be happy to take a student's picture for the yearbook at no charge. Contact the Yearbook Sponsor, Ms. Masterson, for more information. Emails can be sent to liz231@myncsd.org

BOARD POLICY CODE 5156.1

HARASSMENT-STUDENT

(Racial, Ethnic, Disability, Ancestry or National Origin)

Harassment is a form of discrimination which is prohibited by Title IV, VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Wyoming Fair Employment Practices Act of 1965; and Art. 1, § 10 of the Wyoming Constitution. It is the policy of Natrona County School District #1 to enforce these laws among its students and employees.

It is the policy of the Natrona County School District Number One to create a learning and working environment that is free from harassment and, therefore, the District prohibits any form of harassment. The District will act to investigate all complaints of harassment and to discipline any person who harasses another person of the District.

For the purposes of this policy, harassment is defined as, but not limited to the following behavior towards a person on the basis of that person's race, color, religion, disability, ancestry, or national origin:

- Direct personal insults (whether written or oral) such as epithets, slurs, cartoons, drawings or insults which are addressed to an individual (or group of individuals) where such utterances are likely to incite an immediate negative response from the person(s) addressed.
- Threats of physical harm or actual harm of a person or interference with a person's movement or work
- Damage, defacement or destruction of District or an individual's personal property or materials in such a manner as to demean that/ those person(s).
- Any other acts of harassment or intimidation

SEXUAL HARASSMENT - STUDENT

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S. C. Section 2000 e, et seq. Title IX of the Education Amendment of 1972, as amended, 20 U.S. C. § 168 i; and Art. 1, § 10 of the Wyoming Constitution.

It is the policy of the Natrona County School District Number One to create a learning and working environment that is free from sexual harassment and, therefore, the District prohibits any prohibits of sexual harassment.

The District will act to investigate all complaints of sexual harassment and to discipline any person who sexually harasses another person of the District

For the purposes of this policy, sexual harassment is defined as, but not limited to unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. Sexual harassment may include: repeated offensive sexual flirtations, advances or propositions, or other verbal harassment, including derogatory comments or slurs, physical harassment, physical interference with movement or work or visual harassment such as derogatory cartoons, drawings or posters.

STUDENT CONTEXT

Specifically, harassment and sexual harassment includes unwelcome harassment and/or sexual harassment advances, requests for harassing and/or sexual favors or other verbal or physical conduct of a harassing or sexual nature which:

1. is made a condition of the student educational experience so that submission is a term or condition of an individual grade in a course or is made a condition of a student's status in a school related activity; or
2. is a student educational consequence so that submission to or rejection of such conduct is used as a basis for educational decisions affecting an individual student; or
3. is an offensive interference with a student's education or participation in a school related activity so that such conduct has the purpose or effect of interfering with a student's performance/status or creating an intimidating, hostile or offensive educational or school-related activities environment; or
4. is an offensive act or verbal communication by a student toward another person not welcomed by such person to whom directed.

RETALIATION

Retaliation related to the filing, reporting, defending, or presenting evidence related to a sexual harassment complaint is prohibited. Retaliation includes threats, conduct and communications which seek to punish parties involved in filing, reporting, defending, or presenting evidence related to a sexual harassment complaint.

TRESPASS ADVISEMENT

Area residents of KWHS have authorized the Casper Police Department to act on their behalf to advise all students that students are forbidden to enter upon the property of area residents. Property may include fences, yards, and other buildings or structures - including front and back property lines.

Trespassing is a misdemeanor offense and can be cited through either city or county court. The fine for trespassing can be as high as \$750 with up to six months in jail.



CENTRAL SERVICES • 970 N. GLENN ROAD • CASPER, WY 82601 • 307-253-5200

AUTHORIZATION TO RELEASE INFORMATION

Student Consent for Educational Records to be released to parent(s), legal guardian(s), other tuition provider(s), or other indicated individual(s)

Student(s) Name(s): _____ School Name: _____

PLEASE READ: In accordance with Family Educational Rights and Privacy Act of 1974 (FERPA), the undersigned student hereby permits Natrona County School District to disclose the information specified below to the following individual(s) or agency(ies) (including name, phone & relationship).

Name: _____ Relationship: _____

Phone: _____

Name: _____ Relationship: _____

Phone: _____

The consent shall be valid throughout the student’s enrollment in Natrona County School District and thereafter but may be modified or rescinded in writing by student. The parent(s), legal guardian(s), tuition provider(s), or other indicated individual(s) agree that they shall not disclose the specified information to third parties without the student’s authorization.

INFORMATION TO BE RELEASED:

The following information from my records at Natrona County School District may be released to the above-specified persons:

- _____ Grades and academic standing (i.e., transcripts)
- _____ Academic information (i.e., attendance, enrollment)
- _____ Discipline records, tuition, and fee status
- _____ Graduation status
- _____ Other, please specify:
- _____ All records and information

I have read and understand the contents of this consent form pertaining to the Family Educational Rights and Privacy Act of 1974.

Student’s Signature: _____ Date: _____

