

# **Kelly Walsh High School**

*3500 East 12th Street  
Casper, WY 82609*

## ***2021-2022 Student 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

# *Kelly Walsh High School*

## *Mission Statement*

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

*We value: Character, integrity, respect and accountability*

### Kelly Walsh Pillars:

Academic Excellence  
Athletic Excellence  
Activity Excellence  
Acceptance

### Keys to Success:

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

## **TARGET GOALS**

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

### TARGET AREAS

College and Career Readiness  
Content Literacy

## **School Song**

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

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

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

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

**Kelly Walsh High School:  
[www.kellywalsh.org](http://www.kellywalsh.org)**

**Kelly Walsh Activities/Athletics:  
[www.4aconference.org](http://www.4aconference.org)**

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## **Letter from Principal Mike Britt**

Dear Students, Parents, and Guardians:

Welcome to Kelly Walsh High School. We are excited about the 2021-2022 school year. Working together we will make this year a great experience for all our students, teachers, guardians, parents, and community members.

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

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

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

Mike Britt, Principal

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

# KELLY WALSH SCHOOL CALENDAR 2021-22

August 9	First Day of Practice: Football, Tennis and Golf
Aug. 12-14 & 17-18	New Faculty Report to District Meetings
Aug. 16	First Day of Practice: Cross Country, Swimming, Volleyball
August 20	Freshman Orientation / All Certified Staff Required to Attend
August 23 & 24	Student Registration /Verification Days / All Certified Staff Required
August 25-31	Building PD Days
September 1	Classes Begin
September 6	Labor Day
September 7	Back to School Night 6:00-8:00 PM
September 21, 22, & 23	Fall WY-TOPP Testing
September 17	Oil Bowl at NCHS
September 21&28	Fall Work Keys
September 24	Homecoming vs. Laramie
October 5	Parent Teacher Conferences 4:00-7:00pm (Progress Reports available online)
October 15	Last Day to DROP SEMESTER CLASSES w/o receiving a W/P or a W/F
October 26	PSAT Testing
October 29	End of 1st Quarter
November 1	NO SCHOOL (PD Day for certified staff)
November 15	First Day of Practice: Nordic Ski
November 20	Coed Ball
November 22	First Day of Practice: Alpine, Basketball, Wrestling
November 24-26	NO SCHOOL (Thanksgiving Vacation)
November 23	Last day to DROP YEAR LONG CLASSES w/o receiving a W/P or W/F
November 29	Classes Resume
November 29	First Day of Practice: Boys Swim
December 8	Progress Reports available online
Dec. 20, 2021- Dec. 31	NO SCHOOL (Winter Break)
January 3	Classes resume
January 3	First Day of Practice: Indoor Track
January	KW Open House 5:30-7:30pm
January 17	NO SCHOOL (Equality Day)
January 21	End of 1st Semester
January 25, 26, & 27	Winter WY-TOPP testing
February 18	NO SCHOOL (PD Day for Certified)
February 21	NO SCHOOL (Presidents Day)
February 22	Progress reports available online
February 22	Parent Teacher Conferences 4:00-7:00pm
March 4	Last day to DROP SEMESTER CLASSES w/o receiving a W/P or a W/F
Mach 4-5	KW Forensics Tournament
March 7	First Day of Practice: Track, Softball, & Soccer
March 25	End of Third Quarter
March 28-April 1	NO SCHOOL (Spring Break)
March 28	First Day of Practice: Golf/Tennis
April 4, 2022	Classes Resume
April 12	ACT
April 13	Rodstock
April 19, 20 & 21	WY-TOPP Testing
May 7	Prom
May 6-13	AP Testing
May 5	Progress reports available online
May 16	KW Senior Celebration and Academic Awards Night
May 19-21	State Track, State Soccer & Softball
May 24	Last Day for Seniors (noon)
May 26	KWHS Graduation 7:30
May 30	NO SCHOOL (Memorial Day)
June 7	Fourth Quarter Ends – Last day for Students (unless snow day needed)
June 8	Report Cards available online

## GENERAL INFORMATION

### STUDENTS' USE OF THE FOUR PERIOD DAY

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

### STUDY PERIODS

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

### HALL PASSES

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

### STUDENT IDs

Students are expected to have their student ID's on a lanyard around their neck at all times during school operating hours.

### LEAVING CAMPUS

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

### PARKING OF VEHICLES

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

**All vehicles parked on campus must be registered in the Attendance Office and an appropriate parking permit must be displayed.** Violations will result in ticketing and/or

towing. The following information is needed to register a vehicle at KWHS: Name of person(s) to whom the vehicle is registered; vehicle make, model, and year; and the license plate number. Parking permits will be distributed during registration free of charge.

## **CRISIS MANAGEMENT**

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

KWHS has established procedures for dealing with the following crises:

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

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

## **VISITORS POLICY**

During the school day anyone who is not a KWHS student or employee will be asked to report immediately to the Attendance Office for a visitor's pass. All visitors must present a valid drivers license which will be scanned using the [Raptor System](#). All visitors approved by the system or an administrator will receive a visitor's pass that must be worn in the building. Anyone who refuses to get or wear a visitor's pass will be asked to leave and may be charged with trespassing. Students who wish to have visitors to the classroom must have the principal's and teacher's approval BEFORE bringing the visitor on campus. Student visitors will not be allowed prior to vacations and the last week of a semester.

## **PERSONAL PROPERTY**

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

## **SCHOOL LUNCH**

### **Secondary Breakfast Prices:**

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

### **Lunch Prices:**

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

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

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

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



## **AUTHORIZATION FOR USE OR DISCLOSURE OF STUDENT HEALTH INFORMATION:**

I understand that the Natrona County School District will protect my child's health information (form SS-H-06) as prescribed by the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Protection and Accountability Act (HIPAA) and that the information becomes part of the student's permanent educational record. The information will be shared with individuals working at or with the Natrona County School District for the purpose of providing appropriate educational and school health services. Wyoming law prohibits the Natrona County School District from making further disclosure of health information. This authorization shall become effective immediately and shall remain in effect until revoked. I understand that I may revoke, in writing, this Authorization at any time.

## **CHECK CASHING**

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

## **LOITERING WARNING**

The expectation at KWHS is that all students will remain in class unless excused by faculty or staff. Students who are out of class and anywhere in the building or on school grounds should be in possession of a "**Kelly Walsh High School Pass**" and **Student Identification badge**. Students who do not have a scheduled class must leave the KW campus.

## **KWHS LIBRARY/MEDIA CENTER**

**Empower Yourself! Learn Here!**

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

**Read Here:** You may check out up to 5 books/e-books/audio books at a time for 15 school days. Remember to return books promptly as there might be someone waiting for them. If the book is not returned, the replacement cost of the library book will be charged. You may reserve books by speaking directly to the librarians or e-mailing Tabitha Smith-Herron, Yvette Chavez or Kara Patterson. Please request titles you want to read. We welcome suggestions!

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

**Celebrate Here:** We like to have fun in the library. We observed Teen Read Week in October and Teen Literature Day in April, and promoted books by participating in One School-One Book

and One Community-One Book. If you'd like to help plan library activities, contact Tabitha Smith-Herron, KWHS Librarian.

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

**Need help? Ask a Librarian!**

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

**BOARD POLICY ON ATTENDANCE Code: 5120**

**NATRONA COUNTY SCHOOL DISTRICT NO. 1**

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

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

a) At the high school level, five (5) parent-excused absences will be allowed in any one class.

Examples – vacations, family emergencies, bereavement, illnesses not requiring the care of a 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 may result in loss of credit at the high school level. Principals are given discretion to use additional intervention measures, including appeals from parents and students, which encourages continued class attendance and allows the student to regain course credit.

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

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

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

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

d) A school-by-school report on 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)

Adopted: June 13, 2016

## **KWHS ATTENDANCE PROCEDURES**

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

## **TARDY POLICY**

It is important for learning and orderly operation of the school that students be on time for classes. Being on time is an important part of the work ethic that students need to take into the job market. Tardiness is defined as not being in class when the bell rings. Consequences for tardies are listed below

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

## **TRUANCIES**

Unexcused absences may result in truancy referrals with appropriate consequences.

## **ADMITTANCE TO SCHOOL PROPERTY**

According to City Ordinance #9.121040, it is unlawful for individuals to be on school premises during school hours if they are not enrolled in classes and do not have official business with the school. Should you be found on school property and have no official reason to be on school

property, you are hereby notified that trespass charges may be filed against you through municipal court.

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

**Students should have their Kelly Walsh Student ID available upon request.**

## **Graduation Requirements for the class of 2022: 26.5 credits**

### **GRADING**

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

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

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

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

AU – Audit No credit, does not affect GPA

### **STUDENT MAKE-UP WORK**

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

Make-up work for absences of one to three consecutive days should be completed within a period of double the number of days absent if the teacher so desires. All make-up work for absences exceeding three consecutive days should be completed within two weeks unless special arrangements are made with the teacher. These arrangements have to be made before the end of time specified in previous sentences.

It is the student's responsibility to approach the teacher and to submit make-up work as directed by the teacher. If a student fails to approach the teacher or, if given make-up work, fails to meet

previously agreed upon timelines, that student will receive a zero (0) or an M (missing) until the assignment is submitted.

**Missing assignments**- assignments turned in after the due date - The teacher's "minimum obligation" for grading will be by the end of the next grade reporting period, (progress reports or report card). This could affect eligibility as the placeholder after the "due date" will be a 0. An exception to the expectation would be any accommodations/modifications in any student's 504/IEP that contradict the statement (i.e. extended time).

### **STUDENT REQUEST FOR HOMEWORK**

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

### **STUDENT VACATIONS AND/OR TRIPS**

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

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

### **FINAL EXAM & CHECK-OUT FOR STUDENTS**

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

## WITHDRAWING FROM SCHOOL

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

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

## ANNOUNCEMENTS

Announcements for the faculty and students are shown visually on the television screens throughout the school and read prior to Trojan Connections. Each staff member has the responsibility to read the information and keep up to date on the announcements and emails. Announcements should be emailed to the receptionist to be shown daily. All announcements should be clearly written with date/time/instruction/information and turned in to the receptionist before 9:00 each day. A sponsor/coach/teacher must approve all announcements.

## ASSEMBLIES

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

## STUDENT GUIDELINES

In order to assist you and others in the pursuit of a quality education we have established some guidelines. These guidelines are designed to create a pleasant and safe environment for all students in our school. If you have not received a copy of the handbook, please contact the Counseling Office for a copy.

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

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

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

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

## **STUDENT GUIDELINES FOR DRESS**

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

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

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

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

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
















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

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

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



# Natrona County School District Dress Code Guidelines

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

## BEHAVIOR EXPECTATIONS

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

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

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

Kelly Walsh High students:

- Are considerate and kind to other people.
- Display appropriate behaviors. (**Displays of affection are not acceptable behaviors**)
- Attend school daily and are on time (**in seat**) when reporting to classes.
- Settle differences or disagreements peacefully without fighting, name-calling, or insults and putdowns. (**Students are encouraged to seek third party mediation to resolve conflicts. Contact the Attendance Office, Principal/Assistant Principals, Administrative Manager, Campus Security Officers, or Counselors to arrange for the mediation. Fighting will result in 5 days of out-of-school suspension.\***)
- Respect the authority of **all staff members** of the school.
- Check out with the Attendance Office if leaving the school during school hours.
- Drive safely: (**10 m.p.h. on school property**) and (**Parking in staff lots is not permitted between the hours of 7:15 a.m. and 3:30 p.m.**)
- Help keep grounds and facilities free of litter.
- Use appropriate language. (**No profanity or obscene language.**)
- Do not use controlled substances. (**Use of any controlled substance (alcohol and other illegal drugs) will result in suspension and notifying parents and police.\***)
- Do not bring knives, weapons and other unsafe objects to school. (**Any weapons brought to school may result in suspension and/or expulsion from school.)\***)
- Do not ride skateboards on school grounds. Skateboards may be stored in the school office.

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

## CELL PHONES

KWHS is a learning institution and we have found cell phones to be very disruptive to the learning process. Cell phones are not to be used during class except for educational purposes as determined by the classroom teacher. Please visit with your teacher or come to the office if there is an emergency and you have to use your cell phone. Persistent use could result in the student leaving his/her cell phone in a sealed envelope in the Campus Supervisor office. Multiple infractions could result in a student not allowed to bring a cell phone to school.

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

## **AUDITORIUM RULES**

Kelly Walsh High School students-

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

## **GYMNASIUM RULES**

Kelly Walsh High School students-

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

## **CAFETERIA/COMMONS RULES**

Kelly Walsh High School students-

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

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

## **ACADEMIC ACHIEVEMENT**

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

### **Gold "C" PIN REQUIREMENTS**

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

### **HONOR ROLLS**

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

### **NATIONAL HONOR SOCIETY**

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

To be invited the following must be met:

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

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

POINTS:

400 points earns a sash

600 points earns a sash and a cord

700 points earns a sash, cord and tassel

### **ATHLETIC/ACTIVITY ACHIEVEMENT**

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

## STUDENT DISCIPLINE

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

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

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

### DISCIPLINARY ACTIONS

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

### CONFERENCE WITH ADMINISTRATOR

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

### PERSONAL CONSEQUENCES

A school official (teacher, administrator, or counselor) may, at his or her discretion, administer reasonable and appropriate consequences for inappropriate student behavior. These consequences may include, but are not to be limited to such things as a **cool down in the office for a short period of time (5 minutes), required written apology, contracts, work detail, out of school suspensions, and expulsions**. Personal consequences may also be part of other disciplinary actions including conferences, parent involvement, and removal from classes.

## TEAM CONFERENCE

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

## PARENT INVOLVEMENT

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

## REMOVAL FROM CLASSES

Removal from classes will be an administrative decision. This action will be recorded in Infinite Campus.

**Note: Special education students with individualized discipline plans will follow the plans designed by their IEP Team.**

## DRUGS AND ALCOHOL

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

### A. FIRST OFFENSE

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

### B. SECOND OFFENSE

1. Notify parents
2. Notify police (prosecution at police option)
3. Ten (10) days out of school suspension (normal due process procedures must be followed).



**SPORT**

Basketball (Boys)  
 Basketball (Girls)  
 Cheerleading  
 Cross Country (Co-Ed)  
 Dance  
 Football (Boys)  
 Golf (Co-Ed)  
 Indoor Track  
 Skiing-Nordic (Co-Ed)  
 Skiing-Alpine (Co-Ed)  
 Swimming (Boys)  
 Swimming (Girls)  
 Soccer (Boys)  
 Soccer (Girls)  
 Tennis (Co-Ed)  
 Track (Boys)  
 Track (Girls)  
 Volleyball (Girls)  
 Wrestling (Boys)

**SEASON**

Winter  
 Winter  
 All Year  
 Fall  
 All Year  
 Fall  
 Fall/Spring  
 Winter  
 Winter  
 Winter  
 Winter  
 Fall  
 Spring  
 Spring  
 Fall  
 Spring  
 Spring  
 Fall  
 Winter

**COACH**

Randy Roden  
 Sarah Tuomi  
 Ali Kopp  
 Bryan Coventry  
 Tiffani Stowe  
 Aaron Makelky  
 Brandon Schafer  
 Jen Lijewski  
 Cassidy Jerding  
 Ben Schanck  
 Bridger Miller  
 Nicholas Hopson  
 Bryan Chadderdon  
 Jerry Realing  
 Buddy Johnson  
 Eric Robb  
 Jen Lijewski  
 Jeff Barkell  
 Travis Peak

**Activity**

Annual/Yearbook  
 Athletic Training  
 Band  
 ASL Club  
 Congressional Award  
 Creative Writing Club  
 DECA  
 Dr. Who Club  
 Drama Club  
 Esprit De Corps  
 Forensics, Speech & Debate  
 FFA  
 F.I.G.H.T.  
 French Club  
 Guitar Ensemble  
 Gourmet Club  
 Japanese Club  
 Kelly Kall Newspaper  
 Powerlifting Club  
 Robotics Club  
 Science Club  
 Spanish Club  
 Skills USA  
 Student Council  
 Video Media Club

Academic Support  
 Co-curricular  
 Co-curricular  
 Academic Support  
 Leadership Activity  
 Hobby Activity  
 Co-curricular  
 Hobby Activity  
 Drama Activity  
 Academic Support  
 Co-curricular  
 Co-curricular  
 Physical Fitness  
 Multicultural  
 Academic Support  
 Hobby Activity  
 Multicultural  
 Academic Support  
 Physical Fitness  
 Lego Robotics  
 Academic Support  
 Multicultural  
 Co-curricular  
 Leadership Activity  
 Hobby Activity

**Sponsor**

Liz Masterson  
 Chellsie Johnson  
 Brent Rose  
 Maria Paris  
 Chase Olson  
 Tabitha Smith-Herron  
 Jill Thompson/Bryce Flammang  
 Jamie Tipps  
 Dustin Hebert  
 Katrina Rooney  
 Cara Bandalos  
 Wendy Pollock  
 Melissa Campbell/Kelly Uppleger  
 Anne Underbrink  
 Gary DePaolo  
 Donna Scott  
 Kaoru Slotsve  
 Liz Masterson  
 Bart Stricklin  
 Ryan Owens  
 Paul Kasza  
 D. Higgins & I. McCoy  
 Donna Scott, Ryan Owens  
 Ben Schanck  
 Jeff Chavez



# ACADEMIC ELIGIBILITY POLICY

(Administrative Regulation 5300)

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

- A. A high school student must be passing all classes plus meet all Wyoming High School Activities Association (WHSAA) eligibility requirements in order to maintain academic eligibility, regardless of the number of subjects taken. (See WHSAA requirements below.)
- B. Grades for high school students participating in co-curricular & extra-curricular sports & activities will be checked weekly on Wednesday after the first full week of each semester.
- Good Academic Standing is a high school student with no failing grades on the weekly Wednesday activities eligibility grade check report.
  - Academic Warning is a high school student with one week of failing grades on the weekly Wednesday activities eligibility grade check report and may practice, participate in competitions and travel.
  - Academic ineligibility is a high school student with two or more consecutive weeks of failing grades on the weekly Wednesday activities eligibility grade check report may practice but not participate in competitions or travel.
- C. A mandatory intervention is required for students entering their third consecutive week of academic activities ineligibility. The coach or sponsor will initiate the intervention process with a recommendation of school staff and resources necessary to help the student regain academic eligibility.
- D. A high school student may use summer school classes to meet the minimum requirements of the eligibility policy of the Natrona County School District and the Wyoming High School Activities Association (WHSAA).
- E. A high school student must meet or exceed Natrona County School District and the Wyoming High School Activities Association activities eligibility requirements at semester in order to be eligible to participate in an activities competition in the next semester.
- F. A high school student may practice while ineligible with permission of the sponsor or coach, but may not appear publicly in competition or travel under school auspices to such competition.
- G. Special education students will be expected to meet the same activity eligibility requirements as regular education students since each student, through child study committee action, is placed into an individualized educational program that is designed for academic success.
- H. Poor conduct, poor attendance or inappropriate behavior, as determined by the school administrator, shall be grounds for ineligibility. This statement pertains to general conduct, not just the particular activity in which the student is involved.

I. Transfer students from out-of-district must meet WHSAA and Natrona County School District eligibility standards.

J. Extenuating circumstances may be appealed to the head principal.

K. A student enrolled in non-traditional courses e.g. BOCES classes, Work Study... must contact the activities director/assistant principal and school counselor when a non-traditional course is dropped. Dropping a course may impact activities eligibility.

L. It is up to each school's head principal to add to the minimum standards as long as they are clearly defined by the head principal and the students are given those standards in writing. The new eligibility standards must be consistently monitored and applied to the students participating in all NCSD and WHSAA co-curricular and extra-curricular activities and sports offered at the school.

**Wyoming High School Activities Association Eligibility Requirements (partial list):**

A. In order to be eligible for any level of interscholastic competition, a student must be currently enrolled and must have been enrolled in school the immediate preceding semester and received passing grades during that semester in subjects that earn a minimum of 2.5 credits or equivalent and 5.0 credits per year toward graduation. (WHSAA Rule 6.2.1)

B. A student must be enrolled in not less than 20 class hours of work per week. (WHSAA Rule 6.2.2)

C. A student must be passing in five solid subjects (three solid subjects in an accelerated block schedule) at the time of contest. A passing grade is considered to be the passing grade of the individual school. As defined, a solid subject meets five days a week or its equivalent for the entire semester and for which one-half Carnegie units are granted. (WHSAA Rule 6.2.50)

D. A student shall be permitted to make up work after the close of the semester for the purpose of becoming eligible. Deficiencies, including incompletes, conditions and failures for the previous semester may be made up during a subsequent semester, summer session, night school, correspondence, or tutoring for qualification purposes. The makeup work must match the class where the failure occurred (ex. If an online class is taken, Algebra I for Algebra I, etc.). Credit needs to be approved by the student's school district. The student will not become eligible until all deficiencies from the previous semester have been made up to meet Rules 6.2.1 – 6.2.3.

E. A student ineligible because of scholastic deficiencies from the previous semester shall not be eligible until all grades have been verified by a school official on or after the last day of the current semester provided they have met requirements. (WHSAA Rule 6.2.60)

F. A student who is suspended or expelled from high school during a semester and who does not finish the semester is ineligible during all of his/her next semester since his/her record for the previous semester is incomplete (WHSAA Rule 6.2.7)

G. High school students taking college classes will be allowed to count the college classes toward the required five solid subjects/twenty hours of work per week, if the student has the approval of the school. (WHSAA Rule 6.2.8)

H. A special education student is eligible to participate upon verification by the student's high school principal that he/she is proceeding in a satisfactory manner towards the educational goals established for him/her. (WHSAA Rule 6.2.90)

I. WHSAA eligibility rules regarding Home School Students and combination school agreements please refer to the WHSAA handbook rules 6.2.91 and 6.2.92 respectively, at [whsaa.org](http://whsaa.org), general links, click on handbook.

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

Reference: Board Policy

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

## **PROGRAMS AND SERVICES FOR KWHS STUDENTS**

### **FREE OR REDUCED MEALS**

#### Administration/Attendance Office

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

### **TRANSPORTATION SERVICES**

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

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

## **HEALTH SERVICES**

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

Health assessments (for 9<sup>th</sup> graders, students new to the district, special education students or per request):

Vision, hearing, dental, blood pressure, scoliosis

Emergency first aid

Evaluation and assessment of health needs

Special education services

Liaison between home, school, and community resources

Referral to appropriate community agencies for health needs and concerns

Resources for students, faculty and staff

Assessment and follow up of student compliance with state immunization laws

Evaluation and monitoring of communicable and suspicious diseases

Assist students without insurance or urgent financial needs with community resources:

IL, SOS, Kid Care Insurance, District Homeless Coordinator

### **Medication for Students/Nurse's Office Information**

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

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

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

## **COUNSELING AND SUPPORT SERVICES**

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

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

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

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

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

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

KELLY WALSH HIGH SCHOOL  
LICENSED PROFESSIONAL COUNSELORS

<u>NAME</u>	<u>Responsibility</u>	<u>DEGREES</u>	<u>UNIVERSITIES</u>	<u>LICENSURE</u>
Amanda Saylor	School Counselor	B.A.	Univ. of WY	NCC #281957
	L-Pa	M.S.	Univ. of WY	LPC #1414
Marial Choma	School Counselor	B.A.	Boston College	NCC #75583
	H, T-Z	M.Ed.	Northeastern Univ.	LPC #935
	Dept. Chair	M.S.	Univ. of WY	
Carrie Knoepfle	School Social	B.A.	Univ. of WY	LPC #1148
	Worker IEP	M.S.	Univ. of WY	LAT #323
John O'Connor	College Selection	B.S.	The College of St. Scholastica	
	Facilitator	M.S.	Univ. of WY	NCC #202673
Casey Schell	School Counselor	B.S.	Chadron State College	
	D-G, I-K	M.S.	Chadron State College	
Sue Schilling	School Social	B.S.	Ashland Univ.	
	Worker IEP	B.S.W.	Univ. of WY	
		M.S.W	Univ. of WY	
Stacy Barkell	School Counselor	B.S.	Univ. of WY	
	A-C	M.S.	Chadron State College	
Jolene Whitley	School Counselor	B.S.	Univ. of WY	NCC #207678
	Pb-S	M.S.	Univ. of WY	

## **STUDENTS' AND PARENTS'/GUARDIANS' RIGHTS**

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

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

### **AS YOUR LICENSED PROFESSIONAL COUNSELORS**

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

7. We will abide by all national and state laws pertaining to the ethical treatment of minors. We are governed by the policies, procedures and standards of practice as established by the State of Wyoming Department of Education and Natrona County School District #1 Board policies. We are also governed by the Wyoming Mental Health Professions Licensing Board and will adhere to the American Counseling Association's Code of Ethics and Standards of Practice.

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

## **FERPA / HIPAA FACTS**

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

### **FERPA – the Family Educational Rights and Privacy Act**

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

#### ***Parent/Guardian Responsibilities and Rights***

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

#### ***School Responsibilities and Rights***

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

### **HIPAA – the Health Insurance Portability and Accountability Act**

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

### ***Parent/Guardian Responsibilities and Rights***

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

### ***School Responsibilities and Rights***

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

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

#### **For more information contact**

Executive Director of Student Support Services

(307) 253-0254 • (307) 261-6867 FAX

## **ATTENTION CLASS OF 2022**

### **INFORMATION ABOUT CAPS AND GOWNS**

**Graduation will be held at the Casper Events Center, May 26, 2022 at 7:30 p.m.** We encourage all graduates to participate in the graduation ceremony, but participation is voluntary. Graduates wear the traditional Kelly Walsh High School cap and gown purchased by the graduates. Kelly Walsh High School has a graduation dress code. Further information will be distributed prior to graduation.

## **PAYMENT OF CAP AND GOWN FEES**

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

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

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



## **KWHS YEARBOOK**

### Order Your Yearbook:

Yearbooks will be sold **ONLINE ONLY** at [www.kellykall.com](http://www.kellykall.com) or yearbookforever.com. The *Spirit of Troy* yearbook will be sold for **\$75**. After Thanksgiving break, the price will be **\$80**. Yearbooks that have not been pre-ordered will be **\$85** in May. **Please keep your receipt!**

Senior Portraits: **Due Friday, October 29, 2021. Late pictures will not be accepted. Please email your portrait to [liz231@myncsd.org](mailto:liz231@myncsd.org) or bring it to room 2350 by October 31st.** ALL PHOTOS NEED TO BE VERTICAL, landscape or horizontal photos will not fit properly in the boxes provided. Photos of students holding weapons of any kind will not be allowed, even if it is just a hunting rifle. **We have to be sensitive to school violence and keep weapons of any kind out of our yearbook. Please keep this in mind when submitting a senior portrait, if it is banned on campus it is also banned in the yearbook.** If a formal portrait is not submitted, the picture taken at registration will be used. If a student does not get their picture taken at the beginning of the year AND they do NOT submit a picture, they will not be in the pictured section.

\*Students submitting senior pictures will be required to sign off on a verification sheet prior to publication. Please contact Ms. Masterson for more information.

### Senior Congratulatory Ads: **Due January 14, 2022.**

Parents of seniors may place congratulatory ads in the yearbook, as well as any group of friends who want to be recognized. An eighth page ad is \$75.00, a quarter page ad is \$150.00, a half-page ad is \$250.00 and a full-page ad is \$350.00 and a full spread is \$700.00. Photos, messages, and payment need to be submitted to the journalism department by January 24th. You can also email the photos and message ([liz231@myncsd.org](mailto:liz231@myncsd.org)) and mail in a check. Please confirm with Miss Masterson that your order has been received. Pictures will be returned when yearbooks arrive in May.

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

We want every student's picture in the yearbook. We will be happy to take a student's picture for the yearbook at no charge. Contact the Yearbook Sponsor, Miss Masterson, for more information.

Emails can be sent to [liz231@myncsd.org](mailto:liz231@myncsd.org)

## **BOARD POLICY CODE 5156.1**

### **HARASSMENT-STUDENT**

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

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

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

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

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

### **SEXUAL HARASSMENT - STUDENT**

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

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

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

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

### **STUDENT CONTEXT**

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

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

### **RETALIATION**

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

### **TRESPASS ADVISEMENT**

Area residents of KWHS have authorized the Casper Police Department to act on their behalf to advise all students that students are forbidden to enter upon the property of area residents. Property may include fences, yards, and other buildings or structures - including front and back property lines. Trespassing is a misdemeanor offense and can be cited through either city or county court. The fine for trespassing can be as high as \$750 with up to six months in jail.

**AUTHORIZATION TO RELEASE INFORMATION**

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

Student(s) Name(s): \_\_\_\_\_ School Name: \_\_\_\_\_

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

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**INFORMATION TO BE RELEASED:**

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

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

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

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **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 - Tom Ernst

970 N. Glenn Rd., Casper, WY 82601, or (307) 253-5445

[theodore\\_hanson@natronaschools.org](mailto:theodore_hanson@natronaschools.org)

Title IX Coordinator - Verba Echols

970 N. Glenn Rd., Casper, WY 82601, or (307) 253-5445

[verba\\_echols@natronaschools.org](mailto:verba_echols@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

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