



Kelly Walsh High School

*3500 East 12th Street
Casper, WY 82609*

2023-2024 Staff Handbook

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

Attendance Office: 253-2189
Counseling: 253-2190

Mike Britt - Principal

Assistant Principals:

A.J. Nathan

Stephanie Shafer

John Sheaff

Wayne Tuttle

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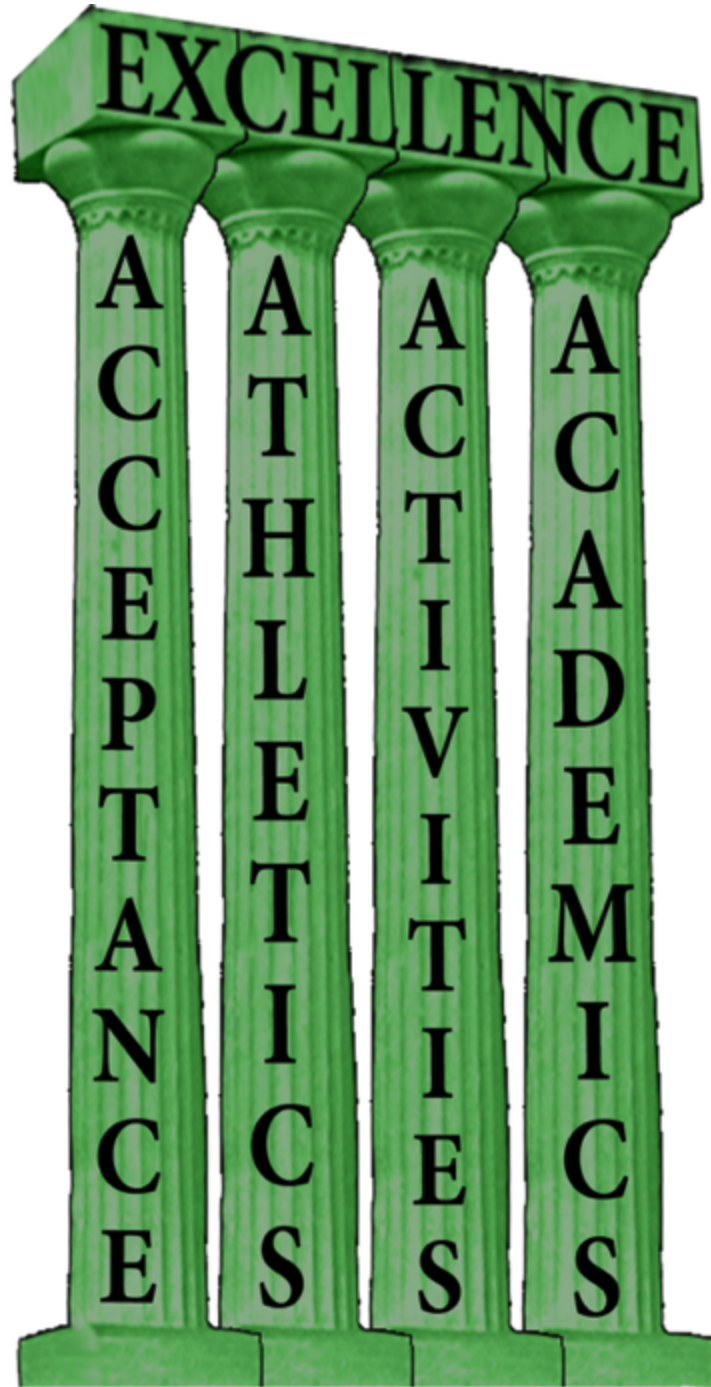
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Kelly Walsh High School Mission Statement

Kelly Walsh High School: Preparing all students for their next step by creating high expectations, academic rigor and personal responsibility. We value character, integrity, respect and accountability.

Pillars of Success

*Academic Excellence * Activity Excellence *Athletic Excellence *Acceptance



Target Goals

- All students will meet or exceed the State's indicator of the Wyoming Accountability in Education Act
 - KWHS will increase our four-year graduation rate to 86%
- All faculty will be active participants in Professional Learning Communities.

Kelly Walsh Website

www.kellywalsh.org

Kelly Walsh School Song

Stand up and yell you Trojans
Hail to Green and White
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!

Nondiscrimination Statement

Natrona County School District No.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. Inquires concerning perceived discrimination may be referred to the Executive Director of Student Support Services, 970 North Glenn Road, Casper, WY, 82601. (307) 253-5200 or the Wyoming Department of Education, Office for Civil Rights Coordinator, Second Floor, Hathaway Building, Cheyenne, WY 82002-0050, (307) 777-6198.

Meetings (Planning Period, Department, Faculty, Department Chairs, Graduation Status Review, 504, School Improvement)

Certified staff members are required to attend and participate in a variety of meetings. These meetings include:

- Faculty meetings are held at 7:30 in the auditorium the third Friday of the month unless otherwise announced.
- Planning period meetings will be held on a regular basis. Times, topics and meeting sites will be announced in advance.
- Department chair meetings are held the 1st and 3rd Monday of each month and as otherwise needed.
- Department meetings are held on a regular basis. Departments will arrange specific meeting days with their administrative contact person.
- Graduation Status Review (G.S.R.) meetings are held based on student need and referral. The At-Risk Coordinator in the counseling office coordinates GSR meetings. In conjunction with administration GSR teams, designated advisors facilitate and assist with monitoring students identified as “at-risk”.
- 504 and I.E.P. meetings are scheduled as needed to meet individual student needs.
- PLC meetings are conducted Tuesday and Wednesday mornings from 7:32 – 8:15. PLC meetings will be scheduled by department per the 2021-22 schedule.

GENERAL EMPLOYEE INFORMATION

GENERAL EMPLOYEE INFORMATION

- Faculty and staff members must obtain a Kelly Walsh Faculty Parking Permit from the Attendance Secretary in the Attendance Office. All parking is on a first-come first-serve basis. Handicapped parking is located in designated areas as marked.
- School hours for students are 8:20 – 3:24.
- All employees are to wear their photo identification during the school day.
- The way students and staff members look and dress often affect attitude, behavior and classroom work. We ask staff members to dress in neat, professional attire appropriate for their assignment per NCS D Dress Code Policy 5375. Traditionally, Fridays are school spirit days and staff members are encouraged to wear school colors.

Accidents & Emergency Safety Protocol

Primary Considerations

- Attempt to ascertain how seriously the victim is injured. If in ANY doubt, get assistance.
- Begin to administer only that first aid which is essential and nothing further.
- Notify a nurse or principal immediately but do not leave the injured victim. Send another student, assistant, custodian, etc.
- If an eye has been exposed to an acid or an alkali, immediately irrigate the eye with **copious** amounts of water and obtain immediate medical assistance.

Try to calm the individual as you wait for the nurse to arrive.

If the individual is non-responsive, call 9-911 (remember to get an outside line). Err on the side of safety.

When an accident occurs, no matter how major or minor, the nurse will evaluate the injury and, if injury requires, referral will be made to a physician, emergency room, or hospital.

Reporting an Emergency: Student & Employee

When an accident or sudden illness occurs, contact the nurse's office (3-2026) or main office (3-2091) and report the following:

1. "This is _____ in room number _____"
2. Describe the situation. If possible, do not disclose confidential information in front of other students (HIPPA/FERPA). For example: student or adult's name, and your perception of what has

or is occurring. This enables appropriate equipment to be taken to the scene (AED, wheel chair, blood pressure cuff, etc.)

NCS D #1 Employee SELF REPORT Accident Reporting Procedures

Due to the increasing numbers of employees and the demand to have a safe working environment for all employees, a new self-report, accident reporting system is being utilized through the Public School Works system. This system is currently accessed for compliance training. Any employee can report an injury. The system also requires follow-up from supervisors and allows users the ability to name witnesses and have those witnesses report as well. This is a self-report system. If an employee is injured, they are to go to Public School Works within 72 hours and fill out an accident report. This system also provides a workman's compensation form to fill out and send to HR if the employee is covered by Wyoming Workman's Compensation. Ensure you follow all work and staff agreements for injuries to employees involving students.

Handling of Body Fluids

If you feel you have a need for synthetic gloves, the school nurse or a custodian can provide them for you. Please refer to the compliance training on universal precautions in the school setting.

At-Risk Intervention Referral Process: Graduation Status Reviews

During the course of a school year, teachers and staff members will encounter students who exhibit inappropriate behavior such as poor attendance, lack of achievement, suspected substance abuse, etc. The referral and at-risk processes (Graduation Status Reviews) are designed to help teachers assist these students. The process has been designed to expedite the assessment of the situation and to secure appropriate interventions. When concerns arise, staff members should contact the At-Risk Coordinator in the counseling office. The At-Risk Coordinator will work with administration and designated advisors and counselors to establish a meeting time and initiate the process.

Attendance Procedures

It is important for learning and an orderly operation of the school that students are on time for classes. KW general Attendance Procedures are as follows:

1. Please take attendance as close to the beginning of the block as possible. All attendance must be entered each block.
2. Excused tardies through the office will appear as "TDE" on Infinite Campus. If a teacher is sending the student on a pass, students should be entered as "present". When TDE appears, or a student enters with a pass, students should not be penalized. Additional time and/or work may be required by teachers of

students who are late for class. Tardy consequences are based on a student's tardy total per class.

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.

3. If a student is marked “absent”, then arrives with a pass, make sure to change the Infinite Campus record to “present”. Absences alert the automatic dialer.

4. Students arriving after the midpoint of the class will be marked “absent”.

Bell Schedules

Zero hour:	6:45-7:30
PLC (Tuesdays and Wednesdays)	7:32-8:15
1st	8:20-9:45
2nd	9:50-11:15
1st Lunch	11:15-12:00
3rd	11:20-12:45
2nd Lunch	12:45-1:30
4th	12:00-1:25
5th	1:30-2:55
Trojan Connections	2:55-3:24

Budget and Accounting Information

No employee shall incur debt against the school district without following the procedures outlined by the division of NCSD Business Office and the Board of Trustees.

Kelly Walsh High School has developed an accounting system for both general and extracurricular

accounts. The Accounting Manager is responsible for knowing the balance of their account.

General budget funds are allocated annually through the budget process.. These funds are “use it or lose it” funds distributed annually based on student enrollment. Deadline dates for accessing these funds will be published in advance and **must be adhered to**.

Extracurricular funds are generated from fundraisers, donations, fees, etc. and can be carried over year to year. All extracurricular accounts must maintain a positive balance at all times. Sponsors/Coaches are responsible for keeping account records independent from KW and CSF records. Sponsors/Coaches will receive a copy of the extracurricular balance and transactions throughout the school year. Account owners are responsible for comparing building/district records against sponsor/coach records. If records differ, see the Account Manager immediately to discuss discrepancies.

The Department Chairperson will receive a copy of the general budget allocation at the beginning of each school year and quarterly throughout the year. Department members must follow their departments spending guideline. The Department Chairperson must sign all purchases prior to submitting to the Account Manager.

Purchases must be made using a District issued credit card. In order to receive a district card employees must attend specific training. Once purchases are made a Receipt Submission Form (RSF) must be completed and submitted within two days of the purchase (ideal).

Credit Card and Direct Pay Vouchers

The limit of the credit card purchase is determined by the employee’s credit card limit. If you feel like you need an increased limit submit a request (found in Employee Online) to you evaluator.

Accounting Specialist provides credit card training in order to make purchases. This information can be referenced by going to Employee Online>Forms>Credit Card>Credit Card Manual>Right click to open in a new window to review the slide show training. Failure to follow policy and procedure will jeopardize credit card privileges.

- **Should your credit card be declined, call the 800 number on the back. Treat the District credit card like your own!**
- Good Practice- Save a copy of the RSF and the receipt for your records, as you may need to reference it later. The receipts are your responsibility!
- Purchases between \$25,000.00 and \$50,000.00 must include three informal competitive bids (see Administration Regulation 3200). Purchases over \$50,000.00 require competitive bidding as determined in the Board Policy Manual. If thinking of making a purchase of this amount please work with your administrator.

Fundraisers and Extracurricular Accounts

Fundraisers must be pre-approved by the principal in charge of the budget. Forms must be secured from the Activities Office, completed, signatures obtained, and filed **prior to proceeding** with activity plans, ordering supplies, or publicizing an activity. Proper purchasing procedures must be followed. All accounting forms are available on-line.

When the fundraiser is completed all form and paperwork must be submitted to the Accounting Specialist.

Per board policy, all accounting records must be returned at the end of each school year.

Procedures apply to all accounts including fundraising projects. These accounting records must be left on file in the accounting office at the end of each school year.

- Extracurricular account balances carry over year to year. All extracurricular accounts must maintain a positive balance at all times. Sponsors and coaches will receive a copy of the extracurricular printout. Exceptions must be cleared through the athletic director in advance.

- Extracurricular information is provided to the sponsors/coaches at the beginning of each year. Record sheets, deposit slips and account balance records are included.

- Accurate records showing all income and expenditures must be maintained by the sponsor/coach for all funds collected. The amount collected and shown on the records must be the same amount shown on your deposit receipt.

- Do not collect money and pay cash for items. All funds collected for school use becomes the property of the district and you cannot expend district funds without following the established district purchasing procedures. Funds collected, for any reason, should be deposited as soon as possible after collection. Do not hold checks, they should be run through immediately.

- **Checks need to be deposited each week.**

- **Cash Funds should be held in the vault and a deposit completed when a minimum of \$50.00 is reached. Do not assume your room is safe. When deposits are ready to be made, do not give deposits to anyone but the Accounting Specialist!**

- **Deposit slips should be completed using the user-friendly on-line form and must include the name of account, sponsors, account number, specific source of income and approved fundraiser application form (when warranted). DO NOT leave deposits unattended!!!!**

- **When collecting cash, attach cash documentation to the deposit slip. This verifies the source**

of the cash collected (i.e. fees, fines, fundraisers). Under \$10, indicate “see attached” and attach cash documentation if you prefer. Please do not turn in large quantities of coins.

- **Deposit slips are to be filled out in dollars and cents. After the on-line form is completed, it should be printed and submitted with funds to be deposited and sponsors need to set a time with the Accounting Specialist in order to verify the deposit.**
- **Do not send students to the Account Specialist to “drop off” a deposit.**

• The name of your account must appear on the face of each check (pay to the order of KW Annual). Please ask that checks be made out to: KWHS/your account name (e.g.: KWHS Annual).

• IF a check is made out to you personally, please endorse properly before depositing, (e.g.: Pay to the order of KWHS/your account name and your signature).

• **At the completion of the fundraiser coach/sponsor detailed accounting records must be verified by the Accounting Manager and submitted to the principal in charge of the budget.**

Building Usage

Arrangements for all building usage must be made through the Activities Office. Our building is used for many school and community activities and, in order to avoid double scheduling, the Activities Director must make all arrangements for use of the classrooms, commons, cafeteria, auditorium, gymnasium, etc.

We believe the building should be used for all worthwhile educational projects. It has been our policy to make it available for our needs and those of the community. In order to maintain a pleasant community climate among ourselves, observe the following regulations:

- If a room is needed, request permission to use via a Building Usage Request Form filed with the Activities Office.
- The person whose room is to be used will then be contacted. If permission is granted, copies of the approved request will be given to the person requesting, the person whose room is to be used, and the custodians.
- Any damage or abuse of building usage must be reported to the Activities Office and Head Custodian immediately.

Class Location

If you are not going to be in your classroom be sure the attendance specialists know where you and your

students are located.

Conference Room Usage

The conference rooms are available for the use of meetings and activities. Schedule ahead with the principal secretary to make sure the space is available. Please see one of the activities assistants to make reservations for any other rooms throughout the building. .

Course Outlines

Each faculty member must provide a course syllabus for each course he/she is teaching before the start of the semester. The course syllabus must be linked to the KWHS course syllabus document for review/approval by admin before being distributed to students.

Comp Time/Flex Time

Comp time for certified employees is monitored through the designated secretary in the Attendance Office. Teachers interested in covering classes during lunch or planning blocks earn comp time and should contact the office. Teachers who have 300 minutes of compensatory time may:

- Be reimbursed at the current rate of substitute pay per day.

Duties and Responsibilities of Employees

All employees must fulfill duties and responsibilities as described by specific job titles/work agreement. Teachers are required to actively engage students in the learning process:

- Teach within the framework of the stated mission, standards, goals, and curriculum of the district and individual school.
- Implement the appropriate sections of the Master Contract and policies of the Board of Trustees, school district, individual school, and department.
- Develop and implement daily lesson plans that meet all Standards and maximize the block.
- Maintain current and accurate records of student achievement and proficiencies.
- Develop and disseminate course outlines to students and parents.
- Supervise classes and/or activities at all times unless an emergency mandates that the teacher leave the room. In such case, the teacher must be certain that the class is supervised in his/her absence.
- Stay current in teaching methodology and subject matter.
- Prepare, administer and assess Common Assessments.
- Utilize technology in the classroom and in management activities.
- Provide lesson plans and information necessary for substitute teachers.

- Keep records and produce needed reports according to due dates.
- Assist in developing and improving curriculum in the district, school, and department.
- Assist in the inventory and budget processes of the department and school.
- Participate in the site-based decision-making process.
- Participate in the school accreditation and school improvement process.
- Assist in the care of school property.
- Be available during the working day for consultation with students and parents.
- Develop an annual professional development goal.
- Sponsor, when assigned, extra-curricular activities.
- Attend, facilitate and participate in required building and district meetings.
- Actively engage in the four pillars of KWHS: Academic Excellence, Activity Excellence, Athletic Excellence Acceptance, Professional Learning Communities and the Correlates of Effective Schools.

Extra-Curricular Activities and Duty Assignments

All arrangements and plans for school-sponsored events must be reviewed by the Activities Director prior to the event. Planning and audit forms for fund-raisers are available in the Activities Office. All activities in which you use school facilities should be booked with the Activities Director. All fundraising projects must be approved by the principal in charge of the budget before you begin.

Sponsors are responsible for keeping their extra-curricular account in balance. Proper accounting and purchasing are to be followed. When purchasing supplies for any activity, make sure you order the material properly. When in doubt-ask the activity director, an administrator, a previous sponsor, or the Accounting Specialist.

When riding a bus with students, adult supervision should be dispersed throughout the bus. If there is limited supervision, the order of chaperone seating should be first, middle of the bus, second, back of the bus and last, front of the bus.

Parent/Community Night

Each Wednesday evening has been reserved by school board policy as Parent/Community Night. All school- sponsored activities must be completed by 6:30 p.m. (Policy 1200). This includes the summer months.

Grades, Progress Reports & Report Cards

1. Meeting grading deadlines is a top priority. Attention to detail in all grading and reporting is required.
2. Grades on Infinite Campus must be accurate, current and updated weekly. This information is viewed on-line by students, parents, administrators and district personnel on a consistent basis.
3. All grades that originate in Infinite Campus are for records and reporting purposes.
4. It's recommended that teachers keep printed or electronic copies each semester of all grade records.

These documents are used as a reference when issues arise.

5. Progress reports and report cards are available via infinite campus.

Lesson Plans

Lesson plans must be completed in advance and address the District Curriculum, Common Core, and State Standards. It is suggested that lesson plans be designed by the unit of study.

In the event of an emergency, and a substitute is needed, **appropriate “sub plans”** must also be available. Emergency sub plans must have a **meaningful, educational goal in mind and must not be viewed as “busy work”**.

Administrators do not require teachers to submit lesson plans; however, lesson plans are expected to be available to share with an administrator when requested. Teachers should let administrators know where lesson plans are kept.

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.

Posters, Signs, & Advertisements

The display of all posters, advertisements, signs, etc., must be approved by the Administration with consent from the Staff Development Office at Central Services.

Room Supervision

It is the responsibility of all classroom teachers/supervisors to remain with their students at all times. Students should not be dismissed from class early. If for any reason a teacher may find it necessary to leave the room, notify the office for assistance. Notify the teacher in the room next to you if you must leave before help from the office arrives. Classrooms should remain locked when unoccupied to prevent vandalism or theft of school or personal property.

Substitutes & Employee Absence

All certified staff members must have substitute plans that include teaching schedule, class information, etc. Non-certified employees should provide a copy of work schedules to the office designee. In the event of an absence, the process below should be followed by all employees:

1. Individuals should login to app.frontlineeducation.com which is available 24 hours per day, every day of the week. It is also a ‘quick link’ on kellywalsh.org. All employees are required to have a login ID and PIN to enter information.
2. Follow the instructions carefully! All absences should be put in Absence Management. Absence Management absences must **match what is generated on the online timecard**. **If absent for only one block, mark “no sub needed” and contact the designated secretary for a cover. Specific information needs to be entered in the comment section should sub costs be charged to different departments.**

- 3. When entering an absence, enter the actual start time. Substitutes are expected to arrive 15 minutes early. (i.e.: “1st block 8:24 a.m.”)**
 4. Notify the designated secretary, supervisor, or an assistant principal as soon as possible after 7:00 a.m. on a school day. (253-2049)
 5. By 2:30 p.m., the day of your absence, notify the designee or an assistant principal, if possible, concerning your anticipated status for the next school day. If an employee is absent for 5 consecutive days for medical leave, and reports absent on the 4th day, the employee must request FMLA forms from Human Resources.
 6. By logging on to the system via the internet, your absences for the entire year can be posted.
 - 7. All instructional staff must complete the Kelly Walsh Leave Request Form to request approval for all absences from their respective supervisor. Notify the designated secretary of any change to the information that occurs during the school year.**
 - 8. If a sub is requested in error, the department budget will be charged. Please be very careful when entering requests!**
 - 9. Field trips are not paid by the District (including subs, snacks, entry fees) and require department account numbers. Department chairs need to be made aware of such trips in order to accurately track budget transactions.**
 - 10. Any time a certified substitute is employed over four hours, they are paid for a full day.**
- Substitutes often cover during assigned planning periods. Please DO NOT arrange your own cover without consulting the designated secretary.**

Supplies

Teacher supplies such as pencils, pens, markers, etc., may be obtained by filling out a supply request form and submitting the request to our account specialist. Please allow a two-day turnaround.

Student Supply Purchase Request Approval Procedure

The process will be outlined each semester by administration and be communicated by administration or designee.

Staff Professional Development & Travel

Staff Professional Development is necessary for keeping the faculty and staff current with knowledge and skills related to their employment with NCSD. We encourage all employees to take advantage of professional growth opportunities.

Applications for professional development and travel requests are available on Employee Online. All leave requires administrative approval regardless of how the leave is funded. Requests should be made

well in advance in order to meet District travel guidelines regarding PD.

T-Shirt Design and Development

Kelly Walsh High School organizations or groups who wish to design and/or develop a T-shirt or other apparel must review the design with the Activities Director prior to final printing.

Trips with Students

Each activity sponsor should review the Board Policy regarding activity trips prior to taking students on school- sponsored trips. The policy, transportation forms and a field trip packet are available from the Activities Office.

Procedures in supervision of pupils on school-sponsored trips are as follows:

As much as possible, you should make every effort to maintain constant supervision of your group at all times. We realize that this cannot be done 100% of the time because there will be some time when students will not be under your direct supervision but the faculty sponsor should know where the students in his/her charge are at all times.

Students who leave on a trip in school-sponsored vehicles should return the same way, except when permission may be granted to the student to return with his/her parents or guardian. No pupil should be given permission to ride around in a car that is not driven by the school-sponsored driver while he/she is on a trip. This is for your own protection. In the event of an accident, you could be held legally responsible.

Every sponsor should check with the motel or hotel owner prior to checkout time to be sure that no damage or larceny has taken place for which the students in his/her charge are responsible.

School Sponsored Activities

Field Trips, Assemblies, Special Functions or Performances

When riding a bus with students, adult supervision should be dispersed throughout the bus. If there is limited supervision, the order of chaperone seating should be 1st middle of the bus, 2nd back of the bus and last front of the bus.

Board Policy 5343 states, "All field trips are to have a recognizable educational value and must fit within the current curriculum." All faculty and staff must read this policy and associated regulations prior to planning a field trip.

School policy on students missing class for a school sponsored activity: (Excluding athletics)

- It is the sponsor's responsibility to see that proper forms are correctly completed six weeks prior to the trip/activity with the assistance of the K.W. Activities Director (i.e. NCS D Secondary Field Trip form). This includes securing all funding associated with the activity.
- All requests for field trips or activities must be submitted for approval to the activities director a

minimum of six weeks prior to the trip/activity.

- Upon approval, the sponsor must submit a list of participants to the activities and Attendance Office, and if the activity may affect another class, notification of the activity and tentative participants must be e-mailed to Attendance Office to ensure good communication and proper planning for faculty/staff members.
- Should concerns arise regarding student participants, early intervention is expected. The sponsor and the teacher should meet to discuss the concern. If a solution cannot be agreed upon, then an administrative decision will be made.
- A final list must be submitted prior to departure to the Attendance Office, Athletics/Activities Director and a copy provided to the bus driver. This will ensure accurate attendance records for reporting purposes as well as emergencies.
- Any exceptions must be cleared, in advance, with the Activities Director.

Summary of Necessary Paperwork for Field Trips:

- Obtain and review a copy of School Board Policy Code 5343 from Activities Office
- Obtain field trip packet from Activities Office
- Obtain transportation forms from Activities Office
- Obtain Volunteer Authorization Forms from Activities Office
- Complete Form FT01 and submit to the director of activities for approval (do not begin formal communication with parents or students prior to approval).
- Following approval, complete the remaining items in the field trip packet and transportation forms. You are responsible for keeping all paperwork on file for two years. If an accident or incident occurs please contact the director of activities or a building administrator as soon as possible. You must obtain the field trip paperwork for 10 years if an accident occurs.

Attendance Prior to Activity/Athletic Events

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.

Student Travel Accounting Procedures and Guidelines

When traveling with students, NCSD expects every student activity trip to meet policy. Principals and/or designated Activity Directors are responsible at the building level to see that proper accounting is done on each trip by the coach or sponsor.

The recap of travel expenditures must be completed in full with acceptable receipts attached within three days of return. The principal or designee must verify by signature that travel expenditures have been audited.

- Lodging: Principals and staff members are encouraged to shop for the best rates. Payments shall be made in accordance with District travel policies.

- Trips that are away from Casper, or Midwest, for more than six hours should allow for meal costs.

All accounting should be submitted to the Activities Office within three business days. Accounting is to be done separately for each day of the trip. The exact number of individuals eating meals should be accounted for, not the number authorized to travel.

Year-end Close of School Procedure

Prior to the close of school, staff members will be given a "Checkout Sheet." This form must be completed and turned in to the office before leaving school for the summer.

It is recommended that teachers keep backup copies of grade books. The office may use this information should questions arise. Please clearly mark class name, period, semester, and grade(s).

GENERAL SCHOOL INFORMATION

Home of the Trojans

GENERAL SCHOOL INFORMATION

Academic Achievement/Honor Rolls

As a Kelly Walsh Community, we pride ourselves in the academic achievements of our students, their families, faculty, staff, and alumni. There are three honor rolls that distinguish individual achievement over each “9 week” grading period:

Name of Honor Roll

Principal’s Honor Roll Scholastic Honor Roll Achievement Honor Roll

G.P.A requirements for a quarter and enrolled in 2.5 credits

4.00 or above 3.70- 3.99 3.00- 3.6

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. The Daughters of the American Revolution (DAR) also require all students 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.

Grading

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

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

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 the GPA

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 and

supervise his/her class to the assembly. All teachers are expected to supervise students during assemblies.

Attendance Procedures for Students

All employees are expected to follow NCSD Attendance Policy 5120 (See complete information in “policy section” of this handbook). Kelly Walsh attendance procedures are as follows:

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. The telephone call eliminates the need for the written notes. Student’s attendance and grades may be checked daily through the P.A.S.S. – Parent Access to Infinite Campus System.
2. For excused absences, the student will make arrangements with the teachers for make-up work. Absence due to school-sponsored activities will be classified as excused absences and will be reported as such.
3. Each teacher will send home within the course syllabus a copy of his/her make-up and grading policy as approved by the principal or his/her designee, including the manner in which the student’s grades will be determined, the type of participation and the way in which missed class work may be made up.
4. The school offices will track attendance for institutional reasons such as but not limited to ADM reporting, research on trends and outcomes related to attendance, as well as alerting teachers to concerns and/or responding to requests for assistance.
5. The schools will continue to notify parents of absences on a regular basis and as **concerns emerge. Teachers are expected to contact parents and guardians of minor students and contact students 18 years old or older regarding attendance concerns.**
6. Absences that are not accounted for by parental contact with the school will be considered unexcused for two (2) school days.
7. The Attendance Office logs in all attendance calls. If there is a question about an absence, the office can check back for verification.

Attendance Codes and Definitions

Absent – UNV – Unverified: Student is absent. Once a parent/guardian has been contacted, the code should be changed accordingly. If the code is not changed, it will be counted the same as an unexcused absence.

School Excused – OEX – Excused: Student is excused by attendance clerk, an administrator, teacher, counselor, social worker, nurse, etc.

Excused – EXC- Excused: Student is excused by a parent/guardian for illness, vacations, appointments, court appearance, bereavement, or other reason acceptable by the building administration.

Activity – ACT - School Activity: Student is out of school for a school-sponsored activity.

Homebound – HOM – Excused: Student is receiving instruction from a district employee while away

from school. Example: student is in the hospital, detention center, crisis center, etc. This code should only be used if the homebound status is verified by the Safe Schools office.

In school suspension – ISS – Excused: Student is present at school, but in an isolated area away from their regular class(es) for discipline reasons.

Excused Tardy – TDE – Excused Tardy: Student is late to class, but excused by school administration.

Medical – MED – Excused: Student must have a note from a Doctor to be considered medically excused.

Out of School Suspended – OSS: Student is suspended from school for disciplinary reasons. The office will inform teachers whether school work will receive credit or be considered unexcused.

Tardy –TDY - Unexcused tardy: Student is less than 45 minutes late to class.

Safe School Suspension Lab – SSL- Excused: Student is attending the district Alternative to Suspension Center for disciplinary reasons.

Truant – UNX – Unexcused: Student is unexcused.

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. Credit will be allowed for make-up work resulting from a truancy.

It is the students' responsibility to approach the teacher and submit make-up work. 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.

Request for Homework

In case of absences of three days or more, students or parents may request assignments through the Attendance Office. Teachers should return assignment requests to the office so they may be picked up as soon as possible.

Vacations and/or Trips

Students must arrange for all excused vacations/trips in advance through the Attendance Office and adhere to the N.C.S.D. Attendance Policy. 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 sponsored trips are responsible for make-up work prior to leaving if possible.

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 submitted to the administration at least one week 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 take the exam during the summer. Students who request permission to clear before the official checkout 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/she must secure a Withdrawal Form from the counseling office. The form should bear the signature of his parent or guardian and must be signed by an administrator.

After the Withdrawal Form is cleared by all of his teachers, the librarian, I.T., the Attendance Office, counseling, and the nurse, the student must return the Withdrawal Form to the counseling office. Teachers, be sure to indicate the grade earned by the student at the time of withdrawal.

Make-Up/Detention Center

Detention centers are assigned by the administration, secondary administrative manager or campus supervisor to students whenever the situation warrants doing so. Generally, this assignment will be for minor violations before the suspension steps are initiated. Each assignment will be for a 30-minute period of time. Assignment of Make-Up Center/Detention may be progressive in numbers if the student continually violates school or classroom policy unless suspension is used as an alternative.

Staff members can also assign Make-Up Centers in the event that makeup work is needed and arrangements with the teacher cannot be made. Staff members should complete the Make-Up Center form and submit it to the office. Make-Up/Detention Centers for classroom disciplinary reasons are handled through the office as a result of a discipline referral.

Controversial Issues

(Board Policy & Admin Reg 6233)

Policy 6233: "The Natrona County Board of Trustees is responsible primarily to the patrons of the District and believes that, within the context of the curricular goals of the classroom, the study of issues that are controversial is important and may equip students with decision-making skills to resolve problems that beset them and society throughout their lives. Furthermore, it is believed that impartial study and discussion should prevail and that on any given controversial subject balanced and appropriate viewpoints are to be presented in an atmosphere as free as possible from bias and partiality.

"A controversial question should be handled in an appropriate setting by a teacher prepared for such responsibility. It is also recognized, however, that extreme circumstances may introduce controversial and sensitive issues within the school which used to be addressed in a more immediate fashion than covered in this policy. In such rare cases, administrative procedures will be established as necessary."

The following guidelines and directions are to be followed in the handling of controversial issues: (Admin Reg)

1. It is the principal's duty to foresee problems; to direct and advise teachers; and to support them in sound professional judgment.

2. The teachers are responsible for their own professional acts. If in doubt about the handling of specific issues, teachers should confer with their principal.

3. The principal shall be informed when teachers plan to bring resource persons, materials or instructional activities into a school to study controversial topics. The principal shall give approval prior to the activity.

4. Parents will be notified if their child is to be part of a planned activity which deals with a controversial area or sensitive topic and a format provided. If for any reason the parents do not want the child in the program, they must notify the school requesting that the child be excused. The school may elect to ask parents to provide written permission approving their child's participation in the activity.

5. Copies of textbooks that are currently in the instructional programs of the schools will be located and shelved in the classroom, library or department library of each individual school. Parents of students from that school should be informed that the textbooks are housed in the school and be invited to inspect their content.

Use of Videos, Commercial programs and Off-air Recordings

The definition of a controversial issue, according to board policy, is "...a question or topic characterized by current importance about which persons are polarized and divided toward one end of the spectrum or the other, with very few persons in the middle." It is designed to help identify activities where the policy should be applied and followed. If products being shown or used in class are not suitable for all students, they become controversial in nature for that classroom and the policy on controversial issues should be followed.

While parents might be comfortable with their child's participation in a discussion of controversial material, please be alert to students who, themselves, are uncomfortable with the subject. There may be circumstances in which students should be given the option to exclude themselves from the activity.

The controversial status of commercial video, music, or game programs for which there has been assigned a rating should be determined by that rating. In addition, all other factors should be carefully considered which may relate to the controversial nature of the activity. Finally, as with all classroom activities, those programs or activities which are deemed controversial and for which the policy is being followed should relate to the instructional plan for meeting course standards and be reviewed prior to being used with students.

Crisis Management

A primary responsibility is to provide a safe and secure environment for students, employees, and the public. The Natrona County School Board believes it is necessary to have a comprehensive policy and plan regarding foreseeable crisis. Per state law to insure safety, crisis drills are held monthly. Take drills seriously! A staff member's indifference might mean the loss of life. KWHS Crisis Management Team has established procedures for dealing with the following crises:

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

Per policy, each classroom must have a Crisis Management Plan clearly visible. Each of the plans includes prevention, intervention, and a postvention component. During drills, teachers and supervisors must be able to account for their own students and maintain an accurate printed roster in order to track students during emergencies. Teachers are to report any discrepancies to a designated CMT member.

Emergency Evacuation & Fire Drills

There is always danger of emergency evacuation in any building. The need for quick exit from the building to save lives may result from causes other than fire, such as explosion, gas in the building, neighboring fire, etc. It is the duty of every classroom teacher/supervisor to organize every class and be prepared at all times for quick exit of students. Exit procedures must be posted in the classroom and reviewed each semester. Give special care to pupils physically handicapped and have other pupils help them. Have them carried out, if necessary.

Evacuation Routes

It is important to review all exits and drill procedures each semester. In some cases, classes may meet in an alternate location such as the auditorium or library. Supervisors have the responsibility to be familiar with emergency routes in any area classes or activities are held.

Evacuation routes and meeting areas will be adjusted as needed. All employees are expected to be familiar with ALL evacuation areas to ensure the safety of everyone.

EVACUATION AREA/MEETING AREA will be in the grass area between the main building and the pool.

Five Block Day

The five-block day is intended to give students more course options and time during the day to study and to contact teachers. Each block is generally 90-minutes in length. Students who are not enrolled in a class or study hall 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 his/her regularly scheduled class without administrative or teacher permission may face trespassing charges.

Guidelines for Dress

The way students and staff members look and dress often affect attitude, behavior and classroom work. Students and staff are expected to dress in accordance with Board Policy 5375. (See specific details in “policy section” of this handbook.)

Staff Dress

Employees shall dress in a manner that promotes a professional image. As role models, all staff shall dress in a manner that clearly distinguishes them as professionals and is appropriate for their particular job assignments and/or responsibilities. T-shirts and jeans are not considered professional dress unless designated by the administrator. Casual attire may be worn when school is not in session, on casual

Fridays, and “spirit days”.

It is the expectation of Natrona County School District to have consistency in the enforcement of Board Policies and Administrative Regulations. Special exceptions will be reviewed for religious or medical reasons per board policy, state and federal laws.

Using the guidelines outlined below, the administrator/supervisor at each school or work-site will establish clear expectations and standards for professional dress and will review them annually prior to or within the first five days of school or within the first five days of a staff member’s employment with NCSD.

Guidelines below are to be used in establishing school or work-site expectations and standards:

- At a minimum, staff dress must comply with all expectations of student dress.
- Clothing must fit appropriately, is not to be torn or overly faded and does not show signs of excessive wear.
- T-shirts and jeans are not considered professional dress unless designated by their administrator/manager.
- Tights or leggings must be worn with a shirt, blouse, or tunic that is long enough to cover one’s behind
- NCSD #1 Employees covered by Workers’ Compensation shall not wear shorts.
- NCSD #1 employees covered by Workers’ Compensation and exposed to workplace hazards will wear full-length pants.

The employee and his/her principal or supervisor shall address issues that, in the judgment of the principal/supervisor, do not conform to this dress code. Repeated violations or refusal to comply with the directions of the principal/supervisor by an employee will result in disciplinary action up to and including termination.

Adopted: August 31, 2015

Student Dress (Also addressed in [Administrative Regulation Code 5370](#))

Primary responsibility for appropriate dress and appearance rests with the student and his/her parent or guardian. Students shall not wear clothing that, in the judgment of the school personnel, constitutes a health or safety hazard, is destructive to school property, or is distracting or disruptive to the educational process. Student dress that is obscene, immodest, indecent, or lewd shall not be tolerated. Appropriate and reasonable accommodations are allowable based on individual student needs as determined by the Individualized Education Plan (IEP) or 504 Team. The reasonable and appropriate accommodations must be documented in said plans. Special exceptions will be reviewed for religious reasons per board policy and/or state and federal laws.

In the interest of maintaining a positive learning environment, the following regulations of student dress shall be in effect:

Outerwear: Coats, jackets, or gloves shall not be worn inside school classrooms without the consent of school personnel. Shoes shall be worn for health and safety reasons. Shoes that are unsafe, disruptive, or destructive to school property are not allowed. Appropriate shoes must be worn at all times. Slippers are not allowed.

Logos: Logos, printed statements, or pictures upon student attire which are, immoral, sexually suggestive, disruptive, obscene, encourage defiance or disrespect of authority are prohibited. Attire advertising drug, alcohol or tobacco products is also prohibited.

Miscellaneous: Clothing such as tube tops, halter-tops, see-through/sheer garments, spaghetti strap shirts, fishnet tops, low-cut tops, clothing allowing a bare midriff, shorts in poor repair, short shorts, and tight-fitting shorts or sleepwear shall not be worn. Shorts and skirts must be no shorter than mid-thigh. All pants, shorts, and skirts must be worn no lower than the hips, no sagging or undergarments showing. Tights or leggings must be worn with a shirt, blouse, or tunic that is long enough to cover one's behind. Hats, caps, bandannas, sweatbands, sunglasses, chains, dog collars, and sharp objects are not to be worn in the school.

Special Activities: Designated dress may be required for students participating in special activities. The sponsor of the activity shall meet with the administrator to determine appropriate dress for participants. The administrator, following board policy and administrative regulations, has final approval for all uniforms.

Procedures: When a student wears clothing that does not comply with expectations he/she will be directed to take corrective actions including:

1. Removing the unacceptable item;
2. Changing into acceptable clothing;
3. Reversing the article so that the offensive logo does not appear;
4. Covering unacceptable garment with acceptable clothing;
5. Adjusting garment so clothing meets regulation.

If the student fails to remedy the problem the parent or guardian shall be notified to bring appropriate clothing or to take the student home. Repeated violations will be addressed as insubordination and will result in further consequences as described in the NCSD #1 Student Behavior Framework and Conduct Handbook.

Student dress shall be communicated annually prior to October 1st or within the first five days of a student's enrollment at a school (for students who enroll after the start of the school year). Also, student

dress shall be included in the *NCSD No. 1 Student/Parent Handbook*.

Hall Passes/Leaving Campus/Loitering

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.

Students must have a specific pass to be in the halls or on school grounds at any time during the school day, except during passing periods. Students may leave campus during scheduled open blocks or lunch periods. Students who leave or return during other blocks, must be excused through the Attendance Office.

Students should not be called from class by other teachers unless arrangements are made well in advance. If, for any reason, students are needed during class hours to work on some extra-class project, such as plays and musicals, permission and excuses must be granted by both teachers prior to absence or activity.

KWHS Library/ Media Center

The library opens at 7:15 a.m. each morning and closes at 4:15 p.m., Monday through Thursday. Fridays and other weekdays, prior to holidays, the library closes at 4:00 p.m.

The Professional Library is located in the main library. Staff members are encouraged to explore this resource independently or with assistance from the library staff. We welcome any suggestions for additions to this library that would benefit departments or the school and often can purchase professional resources.

You may reserve books by speaking with a librarian or by sending an e-mail message to a library staff member. You are encouraged to request titles to add to the KW Library Collection. We welcome your suggestions.

When students come to the library they will be asked to log into LibraryTrac as they enter and when they leave. This system allows us to keep track of our daily users and why they are coming to the library. It also provides us with data to assist in decision making. Please check on students you've sent to the library to see when they have arrived/departed. You may view the log at:

<https://www.librarytrac.com/view/studentLog/69/>

The password is trojanlibrary.

KWHS Library/Media Center Internet Policy

Students, faculty and staff are responsible for appropriate use of the Internet. Please be aware that your use of library computers to access the World Wide Web and for e-mail may be monitored at any time. Games, game-related sites, chat rooms and message boards are not to be accessed.

For information you can trust, checkout library resources online. See the login ID's and passwords provided in this handbook.

Instructional Technology/ON-LINE USE AGREEMENT

K-12 Instructional Technology Policy 6600: The Board intends that current and emerging technologies be integrated into instruction to implement and enrich the educational program of the district. The Board of Trustees of Natrona County School District recognizes that selection and use of technology hardware and software is a vital component of the school district's educational program and these resources are required in order to support student learning and achievement currently and in the future.

The policy of the Board of Trustees of Natrona County School District is to:

- Use the ISTE (International Society for Technology in Education) standards for students, teachers and administrators as a general guideline.
- Provide and maintain selected technologies for students, recognizing that access to these resources promote equal opportunity for student learning.
- Provide professional development for all faculty which will enable them to promote and demonstrate the safe and effective use of technologies, create learning environments based on best practice, and enhance student learning aligned to the essential curriculum.
- Provide functional infrastructure and support of technology for successful teaching and learning.
- Partner with students in implementing this policy to utilize their knowledge and expertise as digital natives.

Internet and email access are available to all students and staff in Natrona County schools. This service is provided to promote educational excellence in schools by facilitating research, resource sharing, innovation, and communication in support of the curriculum and individual academic needs.

Access to email and the Internet will enable learners to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Users are warned, however, that some materials accessible via the Internet are controversial and, by some standards, offensive. We believe that the valuable information and positive interactions available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of our schools. Users are expected to behave in an ethical, responsible, legal manner, accessing information and engaging in activities consistent with the educational goals of the school.

Responsible users may:

- use the Internet for educational research purposes.
- use the email function to collaborate with others for educational purposes.

Responsible users may not:

- purposefully access, send or display offensive or inappropriate messages or pictures.
- engage in commercial for-profit activities.
- give their password to another person.
- use another's password or seek unauthorized access to files or networks.
- disrupt or modify and network, software or hardware.
- engage in any illegal activity including copyright infringement, harassment or discrimination.

- forward any person's email without prior permission.
- use obscene or threatening language.

Responsible users should:

- recognize that email is not guaranteed to be private.
- download accumulated e-mail or other research files from the fileserver to save storage space.

Responsible users should not:

- reveal personal information (age, phone number, address, etc.) about yourself or others.

The school district maintains the network, software and equipment upon which Internet and email access is provided and will assign and have access to all user accounts, including email. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. E-mail or other storage of files, if used to excess, may be cleared as a general maintenance of the network. Use of the Internet, email and other on-line services through the school district is a privilege; therefore, violations of this agreement may result in the loss of access as well as other disciplinary measures per Board Policy 5370 - "Discipline and Conduct," or legal action. Updates and changes in policy may be implemented when needed by publishing modifications on the network system. When not restricted through parental request, student use of on-line services of the school constitutes acceptance of the conditions within this agreement.

Online Library Resources Empower yourself! Learn Here! Need help? Ask a Librarian! Access the KWHS Library Home Page @ kellywalsh.org

Check out when your student arrived and left the library by accessing this page: <http://www.librarytrac.com/view/log/69/>. The password is trojan library.

Check out if the classroom portion(s) of the library is reserved either in person, by phone, or by accessing this webpage: <http://www.librarytrac.com/view/calendar/public/69/ef7ew1vd6p9n2b4xk05qzhygit38ca/>

Access e-books and audiobooks at <http://www.Mackinvia.com>. After typing in Kelly Walsh High School, Casper, WY for School, type in the following: Adults- E##### (Employee Number) for User ID and ncsd1234 for Password; Students- last 5 digits of student number for User ID and your last name for Password.

In addition to the books on the library 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>.

Parking of Vehicles

Faculty and staff members must obtain a Kelly Walsh Faculty Parking Permit from the Attendance Secretary in the Attendance Office. All parking is on a first-come first-serve basis. Visitor and handicapped parking is located in the southeast corner of the staff lot and the main lot located north of the building.

Students may park motor vehicles only in the designated lots during the school day. All vehicles parked on campus must be registered in the Attendance Office and an appropriate parking permit must be displayed.

PROGRAMS AND SERVICES FOR KWHS STUDENTS

Academic, Counseling, Career and Support Services

School counselors and social workers provide a program to help empower each student to fully function in society by assisting students in making decisions, changing behavior and reaching their potential.

Although we are qualified to perform long-term counseling, in most instances, the nature of our job does not permit us to do so. We do provide crisis and short-term brief counseling. We use problem-based and goal-directed strategies to help students resolve problems. If students require more intensive help, we will recommend they seek professional assistance with a therapist or agency that provides individual and/or group counseling.

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

- Academic and Attendance Difficulties
- ACT Testing
- At-Risk
- BOCES/ACE – College Classes while in high school
- Career Conferences
- Correspondence Courses
- Division I and Division II Athletic Participation
- Homebound Instruction
- Mediated Conferences
- Personal and Crisis Counseling Support Group
- Testing Conferences
- Post High School Planning, Job Training, College Options
- Parenting and Pregnant Students (including child care)
- Referral Services
- S.O.S. (Students Offered Support, a volunteer service for students in need)
- Special Educational Services
- Support Groups
- Test Interpretation
- Workkeys Testing

The Career Center Office offers the following services:

- Career Interest Inventories
- Career Information System Career Resources
- Job Shadowing
- School Credit for Work
- Student Employment

Free or Reduced Meals

Students receive free/reduced lunch applications during registration. Applications and related information are available in the Attendance Office. Completed applications should be returned to the designated Attendance Specialist or the Principal. If students meet the required federal guidelines, free and reduced breakfasts and lunches are provided. Additionally, qualification for free or reduced meals is used as a guideline for qualification for other opportunities such as class lab fees waivers (one per semester).

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination 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.

Health Services

Kelly Walsh High School offers health services:

- Emergency first aid
- Annual Adult Blood Chemistry Profile
- Health assessments: vision, hearing, dental, blood pressure, height, weight
- Evaluation and assessment of health needs and concerns
- Evaluation and monitoring of communicable and suspicious diseases
- Referral to appropriate community agencies for health needs and concerns
- Health education and resources for students, faculty and staff
- Assessment and follow up of student compliance with state immunization laws
- Assist with obtaining financial resources for lower income student's medical needs
- Liaison between home, school, and community resources
- Resources for students, faculty and staff

Authorization for Use or Disclosure of Student Health Information

Natrona County School District will protect a 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 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 in writing.

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 the 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 instructional time, students who need to see the nurse should do so 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 see the School Nurse with questions or concerns. (see HIPPA/FERPA in Board Policy section of this handbook)

Records and Confidentiality

Policies and practices have been established by Natrona County School District to supplement and clarify but not supplant the Federal policies contained in Part B of EHA and the FERPA. They ensure that collection, maintenance, disclosure and destruction systems for student records are carried out in a professional and confidential manner. The Executive Director of Student Support Services is the District Records Officer and is the official responsible for ensuring that each of these procedures is appropriately followed in order to preserve the privacy and confidentiality of information collected on students and their parents throughout the District. The building principal as Building Records officer is responsible for managing the educational records of the student and for ensuring that each of these procedures is appropriately followed within his/her school. The District and Building Records Officers should provide leadership and in-service training that includes a comprehensive review of student's rights to privacy and appropriate procedures to guarantee that right within the District. Special consideration should be given to the security of education records of students in those situations where electronic data processing is involved. The same safeguards for privacy and confidentiality should be maintained under these conditions as in any others. (See Policy 5200)

The policies and practices contained in this code govern the professional use of student educational records. This policy includes: Definition of terms Parent rights Policies to ensure parent rights Procedures for allowing parents to inspect student records The collections system (identifying data, verified data, tentative data, and personal professional files Maintenance system Disclosure system Access to student records (directory information, parent access, student access, other individual's access and officials. With limited access, record of access, limitation of re-disclosure, and limitation of waivers) Retrieval and transfer of records Within the district Outside the district Notification Destruction Consent Parents or an eligible student (18 years of age or older or attending post secondary school) are assured that the public

agency will maintain the personally identifiable education records of their child in confidence, and that only persons authorized by the District as having a legitimate interest in the records will have access to same. Parents have a right to explanations and interpretations. Parents or eligible students may receive a copy of any information in the records at no cost when failure to provide them would deny their right to inspect and review. Parents have the right to request that inaccurate or misleading information be amended if the information violates privacy rights.

The district may also make directory information available in accordance with state laws, federal laws and Board policy. This means that each student's name, birth date, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, height and weight, and previous school attendance may be released without prior written consent. Upon written request from the parent or a student or eligible student the district will withhold directory information about the student. Appropriate authorized school employees, certain government officials, and both parents (guardians) and eligible students all have a right to inspect pertinent educational records without written consent. Educational records, other than directory information will not be disclosed without prior written parental consent. A record of access as required by federal and state regulation is available for parental inspection.

Schedule Changes

A student may add a class to his/her schedule during the first five (5) days of the semester. A student may drop a class without a grade during the first 5 ½ weeks of a semester, but after the conclusion of that time, either a "WP" or "WF" will be recorded on the student's transcript. For schedule changes and other related issues, students are assigned to counselors according to the first letter of the student's last name.

A-B, G Mrs. Barkell

C-F Mr. Schell

H-K, T Mrs. Choma

L-O Mrs. Saylor

P-Sh Mrs. Whitley

Si-Sz, U-Z Mrs. DePoorter

Student Aides

Aides are selected by faculty members to serve on a one semester basis. Students may earn one-quarter (1/4) to one-half (1/2) credit per semester on a graded basis for student aide work. Students should be selected based on student interest and ability and should be aware that the aide position is one of responsibility.

Procedure: Students should enroll as a classroom or office aide during registration. Faculty and Student responsibilities are as follows:

- 1. Administrative approval is required prior to enrolling a student as an aide.**
- 2. Teachers must report student aide attendance.**
- 3. Teachers are asked not to have more than two student aides per day unless approved by an administrator.**
4. Teachers should not have aides scheduled for hours when they are not in the building.
5. Aides must not have access to student grades, attendance or other confidential information.
6. Student aides should only be in the halls for specific errands. Student aides must have a hall pass.
7. It is the responsibility of the student to arrive on time and remain the entire period and perform satisfactorily.
8. It is recommended that the supervising teacher meet with the student aide and develop a work contract.
9. Conversations and/or materials in the classroom may be confidential and should be handled appropriately.

Trespass Advisement

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 school. Should an individual be found on school property and have no official reason to be on school property, they may be notified that trespass charges may be filed through municipal court.

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.

Visitors Policy

During the school day, anyone who is not a KWHS student or employee will be asked to sign in and out at the attendance or counseling office and obtain a visitor's pass. Anyone who refuses to get a visitor's pass will be asked to leave and may be charged with trespassing. Should a KW student wish to bring a visitor, the host student must obtain a Visitor Permission Slip from the Attendance Office 24 hours in advance. Student visitors will not be allowed prior to vacations and the last week of a semester and must be high school age.

Directory Information: Request to Restrict Release

1. This is a summary of the policies and practices adopted by Natrona County School District Number 1 to govern the professional use of student records. These policies and practices were established to supplement and clarify, but not supplant Federal Policies. The policies are available at school and district offices for your review:

2. Information is maintained that will identify the student and assist in the development of a student's educational program. This information is obtained from the student, the student's parents, and school records.

3. The school and district may make directory information available in accordance with district policy and state and federal laws. At Kelly Walsh High School, directory information is defined to be the following data about each student: name, photograph, birth date, parent or guardian name, participation in school or school related activities, school related awards, school related honors, height, weight, dates of enrollment in KWHS, previous school(s) attended, and name of school to which student transferred.

4. Directory information may be released unless the parent or eligible student files a written request to restrict the release of the information. An eligible student is defined to be any student who is at least 18 years of age OR is attending post secondary training OR is a graduate of KWHS OR is married. By District policy, the parent of the student or an eligible student has ten (10) school days from the day a student and/or his/her parents were informed of their right to restrict release of directory information to file such a written request. The request to restrict release of directory information may be made by using this page. To do so, circle the information to be withheld as described in paragraph 3, sign and date on the indicated lines, and return this page to:

Attendance Office Kelly Walsh High School 3500 East 12th Street

5. Parents or an eligible student may review all relevant records by making a written request to the principal. The principal, or his designee, will be present and assist the parent or eligible student as the records are reviewed. Parents or students have a right to a hearing to seek to correct information in the records that they believe to be inaccurate, misleading, or inappropriate.

6. The records are maintained at the school until five years after the students' graduation date. After five years, the records are maintained at the district offices. When a student seeks enrollment in a new school most educational records data will be forwarded when all fines are cleared and the receiving school forwards a request of records to KWHS.

7. If you believe the school or the district is in violation of the Family Educational Rights and Privacy Act, please contact us. Additionally, you have a right to contact the State Department of Education, Cheyenne, WY concerning the matter.

If you have any questions about this policy, please contact an administrator at Kelly Walsh High School (253-2000)

To restrict the publication of selected items of directory information, circle the items as listed in paragraph 3 that you wish withheld from publication or release, sign and date in the blanks shown below, and return this notification to the KWHS Attendance Office.

Student's Name _____

Parent or guardian signature _____ Date _____ Phone _____

Information about Cap and Gowns (Seniors)

Seniors receive information on ordering caps and gowns during a special senior meeting. Exact costs of

the cap and gown are provided by the company. Caps and gowns are handled through Jostens, an independent company. Students who cannot afford the cost of the cap and gown should contact an administrator.

Caps and gowns will be distributed on the seniors' last day to those students who have purchased them, paid all fines, and have met all graduation requirements.

KWHS Yearbook and Deadlines

The Spirit of Troy yearbook will be sold during registration. After Thanksgiving break, the price increases. Yearbooks that have not been pre-ordered will be at an increased price 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" link or Kellycall.com.

Senior Color Portraits: Please bring your color portrait and senior quote by the established deadline. Late pictures will not be accepted. 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 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 the yearbook sponsor for more information.

Senior Baby or Friendship Ads: 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, a quarter page ad, a half-page add and a full-page ad is available. Photos, messages, and payment need to be submitted to the journalism class by the established deadline. Pictures will be returned when yearbooks arrive in May.

ANYTHING BANNED ON CAMPUS WILL BE BANNED FROM THE YEARBOOK, INCLUDING 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 for more information.

Graduation Requirements for the Class of 2023

Students graduating from Natrona County School District will be expected to satisfy two sets of requirements: earn a specific number of credit hours and demonstrate proficiency on Wyoming Content and Performance Standards. Class of 2017 and thereafter must earn 26 ½ credits. See changes below marked **.

Graduation Requirements: Credit Hours

Students earn a credit hour by receiving a passing grade of D or above in a course that lasts a full school year or its equivalent. A student will be required to earn a minimum of 26.5 units of credit. The State of Wyoming requires high school graduates to earn the following credits in grades 9-12. Additionally, Natrona County School District requires 2 credits in PE and 9.5 in elective credits. The subject

requirements will be as follows:

Language Arts 4 Credits Social Studies 3 Credits Mathematics 3 Credits Science 3 Credits Physical Education 2 Credits Financial Literacy** 1 Credit Electives** 10.5 Credits Total 26.5 Credits

Electives (10.5) TOTAL 26.5 (Class of 2017 and beyond)

Grading Review

If you need any assistance in interpreting the grading system, you should consult your department chairman, the Principal or an Assistant Principal. It is important that you use uniformity in determining grades. Please keep a careful record of all grades so that in the event that you have a parental conference about grades, you can justify the grade that you have given a student.

Repeated Courses

Whenever a course is taken more than once, both grades will remain on the permanent record, but only the higher grade will be counted in the G.P.A. and Quality Point calculation. Credit will only be awarded once. It is the student's responsibility to notify the Registrar that a course is being repeated.

Weighted Grades

Please consult with your department chairperson, or an administrator for updated information for the current year. In order for students to earn maximum quality points, students should enroll in honors and enriched courses, enroll in four courses each semester, and refrain from taking courses on a pass-fail basis.

Cheating or Plagiarizing

Faculty members will deal with students caught cheating or plagiarizing on a case-by- case basis. Teachers should make individual policies known to students. The following evidence is required:

1. Documentation of materials (proof and dates of occurrence).
2. Contact with the student and parents.
3. Same appeal process as with other disciplinary measures.

Teachers may determine the punishment for cheating and/or plagiarizing but loss of credit or removal from class will require administrative assistance.

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

Quick Reference:

- Access complete policies and regulations by visiting the N.C.S.D. website, natronaschools.org
- Go to “Board”
- Review the menu on the left and select “Policies”. Enter your search, i.e., harassment, bullying, attendance, etc.
- Since policies and administrative regulations change frequently, all employees need to be familiar where such documents are located. All employees are responsible for upholding Board policies and administrative regulations.

N.C.S.D. Board Policy/Administrative Regulation for Attendance Code #5120 (revised June 13, 2016)

The NCS D 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 NCS D#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 healthcare 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 (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 healthcare 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)

Administrative Regulations (Revised October 13, 2016)

Regular, complete, and continued class attendance by students is essential to their accomplishment of District educational goals and objectives for student achievement.

Each building principal is hereby responsible to establish processes and procedures (aligned to the Board Policy) and to execute all aspects of policies and regulations related to attendance while communicating to all relevant stakeholders the processes and procedures.

Days designated for activities or emergencies such as early dismissal due to inclement weather or natural disaster, crisis situations, assemblies and last days for seniors shall be considered as periods or days attended for the purpose of arriving at the minimum class attendance.

Absence:

In K-5 (elementary) schools, a half-day absence results when a student is missing 45 minutes or more in the morning or afternoon, not including lunch/lunch recess time. Students who are absent for 45 minutes or more in both the morning and the afternoon will be considered absent for the entire day.

In 6-12 (secondary) schools, an absence from class is a failure to be in attendance at the place designated

for the class and not being in a class period more than half the time.

Tardy:

A tardy is a failure to be in attendance at the place designated and at the time set for commencement of class without a pass signed by a staff member. Schools may choose to administer consequences if tardies are unexcused or excessive.

Parent Notification:

Parents or guardians will have access to absences/tardies through the NCSD student information system (Infinite Campus). <https://ncsdcampus.ncsd.k12.wy.us/campus/portal/natrona.jsp>

Parents have the responsibility to maintain current contact information within Infinite Campus to include primary guardianship, relevant phone numbers, email addresses and mailing addresses.

In addition, parents will be notified daily of unexcused and/or unverified absences and tardies. The process will be identified and communicated to parents and students. Each individual school will determine the process for notification.

EXCUSED ABSENCES

For an absence to count as a parent excused absence, the parent or guardian of the student will notify the school in person, by telephone, or in writing prior to the absence or as soon as possible.

Final determination as to whether or not an absence is to be excused shall be at the discretion of the building principal or designee.

UNEXCUSED ABSENCES

This is an absence that is without the knowledge of a parent or any absence of a student without acceptable cause, as determined by the principal or his/her designee, even with the knowledge of the parent/guardian by WY Statute.

If an absence is still unverified by the end of the third school day, it will be considered unexcused. If an allowable excuse comes in after that time, a principal may choose to allow it to become excused.

INTERVENTION PROCESS

If a student has five (5) or more unexcused absences in any one (1):

- semester course increment in grades 6-12
- per semester in grades K-5

The principal or his/her designee will contact parents/guardians to schedule a mandatory intervention. Each school will schedule an intervention action plan as soon as possible following the 5th unexcused absence for the class/es with the identified attendance concerns. Parents and students (over the age of 18) will have one (1) calendar week to arrange for the intervention meeting upon receipt of notifications from the school. After reasonable attempts have been made to schedule the intervention, the intervention may be held without parent/guardian involvement.

Note:

1. School sponsored absences will not count against the student. EG: athletics, activities, field trips,

academic competitions, performances, productions, etc.

2. Medical absences that are excused by a healthcare professional will not count against the student.
3. Student absences for organized sports and activities that are not offered by NCS D will not count against the student if the student's grades satisfy the same eligibility criteria as any school-sanctioned activity. Each principal or his/her designee will identify the process for communicating, notifying and executing this category of absence.
4. In situations with extenuating circumstances, parents and students (age of 18 or over) may petition the principal or his/her designee for additional parent excused absences.
5. 504 or IEP teams may consider exceptions to the policy. The plan for how exceptions apply must be incorporated into the individual student's plan.

The school will identify an intervention action team to guide the developed interventions for the student. The intervention team may include the principal or his/her designee, counseling support staff, teacher, parent/guardian and the student.

If conditions of the intervention are not met, and an additional three (3) unexcused absences are accrued this will result in the following actions:

- The District Attorney's office shall be notified of the student's habitual truancy as required by WY Statute.
- If a student who has not attained their sixteenth birthday, or has not completed the tenth grade, has excessive absences and the attendance officer reasonably believes the excessive absences are due to the willful neglect of the parent or guardian, the attendance officer shall provide a written notice to the parent or guardian-specifying District and state compulsory attendance regulations. Pursuant to Wyoming Statute the attendance officer may file a complaint against the parent or guardian with the proper legal authorities due to the willful neglect of the parent or guardian.
- In grades 9-12 a student with eight (8) unexcused absences will not earn credit in the course/s identified, unless the student qualifies for a credit appeal process as an additional intervention. The credit appeal process will encourage continued class attendance and creates an opportunity for the student to regain course credit. If the student does not qualify or chooses to not participate in the credit appeal process, the student will earn an 'F' for the letter grade and factored into the grade point average (GPA).

An 'Au' (Audit) is recorded for the letter grade if a student qualifies for a credit appeal process. During the intervention window of the credit appeal process, the 'Au' is not factored into the grade point average (GPA). At the completion of the credit appeal process window the 'Au' is replaced with the corresponding letter grade that is earned. The final letter grade will be factored into the GPA.

REPORTING EXPECTATIONS:

Every semester, within fifteen (15) school days of the semester's end, each principal will provide their evaluator a school report including:

- Total quantity of absences for the school and by each grade level
 - Quantity, type and results of interventions for the school and by each grade level
- FERPA/HIPPA Rights to privacy or confidentiality are among the most cherished rights in our society. FERPA and HIPPA 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 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 be granted the opportunity for a hearing
 - **May release “Directory Information” without consent HIPPA – 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
- Give parents of minors and students 18 or older, more control over 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.

Board Policy Code: 4170/5420 Page 1 of 2

NONDISCRIMINATION ON THE BASIS OF RACE, COLOR, ANCESTRY, ETHNICITY, NATIONAL ORIGIN, DISABILITY, RELIGION OR SEXUAL ORIENTATION

Discrimination and harassment, which is a form of discrimination, are 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.

All persons associated with the Natrona County School District community including, but not limited to, the board of trustees, administrators, certified and classified employees, other employees, volunteers, interns and students are expected to conduct themselves at all times so as to provide an atmosphere free from harassment or discrimination due to race, color, ancestry, ethnicity, national origin, disability, religion or sexual orientation.

Natrona County School District is committed to creating a learning and working environment that is free from harassment or discrimination based on race, ethnicity, disability, ancestry, national origin, religion or sexual orientation, and therefore, the District prohibits any form of such harassment or discrimination. The District is committed to pursuit of equality for all of its school community members and the promotion of positive attitudes which respect the cultural diversity of our society. The District prohibits any form of harassment or discrimination based on race, color, disability, ancestry, national origin, religion or sexual orientation. Any person who engages in such harassment or discrimination while acting as a member of the school community will be in violation of this policy. The District is committed to the enforcement of this policy and the prohibition against any form of harassment or discrimination based on race, color, disability, ancestry, national origin, religion or sexual orientation. The District will act to investigate all complaints of such harassment or discrimination, act to impose discipline applicable to any member of the Natrona County School District #1 community found to have violated this policy, up to and including termination or expulsion, and the District will take reasonable steps to prevent reoccurrence.

For purposes of this policy, the school community includes the board of trustees, administrators, certified and classified employees, other employees, volunteers, interns and students of Natrona County School District #1. This policy is applicable to members of the school community while those individuals are acting within the course and scope of their position or employment, engaging in activities with NCSD #1 or while participating as a student of NCSD #1.

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

- Direct personal insults (whether written or oral) such as epithets, slurs, cartoons, graffiti, 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, including but not limited to the intentional circulation or distribution of inappropriate material.
- Threats of physical harm or actual harm to a person or interference with a person's movement or work or other acts intended to intimidate a person in violation of this policy.
- 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).
- Hate activity directed at persons who are or perceived to be members of the classes described above. For the purposes of this policy, hate activity is defined as, but not limited to, any act or attempted act that may cause physical injury, emotional suffering, property damage through intimidation, harassment, racial or ethnic slurs, bigoted epithets, vandalism, force or threat of force, motivated in whole or in part by demonstrated hostility to the victim's real or perceived race, color, ancestry, ethnicity, national origin, disability, religion or sexual orientation.
- Any discriminatory acts against a person in any aspect of District employment based solely on the person's race, color, ancestry, ethnicity, national origin, disability, religion or sexual orientation.
- Any discriminatory acts which affect a student's right to an equal opportunity to participate in the educational opportunities provided by the District.

Retaliation

Retaliation related to the filing, defending, reporting, presenting of evidence pertaining to, or decision-making pertaining to, any type of harassment or discrimination complaint is prohibited regardless of whether the original report of harassment or discrimination was substantiated. Retaliation includes threats, conduct, and communications that seek to punish, intimidate or otherwise coerce parties involved in filing, defending, reporting, presenting of evidence pertaining to, or decision-making pertaining to any type of harassment or discrimination complaint.

Malicious Accusations

Malicious accusations of harassment on the basis of race, color, ancestry, ethnicity, national origin, disability or sexual orientation have a serious detrimental effect on the person against whom the report is made. The District will take disciplinary action against any individual making a report of harassment or discrimination with knowledge that the report is false, if the report is made with reckless disregard for the truth or if the report is made with the specific intent of causing injury or damage to another person.

Nondiscrimination Policy

NCSD #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

Student Bullying: 5440 Board Policy

1. Purpose and Policy. Natrona County School District No. 1 (NCSD) is committed to providing a secure student learning environment free of threat, hazing, harassment, intimidation, menacing, cyber bullying, “sexting” and other bullying behavior. Pursuant to the policy and administrative regulations herein, created with the assistance of parents and guardians, school employees, volunteers, students, administrators and community representatives, no person may engage in threats, hazing, harassment,

intimidation, menacing, cyber bullying, “sexting” or bullying behavior against an NCSD student or students participating in functions sponsored by the District (“student participants”). Further, NCSD prohibits reprisal or retaliation against a student, witness or person who reports information about or cooperates in the investigation of an act of threatening, hazing, harassment, intimidation, menacing, cyberbullying, “sexting” or bullying. See W.S. § 21-4-313, 314 (2009). All such behavior by students, staff or third parties against any NCSD student or student participant is strictly prohibited and will not be tolerated by NCSD.

2. Implementation. The Natrona County School District Administration shall, by December 31, 2009, formulate and adopt administrative regulations addressing the following, which shall be incorporated by reference into the policy herein:

a. Definitions relevant to the policy and administrative regulations, including but not limited to definitions of “harassment,” “intimidation” and “bullying” of a student or student participant;

b. Consequences and appropriate remedial actions for persons committing acts of harassment, intimidation or bullying or engaging in reprisal or retaliation;

c. Procedures for reporting and documenting acts of harassment, intimidation or bullying, including a provision for reporting anonymously;[1]

d. Procedures for reporting and documenting acts of reprisal or retaliation against a person who reports or makes a complaint of harassment, intimidation or bullying;

e. Procedures for prompt investigation of reports or complaints of serious violations of the policy;

f. Procedures for development of strategies protecting a victim from additional harassment, intimidation or bullying, and from retaliation following a report;

g. Consequences and appropriate remedial action for a person who is found to have made a false accusation report or complaint;

h. A process for discussing the District’s harassment, intimidation and anti-bullying policy with students; and

i. A statement and procedures addressing how the policy is to be publicized, including notice that the policy applies to students participating in functions sponsored by the District.

3. The NCSD Administration shall include the policy adopted by the Trustees in the Natrona County School District No. 1 Board Policy Manual, which also includes all District administrative regulations, and in all Natrona County School District student handbooks, which set forth the standards of conduct for schools and students of the District. The policy and administrative regulations shall be posted on the District website.

4. Information regarding the school district’s policy and administrative regulations against harassment, intimidation and bullying shall be incorporated into the District’s professional development programs.

5. Information regarding the school district’s policy and administrative regulations against harassment, intimidation or bullying shall be provided to volunteers and other non-certified employees of the District who have significant contact with students.

6. The District shall annually review and update its Bullying Policy and administrative regulations as

needed.

[1] Formal disciplinary action shall not be taken solely on the basis of an anonymous report. The procedures shall identify the appropriate school personnel responsible for receiving a report and investigating a complaint. See W.S. §21-4- 314(b)(iv)(2009).

Reference: Administrative Regulation <http://www.boarddocs.com/wy/ncsd1/Board.nsf/goto?open&id=94XTBH76931B>
Standard Operating Procedure

[1] Formal disciplinary action shall not be taken solely on the basis of an anonymous report. The procedures shall identify the appropriate school personnel responsible for receiving a report and investigating a complaint. See W.S. §21-4-314(b)(iv)(2009).

Natrona County School District Dress Code Guidelines

Guidelines:

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

Professional Guidelines for Students and Staff: 5375 Board Policy

The Natrona County School District Board of Trustees believes the way you look and speak affects your behavior and academic performance. The intent is to create a culture in schools where the focus is learning.

Dress

The attached picture guidelines support this effort. (see above examples)

Students: Students will be referred to an administrator to secure acceptable clothing should their dress not comply. Parents or guardians will be contacted.

Staff: As role models, all staff shall dress in a manner that clearly distinguishes them as professionals, is appropriate for their particular job assignments, and their daily responsibilities. T-shirts and jeans are not considered professional dress, unless designated by their administrator. Casual attire may be worn when school is not in session, on Fridays, days of a “rivalry” contest and as part of “spirit days”.