

Kelly Walsh High School

*3500 East 12th Street
Casper, WY 82609*

2023-2024 Student Handbook

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

Attendance Office: 253-2189
Counseling: 253-2190

Mike Britt - Principal

Assistant Principals:

AJ Nathan

Stephanie Shafer

John Sheaff

Wayne Tuttle

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 Pillars:

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

KW will increase student achievement
KW will increase our graduation rate
KW will increase student activity participation rates

TARGET AREAS

College and Career Readiness
Content Literacy

School Song

**Stand Up and Yell You Trojans,
Hail to Green and White.**

**We'll Show Those Brave Trojans
That We'll Back Them
and Fight, Fight, Fight, Fight.**

**Trojans of Kelly Walsh, Forever True
We'll Be.**

**We'll Stand Shout and Holler Out For
Victory**

**Kelly Walsh High School:
www.kellywalsh.org**

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

TABLE OF CONTENTS

Target Goals	2
School Song	3
Kelly Walsh Website	3
Letter from Mr. Britt	5
Academics	6-9
NCSD Attendance Polich	7
KWHS Library/Media Center Information	10
Athletics and Activities	10-11
Acceptance (helping all feel safe and welcome)	12-21
Student Guidelines	14
Student Dress Code	15-16
Cell Phones	17
Discipline	17-18
Drugs/alcohol	18
Health Services	19
Counseling and Support Service	19
FERPA / HIPAA Facts	21
Bullying and Harassment	21
Sexual Harassment-Student	22
General Information	22
School Lunch	22
Class of 2024	23
Yearbook Information	24
Nondiscrimination	25
Accessibility	25

Letter from Principal Mike Britt

Dear Students, Parents, and Guardians:

Welcome to Kelly Walsh High School. We are excited about the 2023-2024 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 at 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.

Mike Britt, Principal

Assistant Principals: AJ Nathan, Stephanie Shafer, John Sheaff , Wayne Tuttle

Academics

Graduation Requirements for the class of 2024: 26.5 credits

GRADING

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

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

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

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

AU – Audit No credit, does not affect GPA

ACADEMIC ACHIEVEMENT

We of the KWHS Community pride ourselves in the academic achievements of our students, their families, 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

Name of Honor Roll

Principal's Honor Roll

Scholastic Honor Roll

Achievement Honor Roll

G.P.A. Requirement for a Quarter in 2.5 Credits

4.00 or above

3.50 - 3.99

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 Google Classroom.

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

BOARD POLICY ON ATTENDANCE Code: 5120

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. For more information please see the policy in the district handbook. (attach link)

TRUANCIES

Unexcused absences may result in truancy referrals with appropriate consequences.

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 prior to the final exam.** 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 complete 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.

TUTOR LAB

Students are encouraged to go to the Tutor Lab if they need additional academic help in a subject. The lab is open throughout the day and before and after school. You can find open times by speaking to an adult in the building, listening to announcements, or checking TV screens.

KWHS ATTENDANCE PROCEDURES

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. 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.

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 are listed below.

TARDY	CONSEQUENCE
1st	Verbal warning and marked in Infinite Campus BY THE TEACHER
2nd	Verbal warning and marked in Infinite Campus BY THE TEACHER
3rd	Marked in Infinite Campus, documented parent contact, and assigned BY THE TEACHER
4th	Marked in Infinite Campus, documented parent contact, and assigned BY THE TEACHER
5th	Marked in Infinite Campus and office referral. One day ISS assigned by ADMIN or CAMPUS SUPERVISOR .

STUDENTS' USE OF THE SCHOOL DAY

The block schedule is intended to give students more course options and time during the day to study and to contact teachers. 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. Trojan Connections, after the 5th block, is a required class for all students

who have a 5th block. Exceptions to the Trojan Connection rule will be granted by the head administrator only.

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. All enrollments in study hall in place of a KW course will need to be approved by the principal. No 9th graders will be approved for a study hall class without prior administrator approval.

HALL PASSES

Students must have their Student ID (may be Minga ID on phone) and 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. Every student must have a pass from their teacher.

STUDENT MAKE-UP WORK

In case of absences email your teacher and class assignments may be found in Google Classroom.

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 should 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 should 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 student's 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 timelines, that student will receive a zero (0) or an M (missing) until the assignment is submitted.

Missing assignments- assignments turned in after the due date - It will be the teacher's discretion to determine the acceptability of turning in an assignment after a due date. The date the assignment is due is the date the assignment needs to be turned in unless a student approaches the teacher to ask about a potential adjustment of the due date. The teacher's "minimum obligation" for grading will be by the end of the next grade reporting period, (progress reports or report card). This could affect eligibility as the placeholder after the "due date" will be a 0. An exception to the expectation would be any accommodations/modifications in any student's 504/IEP that contradict the statement (i.e. extended time).

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.

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 be someone waiting for them. If the book is not returned, the replacement cost of the library book will be charged. You may reserve books by speaking directly to the librarians or e-mailing Lacey Wilson, 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 lifelong learners with open opportunities to successfully learn, work, and grow.

ATHLETICS / ACTIVITIES

Practice and Contests – Attendance Expectations

Unexcused absences can result in suspension from competition or extra workouts/practices to make up for the absences. Repeated unexcused absences (two or more) 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

Students must be in school the entire day prior to leaving on a trip. Administration can make exceptions 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 currently serving an In School Suspension (ISS) or Out of School Suspension (OSS) will not participate without prior administrator approval. Students must remain in class until the scheduled dismissal time. Coaches/Sponsors are responsible for checking attendance prior to departure. The last scheduled school day will be considered when involving weekend or non-school day participation.

NCS D #1 CODE OF CONDUCT

Please refer to the *Student Code of Conduct* in the Natrona County School District Handbook.

ACADEMIC ELIGIBILITY POLICY LINK

(Administrative Regulation 5300)

Kelly Walsh High School adheres to the eligibility regulations of the Wyoming High School Activities Association and the standards specified by NCS D#1. Any questions regarding eligibility should be directed to the administrator supervising activities and athletics.

For a comprehensive list of WHSAA activities eligibility requirements go to WHSAA.org and go to General Links, then to Handbook <http://www.whsaa.org/handbook/handbook.asp>.

Reference: Board Policy

<http://www.boarddocs.com/wy/ncsd1/Board.nsf/goto?open&id=94WV4V7EFB7F>

SPORT, CLUBS AND ACTIVITIES FOR 2023-2024

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 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)

ACCEPTANCE (helping all feel safe and welcome)

CRISIS MANAGEMENT

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 Bloodborne 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. All visitors must present a valid drivers license which will be scanned using the [Raptor System](#). All visitors approved by the system or an administrator will receive a visitor's pass that must be worn in the building. Anyone who refuses to get or wear 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.

STUDENT IDs

Students will be issued one ID per school year. Students are encouraged to download the Minga app and have their electronic ID on their phone, if available. This will make entrance into exams, dances and other events easier.

DRIVING & PARKING OF VEHICLES

Driving and parking on campus is a privilege.

Students who are caught driving recklessly, obtain 3 or more parking tickets or are driving in an unsafe manner as judged by the Principal or his designee can lose that privilege.

Three (3) parking tickets in the same school year will result in administration consideration of revocation of parking privileges.

There is absolutely **NO** parking in bus lanes, fire lanes, on yellow marked areas which are designated no parking areas. Handicapped areas require a permit. Students are encouraged to park in designated student parking lots as opposed to in the neighborhood. The staff parking lot is not available for student parking. Students will be ticketed for parking in unauthorized areas or places that are not commonly marked and used for parking.

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 permits will be distributed during registration free of charge. Parking permits need to be displayed from the rearview mirror. We have a large number of staff/students who stick them in their dash, which covers the permit number, therefore, negating us from figuring out the driver of the vehicle.

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.**" Students who do not have a scheduled class must leave the KW campus.

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 an 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 have their Kelly Walsh Student ID (issued or Minga app) available upon request.

BEHAVIOR EXPECTATIONS 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.

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.

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 appropriate 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 Campus Supervisors, Attendance Office, Principal/Assistant Principals, Administrative Manager, SRO, or Counselors to arrange for the mediation.**)
- 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**)
- 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.
- Students who are suspended, either ISS or OSS, are expected to stay current with their school work via Google classroom and by emailing their teachers.
- Students in the Intervention Room for lunch detention or ISS may not DoorDash/UberEats a lunch.

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:

Gang related apparel is not to be worn at KWHS.
















Acceptable clothing includes: shirts, pants, jeans, shorts (no biker shorts or short shorts), and shoes/sandals, skirts and dresses of modest length; blouses (low cut blouses are unacceptable), 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.

School personnel reserve the right to prohibit all forms of dress and appearance that, 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.

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.		

Approved 6/8/2015

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. Persistent use could result in the student leaving his/her cell phone in a sealed envelope in the Campus Supervisor office. Multiple infractions could result in a student not allowed to bring a cell phone to school.

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

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, 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 reasonable and appropriate consequences for inappropriate student behavior. These consequences may include, but are not to be limited to such things as a **cool down in the office for a short period of time (5 minutes), required written apology, contracts, 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)
6. The second offense also comes with a recommendation for expulsion.

THREATS

The Principal and an Assistant Principal will 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). The Principal 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.

HEALTH SERVICES

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

Health assessments (for 9th graders, students new to the 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 COUNSELORS

<u>NAME</u>	<u>Responsibility</u>	<u>DEGREES</u>	<u>UNIVERSITIES</u>	<u>LICENSURE</u>
Amanda Saylor	School Counselor L-O	B.A. M.S.	Univ. of WY Univ. of WY	NCC #281957 LPC #1414
Marial Choma	School Counselor H, K, T	B.A. M.Ed. M.S.	Boston College Northeastern Univ Univ. of WY	NCC #75583 LPC #935
Carrie Knoepfle	School Social Worker IEP	B.A. M.S.	Univ. of WY Univ. of WY	LPC #1148 LAT #323
John O'Connor	College Selection Facilitator	B.S. M.S.	The College of St. Scholastica Univ. of WY	NCC #202673
Casey Schell	School Counselor C-F	B.S. M.S.	Chadron State College Chadron State College	
Stacy Barkell	School Counselor A-B & G	B.S. M.S.	Univ. of WY Chadron State College	
Jolene Whitley	School Counselor P-Sh	B.S. M.S.	Univ. of WY Univ. of WY	NCC #207678
Kristi DePoorter	School Counselor Si-Sz, U-Z	B.S. M.A.	Univ. of WY Chadron State College	PPC #1300

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.

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.

If you need 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.

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. (LINK to District Handbook Hippa and Ferpa)

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

AUTHORIZATION TO RELEASE INFORMATION

Bullying, Harassment-Intimidation (see district Handbook)

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. (See District Handbook)

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.

GENERAL INFORMATION PROGRAMS AND SERVICES FOR KWHS STUDENTS

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.**

LOST and FOUND

Lost and Found is located in the cafeteria. Items are donated at the end of each quarter to a charity in town.

SCHOOL LUNCH

Secondary Breakfast Prices:

PAID = \$2.05
REDUCED = \$.30
ADULT = \$2.50

Lunch Prices:

PAID = \$3.20
REDUCED = \$.40
ADULT = \$3.90
Pizza slice \$1.95/ Milk \$0.50

Due to District policy students 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 civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

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.

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

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

The Friend with a Friend form must be completed 24 hours in advance by the parent or guardian of each student and signed by the principal before one student may ride the bus home with another student. The Friend with a Friend form may be found and filled out in the attendance office.

ATTENTION CLASS OF 2024

INFORMATION ABOUT CAPS AND GOWNS

Graduation will be held at the Casper Events Center, May 30, 2024 at 7:30 p.m. 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 graduation 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

Order Your Yearbook:

Yearbooks will be sold **ONLINE ONLY** at www.kellykall.com or yearbookforever.com. The *Spirit of Troy* yearbook will be sold for **\$87.25**. After Thanksgiving break, the price will be **\$100 (plus fees)**. Yearbooks that have not been pre-ordered will be **\$100 (plus fees)** in May. **Please keep your receipt!**

Senior Portraits: **Due Tuesday, October 31, 2023. Late pictures will not be accepted. Please email your portrait to liz231@myncsd.org or bring it to room 2350 by October 31.** 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 portrait, 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 NOT PICTURED section. Students submitting senior pictures will be able to verify the correct photo and preferred name have been submitted for two weeks after the deadline prior to publication. One full set of photos will be posted in the Commons, and another full set will be posted outside Miss Masterson's classroom (room 2350) Please contact Miss Masterson for more information.

Senior Congratulatory Ads: **Due February 6, 2024.**

Parents of seniors may place congratulatory ads in the yearbook, as well as any group of friends who want to be recognized. An eighth page ad is \$75.00, a quarter page ad is \$150.00, a half-page ad is \$250.00 and a full-page ad is \$400.00 and a full spread is \$750.00. Photos, messages, and payment need to be submitted online at yearbookforever.com. You will need to enter the school information when prompted and then select the option to buy an ad. You can also email the photos and message (liz231@myncsd.org) and mail in a check. Please confirm with Miss Masterson that your order has been received. Pictures will be returned when yearbooks arrive in May.

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

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, Miss Masterson, for more information.

Emails can be sent to liz231@myncsd.org

Nondiscrimination Policy

NCS D #1 does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, or disability in employment, treatment, admission, or access to educational programs and activities.

The lack of English language skills shall not be a barrier to admission or participation in the activities and programs. Natrona County School District does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the American with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s). The following person(s) have been designated to handle inquiries regarding the Non-Discrimination Policies of Natrona County School District.

504 Coordinator - Todd Burns
970 N. Glenn Rd., Casper, WY 82601, or (307) 253-5445
todd_burns@natronaschools.org

Title IX Coordinator - Dillon Fuller
970 N. Glenn Rd., Casper, WY 82601, or (307) 253-5445
dillon_fuller@natronaschools.org

Or you may also contact:

The Wyoming Department of Education, Office for Civil Rights Coordinator, 2300 Capitol Avenue, Cheyenne, WY 82002-0050 or 307-777-7673

Accessibility

At Natrona County School District #1 (NCS D), we seek to understand and respect the unique needs of our students and community. We are committed to ensuring the accessibility of our web content to people with disabilities. All content on our website will conform to the Web Content Accessibility Guidelines (WCAG) 2.0, Level AA. This policy applies to all new, updated, and existing web content on www.natronaschools.org. Accessibility checks will be incorporated into the publishing workflow for all new website content.

Each page of the website will include a link in the footer to this page which includes contact information providing a method for users to submit feedback on the site; this information will be compiled and considered during the review process. Any accessibility issues should be reported to NCS D's Public Relations Department at communications@myncsd.org.

To request information on this website in another language, please email communications@myncsd.org **or call 307-253-5253**.

All areas of the Natrona County School District #1 website will be reviewed annually. Reviews are the responsibility of NCS D's Public Relations Department.

