

Whiting High School



Student/Parent Handbook 2019-2020

School of Choice

Whiting High School serves Albany County School District #1 as its alternative High School. Any student grades 9-12 living within ACSD1 boundaries is guaranteed enrollment at Laramie High School or Rock River High School. However, students must apply to enroll at Whiting High School.

Whiting High School accepts applications for enrollment year-round for students grades 9-12. Students are not guaranteed a place at WHS. Also, after being accepted at WHS, students must follow school norms and expectations, attend to the best of their ability, and demonstrate a positive mental attitude, with a commitment to learning, in order to maintain their enrollment.

Whiting High School Purpose

- Meet the needs of diverse students who do not thrive in a traditional academic setting.
- Graduate students who might not otherwise graduate.
- Provide a more holistic and trauma responsive educational opportunity that meets students' social, emotional, and academic needs.
- Focus on where the student is six months after leaving WHS, whatever the pathway the student chooses.

Administration and Staff

Principal – Scott Shoop

Counselor – Jessica Huhn-Taylor

Administrative Assistant – Bill Hankins

Charlotte Abelson – **English**

Joseph Backstrom – **Math**

Meghan Goodner – **Music**

Anna Groose – **Science**

Jason Still – **Social Studies**

William Stuart – **PE / Woods**

Dot Sippel – **Special Education**

Rebecca Slaughter – **Art**

Truman Solverude- **Special Education**

April Martin – **Nursery**

Dennis Sanchez – **Custodian**

Azucena Nelios – **Custodian**

Elizabeth Bentley – **PARA Educator**

Paul Weaver – **Hi-Set Prep Coordinator**

Whiting High School Mission

The mission of Whiting High School is to optimize each students' ability and opportunity to live a quality life.

Whiting High School Core Values

Fairness

*We define fairness based on what an **individual student needs** to get desired results. We reserve the right to treat students differently than the norm for attendance, behavior, and academic performance if we judge it is what the **individual student needs** to be successful.*

Empathy

We walk alongside people by listening, striving to understand, trying to identify their reality, and validate their reality.

Integrity

We strive to do what we say.

Shared Commitment

We strive to work and serve together with mutual accountability.

Empowerment

We walk alongside people to help them find their own solutions.

Non-judgmental

We strive to honor people right where they are.

Respect

We recognize and communicate that everyone has value and we work to honor them with dignity.

Loving Kindness

We strive to be intentional and genuine in our care for people.

Four Day School Week

Whiting High School follows a Four Day School Week. Students attend school four days per week, usually Monday through Thursday. When there are holidays or other district scheduled professional development days, the calendar is adjusted to maintain a Four Day School Week. The first two weeks, and last three weeks of school, students attend daily.

2019-2020 ACADEMIC CALENDAR						
August '19						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
September '19						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
October '19						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
November '19						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
December '19						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
January '20						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
February '20						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
March '20						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
April '20						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
May '20						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

 Summer Break	 Office Summer Hours
 School In Session	 School Closed
 Teacher Work Days - No Students	

Bell Schedule

The Bell Schedule at WHS includes Eight (8) class periods which are each Fifty (50) minutes long. Students are given a Five (5) minutes between classes, and a Twenty-Five (25) minute lunch.

1	P	2	P	3	P	4	P	LUNCH	P	5	P	6	P	7	P	8
50	5	50	5	50	5	50	5	25	5	50	5	50	5	50	5	50
7:45-8:35		8:40-9:30		9:35-10:25		10:30-11:20		11:25-11:55		12:00-12:50		12:55-1:45		1:50-2:40		2:45-3:35

Behavior Code of Conduct-WHS Courtesy Policy Restorative Practices

Behavior Code of Conduct – WHS Courtesy Policy

WHS students and staff are expected to respect others and support teaching and learning. Prohibited behavior includes offensive language, ignoring a staff request, threats, slander, sexual harassment or misconduct, lying, theft, and fighting. Willfully causing physical or emotional harm to another member of the WHS community, including bullying and cyber-bullying, will lead to further disciplinary action.

Restorative Practices

WHS uses Restorative Practices for most infractions of the Courtesy Policy and the Code of Conduct. This means that the perpetrator will be asked to reflect on the incident that he/she created by answering these questions:

1. What happened?
2. What were you thinking of at the time?
3. What have you thought about since?
4. Who has been affected by what you have done? In what way?
5. What do you think you need to do to make things right?

Any victims will be asked to reflect on the incident by answering these questions:

1. What did you think when you realized what had happened?
2. What impact has this incident had on you and others?
3. What has been the hardest thing for you?
4. What do you think needs to happen to make things right?

The purpose of restorative disciplinary action at WHS is to ensure that both individual students and the WHS community remain focused on growth and learning and causing no harm to themselves or others. Prompt resolutions of the problem or issues are expected. Discipline may include a conference and warning to the student, parent/guardian notification, and a written commitment by the student to improve his/her behavior and/or performance.

In addition, depending on the nature of the infraction and the student's past performance, suspension and/ or expulsion may be recommended as a traditional discipline response. WHS regards suspension and expulsion as a last resort. Our goal is to maximize time spent learning for each student.

Traditional Discipline

Although Whiting High School Staff and Administration utilize an alternative restorative approach to discipline, there are certain behaviors and violations which are non-negotiable and must be addressed, as needed, with traditional disciplinary methods. These include but are not limited to:

- Tobacco /drug /alcohol possession or use while at school. This includes the use or possession of E-Cigarettes or Vapes.
- Weapons in school or on school property.
- Physical Violence.
- Vandalism or Criminal Offenses.
- Sexual harassment, bullying or discrimination.
- Plagiarism and Cheating.
- Unauthorized use, access or attempts to access computer systems, servers or other devices on the ACSD1 network system.
- Theft.

If a student has violated any of the above, or commits a violation deemed to warrant traditional discipline, the Principal has the authority to impose more serious consequences as allowed by Wyoming State Law and School Board policy.

Traditional Disciplinary Consequences

- **Out-of-School Suspension (OSS):** Students will be assigned to OSS when their infractions are non-negotiable and/or at a level of severity or accumulation deemed to warrant traditional discipline. During OSS, suspended students are not allowed onto the campus any time, and are unable to participate in school activities. Students assigned OSS will be referred to ACES. For those who refuse ACES, a reentry conference with the administrator and parent/guardian will need to occur before classes are resumed. OSS is recorded and reported as part of the students' permanent record.
- **In-School Suspension (ISS):** Students are assigned ISS when a behavior or violation has occurred in a particular class period. Repeated warnings will have been given, and a conference with the Student, Principal and Teacher will take place. Students will be required to work independently in an assigned area during the said period. Additional conferences may be required if the behavior or violation is not resolved. ISS is recorded and reported as part of the students' permanent record.
- The procedure to be followed for suspension and expulsion will be governed by the Wyoming Education Code of 1969 (W.S. 21-4-305). Students are advised that they are subject to the by-laws and policies of the Board of Education as well as this handbook. Copies of Board Policy are available in the school office.

Traditional Discipline Appeal Procedure

- Students and/or parents may appeal a traditional discipline decision. All appeals must be in writing and delivered to the principal within 24 hours after receipt of the initial decision. A principal's decision may be appealed to the superintendent, and the superintendent's decision to the Albany County School Board.

Attendance Philosophy and Policy

WHS Attendance Philosophy

Regular attendance is an essential characteristic for success in life, as well as in school. Students should make a habit of prompt and regular attendance and avoid all unnecessary absences. Being absent creates a loss to the student even when an absence is excused and work is made up. In many cases this loss is irretrievable.

The Four-Day School Week and No Homework policy makes daily attendance extremely important. The full benefit of the WHS educational program may be received only from maximum participation in class activities. Therefore, absence from school may result in loss of experiences, which cannot be replaced by make-up work.

WHS Attendance Policy

We want the limited number of openings in our WHS Core Program to be available to students who will make the appropriate effort to attend school. When a student is marked absent the equivalent of six countable days for every bi-quarter (4 ½ weeks) it will result in one of the following: A student marked absent in the same individual course for six times in a bi-quarter will be assigned to a DLP (Digital Learning Program) course, for that period for the rest of the quarter.

Attendance Interventions:

- Student will be put on an Attendance Contract with required attendance in Friday School if the student has failing grades. Student will be required to participate in a daily check-in with the Principal or designee. If the student successfully attends Friday School, they will earn a “day back” receiving credit toward the six-day limit. A student may also be placed on probation and a contract if grades and behavior are not meeting expectations.

*Failure to meet an attendance contract or a violation of probation will result in a referral to the most appropriate WHS program below.

- Student will be put on a Flexible Attendance Contract and placed in our Digital Learning Program separate from the WHS Core Program to attain credits.
- Student will be put into an Intensive Dropout Prevention Program to assist the student in addressing the barrier(s) to success in the WHS Core Program.
- Student will be referred to our Alternate Pathways Program for assistance in preparing for the world of work and a preparation program for achieving a high school diploma equivalence (HiSET, JobCorps, AmeriCorps, Cowboy Challenge Academy).

Absences

Attendance Codes in PowerSchool are as follows:

A – Absent	Student was not in class and the absence was not excused.
E – Excused Absence	Absence excused either by a parent/guardian, or by the office.
N – In Building Absence	Student was late to class in excess of 10 min., or out of class in excess of 10 min. but is present at school.
T – Tardy	Student was Tardy to class.

How Absences Are Calculated

- When an absence is coded either (A) or (N) it is countable toward the six-day limit.
- Three Tardies (T) is the equivalent of one countable absence.
- Six absences of code (N, A) in 4 ½ weeks will initiate an attendance contract or other placement associated with WHS, but not imbedded in its Core Program.
- The 6 countable absences do not include (Medical w/ Doctors' notes, Bereavement, or absences coded as School Activity codes. Documentation to excuse an absence **must be received by the office within 48 hours.**

Tardy Policy

Promptness is an expectation at Whiting High School. Students are expected to arrive to class on time, and use their time between classes wisely. A five (5) minute passing period is provided between classes.

- Any student not in class when the bell rings, will be marked tardy.
- Students who arrive more than 10 minutes late for class will be counted as absent if a valid excuse is not delivered to the office. Students will be excused from a tardy under the following circumstances (doctors' notes, meeting with staff member, court, other legitimate instances that are out of a student's control that are approved by the principal).
- Three unexcused Tardies = 1 Countable Absence.

Failing Grade Policy and Make-Up Work Deadlines

Failing Grade Policy

- Students will be notified of Grades weekly. The Failing (F) List, will consist of students with any grade lower than 60%.
- If a student appears on the F list (in the same class) for two Mondays in a row the following applies:
 - Student will be required to attend Friday School.
 - The student must show improved progress through effort with the classroom teacher.
 - Students will be required to sign a FI Commitment Letter.

Make-Up Work Deadlines

- Students have until passing of mid-term to make-up work assigned prior to mid-term.
- Students with excused absences are allowed to make-up work at the discretion of the teacher, with the teacher determining the deadline.
- Students who are absent for any reason will receive one day of makeup work for each day missed and may be assigned Friday School.

Friday School

Whiting High School's alternative schedule allows teachers to be available for students on select Fridays, and other days throughout each term. These days are usually indicated as "green days" on the School Year Calendar.

- Each Monday, the Failing or Incomplete report will be provided to students.
- If a student appears on the F List for two Mondays in a row (in the same class), they will be assigned to Friday School by the Principal.
- Students on probation are also required to attend Friday School.
- Failure to attend assigned Friday school will result in the accrual of a countable absence.
- Friday school takes place from 7:45 AM – 11:00 AM on assigned days.
- Transportation home will be provided as needed.

Grading Terms and Grade Reports

Grading Terms

Terms at WHS are based on the **QUARTER SYSTEM**, with four terms per school year. This allows students to accrue credit every nine weeks. The master class schedule is built at the beginning of each quarter, factoring in each students' current needs for graduation or credit recovery.

Grade Reports

Grade reports are mailed to parents/guardians quarterly. Mid-Term grade reports are not mailed. However, parents/guardians may monitor grades via PowerSchool at any time. Visit the office for more information and to obtain your PowerSchool login access information.

Credit Recovery

At the end of a term, students who receive a failing grade of between 50% and 59%, may request to obtain credit recovery.

- An “ILP” will be created detailing any work the student needs to complete.
- Upon completion of the work, the teacher will submit the ILP to the office and the grade, and credits earned will be updated.
- Students have two weeks from the end of the term to complete and submit their assignments.
- Credit recovery grades can only be raised to a 60%.

Incomplete Grades

Incompletes will only be considered under extreme circumstances. When an incomplete has been approved, the missing assignments must be completed within two weeks of the end of a semester. The incomplete assignment(s) will revert to an “F” if the requirements are not met by the student. Upon completion, a grade change report will be completed through the Registrar.

Registrar

The Principal, Counselor, and Registrar will monitor students’ academic progress. Academic records including official transcripts may be requested by contacting the Registrar at the following:

Bill Hankins
801 S. 24th Street
Phone 307-721-4449
Fax 307-721-4519
whankins@acsd1.org

Counseling

The Counselor is available to students for counseling in the areas of: personal/social issues, academics, career and other post high school planning, staff/student relations, conflict resolution, assistance with registration for standardized testing (WY-TOPP, ACT, SAT, and ASVAB), test interpretation and referrals to community sources for counseling. This involves a holistic trauma responsive approach, advocating wellness and employing academic, personal, and social counseling. Students and legal guardians are encouraged to schedule appointments to assure that necessary time is available.

Jessica Huhn-Taylor
307-721-4449
jhuhn@acsd1.org

WHS - Graduation Requirements

Class of 2019, 2020, 2021

25 Credit hours earned in grades 9-12

Students accumulate 0.25 credits each quarter for enrolled courses passed.

- **ENGLISH:** 4 Credits / Years (9-12)
 - Two Quarters of English 10
 - Two Quarters of American Literature
 - Or
 - A one year course that includes both English 10 and American Literature
 - Two Quarters of Composition
 - Two Quarters of Literature
 - Or
 - A one year course that includes both Compositions and Literature
- **SCIENCE:** 3 Credits; 3 Years
- **MATH:** 3 Credits, 3 Years
- **SOCIAL STUDIES:** 3 Credits; 3 Years
 - Four Quarters Must be American History of which Two Quarters must include Cold War to the Present
- **PHYSICAL EDUCATION/HEALTH:** 2 Credits
 - Two Quarters must be Health
- **VOCATIONAL / FINE ARTS:** 1 Credit; 1 Year
 - Students may complete one credit of either one, or one semester of each.
- **ADDITIONAL ELECTIVES:** 9 Credits

Class of 2022 and Beyond

25 Credit hours earned in grades 9-12

Students accumulate 0.25 credits each quarter for enrolled courses passed.

- **ENGLISH:** 4 Credits / Years (Grades 9-12)
- **SCIENCE:** 3 Credits (Grades 9-12)
- **MATH:** 3 Credits (Grades 9-12)
- **SOCIAL STUDIES:** 3 Credits (Grades 9-12)
- **PHYSICAL EDUCATION:** 1.5 Credits (Grades 9-12)
- **HEALTH:** .5 Credits (Grades 9-12)
- **VOCATIONAL / FINE ARTS / CAREER AND TECHNICAL EDUCATION:** 2 Credits (9-12)
- Or
 - Two sequenced years of a World Language
- **ADDITIONAL HIGH SCHOOL / COLLEGE COURSES:** 8 Credits

Credits Required to be promoted to Grade Levels

9 th	Promotion from Laramie Middle School
10 th grade	5.0 credits to be promoted to a sophomore
11 th grade	12.0 credits to be promoted to a junior
12 th grade	18.0 credits to be promoted to a senior

Safety and Security

Whiting High School is a safe environment for learning. WHS will be open each school day at 7:00AM for students to enter the building. Once classes begin, all exterior doors will be locked. In order to maintain a high level of security, all exterior doors shall remain locked while classes are in session. Cameras with a speaker system allows administration to let in only those persons who have legitimate business in the school. It is everyone's responsibility to create a safe school environment and we expect students and parents to contact an administrator, counselor or trusted adult if they hear or see something that would make their school unsafe (ie: drugs, weapons, violence, self-harm).

Leaving and Entering the Building During School

Leaving the Building

Once a student arrives at school he/she is expected to attend all classes and required school functions for the remainder of the day. Students who expect to miss a portion of the day for appointments or other excusable reasons must check out at the office. Parent/guardian permission will be required before a student is allowed to leave the premises.

Entering the Building

For the safety and security of students and staff, all students and visitors must enter the building during regular school hours through the main entrance located on 24th street. Teachers, staff and students are prohibited from allowing anyone to enter the building through any exterior doors. Teachers, staff and students are prohibited from propping any exterior door open.

Visitors

Whiting High School is a Closed Campus. Only those who have legitimate business to attend to at the school are permitted to visit campus during regular school hours. Visitors must enter the school through the main entrance located on 24th street, register at the school office and receive a visitor's pass. Parents/guardians are always welcome. Visitors are expected to leave promptly when their business is completed.

Emergency Drills

Emergency drills including lock downs will be held at least monthly. Teachers will give their students instructions for school drills. Students should pay attention and follow teachers' instructions. It is essential that order be maintained to ensure safety to all. Drill procedures are kept in every classroom.

Lock Down Procedures

If there is any breach in security in the school, a lock down will take place. Students and teachers will be notified to stay in their classrooms during a lock down. An all clear will be given when the lock down is complete.

Tobacco-Free and Weapons Free Campus

Whiting High School has a Zero Tolerance Policy for possession of tobacco and weapons.

Student Vehicles

- A designated student parking lot is found on the north east corner of the school.
- Students are asked not to park on the street.
- During class hours, students are not to sit in their vehicles.

Bus Conduct

Conduct on a bus is the same as expected in the classroom. Students may be denied the privilege of riding a bus for lack of cooperation or improper conduct. Students will be given at least one day's notice to arrange transportation if he/she needs to stay after school for any reason.

Lunch / Breakfast

Whiting High School has an open campus lunch. Students are authorized to leave campus during lunch, but must follow The Three L's":

- No Loitering
- No Littering
- Don't Be Late

Open campus lunch is a privilege which may be revoked at any time for any/all students.

All students enrolled at Whiting are grant funded to eat lunch and breakfast for free. Breakfast will be served at Whiting before school each morning. Lunch will be served in the culinary room. It is the responsibility of each student to be back in class on time after the lunch period.

Medical Needs

If it becomes necessary for a student to take prescription medication at school, a medication administration request forms (available in the office), signed by both a doctor and a parent/guardian, and must be presented to the office. If over-the-counter medication must be taken, the same form will need to be signed by just the parent/guardian. All medication in school must be kept in and dispensed through the office.

The completed form(s) and a supply of the medication in its original container must be kept in and administered from the office. Some prescription medications (inhaler, EpiPen) may be kept with the student however, proper documentation MUST be on file in the office. All medication forms can be accessed at www.acsd1.org.

Care of School Property

Students will be held financially responsible for any damage he/she causes to school facilities including equipment, textbooks, furniture and lockers.

Lockers

Lockers are provided for the safekeeping of books and other property needed while at school. Lockers should be kept locked at all times. The sharing of lockers, unless assigned by the school, is discouraged. Stolen property is the student's responsibility and loss. Lockers are the property of Albany County School District #1 and students are advised that lockers may be inspected at any time by the administration. Students are not permitted to move into empty lockers. Lockers located in the Girls bathroom, and Boys Locker room are to be used by P.E. students to temporarily store their clothes for dressing out. Students who choose to store their clothes in the bathroom longer than during their P.E. period may have their clothing confiscated. PE Locks are available from the office.

Student Property Searches

Students and their personal property, including their vehicles and WHS property are subject to searches and the seizure of illegal and/or prohibited items. These searches may be conducted at random or based upon the reasonable suspicion of any driver, supervisor, coach, teacher, and/or an administrator. All illegal activities will be immediately reported to the appropriate local law enforcement agency and any confiscated items will be turned over to them.

School Sponsored Trips

The district will approve transportation to and from school-sponsored events, such as all school field trips or class trips. All students participating in such events must travel to and from the events by these means. A school-sponsored trip is an extension of the classroom. Rules that apply in the school apply on the sponsored event. Teachers plan field trips to enhance their curriculum and make learning experiences more relevant and meaningful for students. Prior to any field trip, a form will be sent home with students explaining the trip and securing permission from the parent/legal guardian for the student's participation. Please contact the classroom teacher any time that you have questions about a field trip. **The WHS Code of Conduct applies to all field trip participants sponsored by Albany County School District #1.**

Cellular Telephones

Students may possess cellular telephones at Whiting High School. Cellular telephones may be used in the building before school, between classes, during lunchtime and after school. Teachers may give students permission to use their cellular phones for educational purposes during class time. Students who use their cell phones without permission during class time will be subject to the rules of the classroom teacher.

Dress and Grooming

Dress and grooming are generally considered a matter of individual taste. The primary responsibility of dressing appropriately for school is left to the students and their parents/guardian. Inappropriate clothing includes, but is not limited to, those that display profanity, alcohol/tobacco, firearms, weapons, intentional and/or documented as gang-related, sexually oriented, violent, and/or drug related words or pictures. School personnel are responsible for determining whether student dress and/or grooming distracts from the educational program at WHS. Students with inappropriate clothing will be asked to fix the problem.

Accidents and Injuries

The school district acknowledges no liability as a result of injury or accident while the student is on school property or participating in a school activity or on the way to and from school or bus-loading stations. Parents/guardians will be expected to sign permission slips for students who participate in interscholastic activities. If, in a case of student welfare, the district should pay for injury, the parent or guardian shall be expected to sign formal releases. All injuries must be reported to the school nurse or office secretary. If the student is severely ill or injured, an ambulance will be called. The student's family is responsible for paying for any emergency services.

Withdrawal Procedures

Students who withdraw from school must checkout in the office. Each of the student's teachers will need to sign the student's withdrawal sheet and list any fines owed for missing books, etc. before the student finalizes it in the office. The school must have payment for all fines before the student leaves or records will not be transferred. Students under the age of 18 must have a parent/guardian sign the withdrawal form.

Sexual Harassment/Bullying/Discrimination of Students

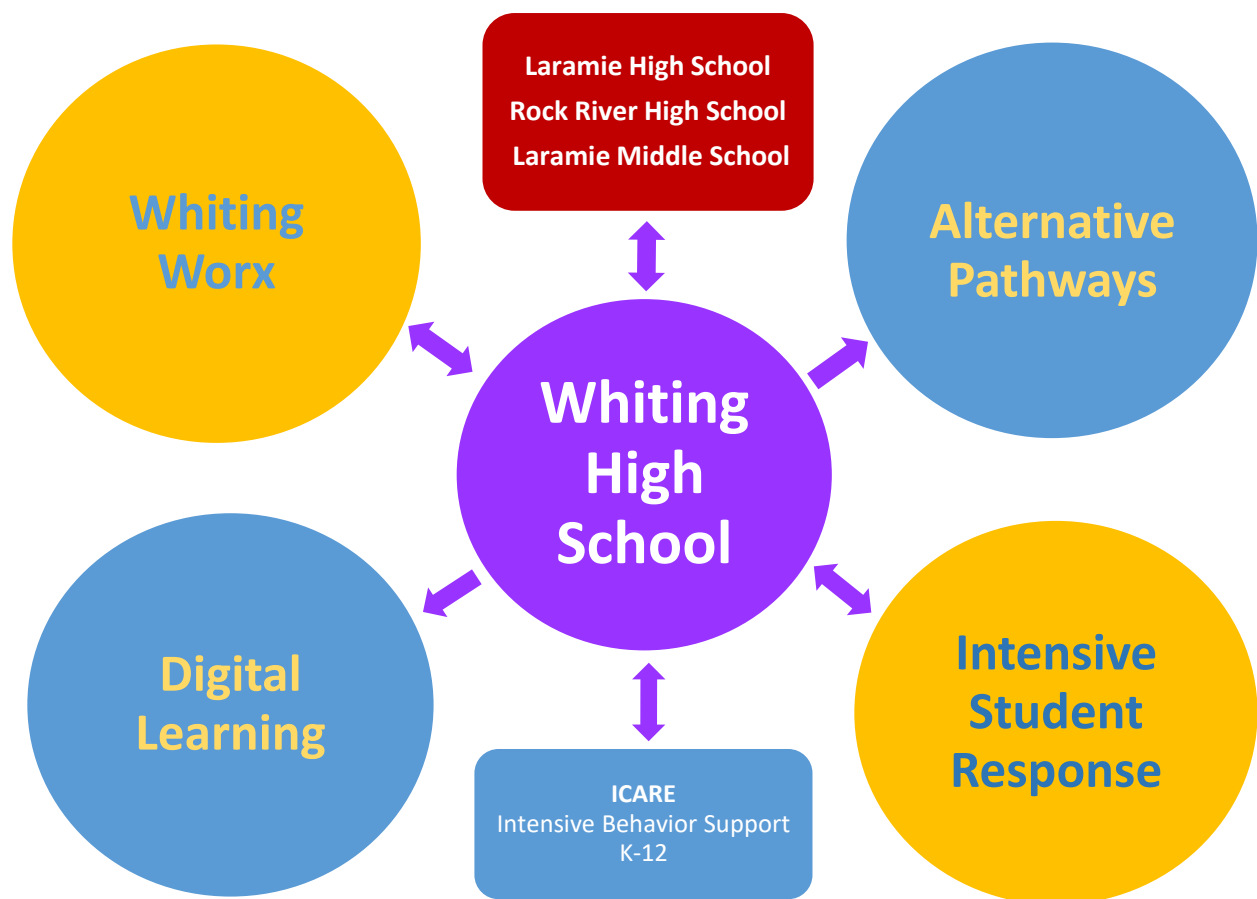
Albany County School District One does not condone nor tolerate sexual harassment, bullying or discrimination of students by employees, other students, or non-employees. Any employee or student who engages in sexting, abusive texting, sexual harassment, bullying and discrimination will be subject to district disciplinary action. All complaints of sexual harassment, bullying and discrimination will be investigated in a manner which protects the complainant and maintains confidentiality to the greatest extent possible.

The Wizard Warehouse

Whiting High School is fortunate to have a Wizard Warehouse which can be accessed by students and their families in need of temporary food, cleaning supplies and personal hygiene supplies.

Whiting High School Supplemental Programs

Whiting High School serves Albany County School District #1 as its alternative High School, and is the primary resource for drop-out prevention services and at-risk student services for ACSD1. In addition to the WHS Core High School Program, these services and resources are provided through four supplemental programs; Whiting Worx, Alternative Pathways, Digital Learning and the Intensive Student Response Program. Our partner program, ICARE, is an ACSD1 Special Services program housed at Whiting High School. Students are referred to Whiting High School from Laramie High School, Rock River High School and Laramie Middle School.



Placement in any program is at the discretion of WHS Administration. Each WHS program is a crucial part of the WHS Mission and Purpose.

Whiting Worx Program

- Partner - Job Shadows
- Skills Training
- Supported Internships Business Partnerships –
- Project SEARCH model
- Cohort Mods - Sem Class
- Job Placement support

Alternative Pathways Program

- HiSET Prep
- Job Corp / AmeriCorps
- Cowboy Challenge
- Work Services Enrollment Employment Support
- (Flexible Attendance Contract)

Digital Learning

- Program Odyessyware or other
- Coach/Facilitator
- Flexible Attendance contract
- Intensive credit recovery

INSTEP – Intensive Student Response Program

The intent of the INSTEP program is to respond to the needs of students with a highly supportive team approach, outside the conventional school setting. The team will work with students individually to identify barriers to success and coach students in developing skills and action plans designed for barrier mitigation and/or removal, with the goal of gradual re-entry into the Whiting High School Core program.

Student candidates for this program are currently not successful in a conventional school setting. The student may have a history of poor attendance and/or exhibit school avoidance. The student may be credit deficient or lagging academically because of life events or family situations which are out of the students control. The student may demonstrate a variety of emotional problems and trauma, but do not behave violently in school or necessarily disrupt the learning of peers. The student may have developed unhealthy coping strategies like drugs or alcohol. A student may be referred to the program through Single Point of Entry, secondary school counselors and/or principals. Placement in the INSTEP program is done at the discretion of WHS administration.

FEDERAL and DISTRICT POLICY STATEMENTS

Notification of Rights under FERPA (School Board Policy 4005)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend records should write the school principal (or appropriate school official), clearly identify the part of the records they want changed, and specify why it should be changed. If the school decides not to amend the records as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school’s or school district’s annual notification for FERPA rights.

ACSD#1 School Official and Legitimate Educational Interest

A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or

therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

Directory Information Public Notice

Information the school has designated as “directory information” if applicable requirements under § 99.37 are met (§ 99.31(a)(11)) including but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that ACSD#1, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, ACSD#1 may disclose appropriately designated “directory information” without written consent, unless you have advised the school district to the contrary in accordance with school district procedures. The primary purpose of directory information is to allow the school district to include information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want ACSD#1 to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the ACSD#1 in writing within 15 days of student enrollment in ACSD #1. Notification must be sent to ACSD#1, 1948 Grand Avenue, Laramie, WY 82070.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Notice of Non-Discrimination (Board Policy 1004)

Albany County School District One shall not discriminate in any manner because of race, color, creed, religion, national origin, ancestry, sex, disability, sexual orientation, or age in its programs and activities.

Inquiries relating to compliance with this policy may be addressed to:

Scott James, or
Title IX Coordinator

1948 Grand Avenue
Laramie, WY 82070
307-721-4400
sjames@acsd1.org

Debbie Fisher
Section 504 Coordinator
(relating to discrimination based on disability)
1948 Grand Avenue
Laramie, WY 82070
307-721-4400
dfisher@acsd1.org

or you can contact:

Office of Civil Rights
1244 Speer Blvd., Suite 310
Denver, CO 80204-3582
(303) 844-5695
OCR.Denver@ed.gov

Individuals with concerns or questions regarding discrimination in the provision of employment are advised to contact Taimi Kuiva, Director for Human Resources, 1948 Grand Avenue, Laramie, Wyoming, 82070, (307) 721-4400, tkuiva@acsd1.org

In addition, individuals with concerns regarding equitable access should contact Taimi Kuiva, Director of Human Resources, 1948 Grand Avenue, Laramie, Wyoming, 82070, (307) 721-4400, tkuiva@acsd1.org

Reporting Sexual Harassment and Discrimination of Students (Policy 4020)

Albany County School District One is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from sexual harassment and discrimination. Sexual harassment is a form of sexual discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et seq. and the Educational Amendments of 1972 (Title IX), 20 U.S.C. § 1681, et seq. The District prohibits any form of sexual harassment and discrimination of students, employees and others at School. Any form of sexual harassment is a violation of this policy.

All persons, whether student, parent, or staff, are encouraged to immediately report incidents of sexual harassment. Reports must be made within one (1) year from the date of the alleged discrimination or harassment. Sexual harassment may be reported in any of the manners listed in school board policy 4020 found on the district website www.acsd1.org or in the policy manual kept at each school building.

Sexual harassment may be reported in any of the manners listed below:

Any School Official, teacher, or other employee may receive oral or written reports of sexual harassment at the building level. Any teacher or employee who receives a report of sexual harassment under this policy shall immediately inform a School Official.

- Any teacher or employee who observes or has knowledge that a student is the victim of sexual harassment shall report to a School Official.
- If the complaint involves a School Official, the report may be made directly to the District's Title IX Coordinator or the Director of Human Resources
- Complaints may also be directed to the District's designated Title IX Coordinator.
- Individuals experiencing sexual harassment or discrimination also always have the right to file a formal grievance with the Office of Civil Rights, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582, (303) 844-5695, OCR.Denver@ed.gov.

Reporting Harassment, Intimidation, and Bullying (Policy 4021)

Albany County School District One (the District) is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from harassment, intimidation or bullying. The District prohibits Harassment, Intimidation or Bullying of persons at School.

Incidents of Harassment, Intimidation or Bullying may be reported in any of the manners listed in school board policy 4021, which will start the incident intake and analysis, by a School Official. The incident report form can be found on the [school district website](#).

Drug-Free Schools (Policy 4035)

The Board of Trustees recognizes the responsibility to regulate the school environment in order to provide the opportunity for maximum achievement on the part of all students. The Board further recognizes the adverse effect of student involvement with alcohol and other mind-altering chemicals on academic success and the development and maintenance of good mental and physical health.

Based on the recognition stated above, the following behaviors by any student while on campus, or on a school bus, or at any school-sponsored activity are prohibited:

1. The possession, use, being under the influence, transfer, and/or sale of alcohol, drugs, or any other illegal, controlled substance as defined by Wyoming State law; or
2. The misuse, being under the influence, possession, and/or sale of other stimulating, depressing or behavior altering substances such as prescription drugs, legal pharmaceuticals, inhalants such as paints, glue or other solvents; or
3. The possession, use, transfer, and/or sale of any substance represented or misrepresented to be behavior altering chemicals.

Parents Right to Know

The federal law, commonly called "The Every Child Succeeds Act," requires that schools which receive Title I money notify parents that they may request certain information about their children's teachers' qualifications. The specific information about which parents may inquire includes:

1. Whether the teacher has met Wyoming's licensing criteria for the grade level and/or subject s/he teaches;
2. Whether or not the teacher is teaching on emergency licensure or has had licensing criteria waived.

In addition, if a child receives services from a paraprofessional, parents may request information about the paraprofessional's qualifications.

You may request this information by completing the Request for Information About Educator Qualification Form, and submitting it to the ACSD #1 Human Resource Director at the district office. This form is available online at the ACSD #1 web-page (www.acsd1.org) or by contacting the school's principal.

Please rest assured that Albany County School District One takes pride in the quality of teachers and paraprofessionals it employs to serve your children. If you have any questions, please feel free to contact your principal.

Students in Transition – McKinney Vento Act (School Board Policy 4043)

The federal McKinney-Vento Act and Albany County School District #1 guarantee that you can enroll in school if you live in a

- Shelter (family shelter, domestic violence shelter, youth shelter or transitional living program);
- Motel, hotel, or weekly rate housing;
- House or apartment with more than one family because of economic hardship or loss;
- Abandoned building, a car, at a campground, or on the street;
- Temporary foster care or with an adult who is not your parent or legal guardian;
- Substandard housing (no electricity, no water, and /or no heat); or
- With friends or family because you are a runaway or unaccompanied

If you live in one of these situations, you do not need to provide the following to enroll in or attend school: proof of residency, immunization records or a TB skin test result, school records, or legal guardianship papers. You may also:

- Continue to attend the school in which you were last enrolled, even if you have moved away from that school's attendance zone;
- Receive transportation from your current residence back to your school of origin;
- Qualify automatically for Child Nutrition Programs for which you are eligible; and
- Contact the district liaison to resolve any disputes that arise during the enrollment process.

If you have questions about enrolling in school or need assistance with enrolling in school, contact the school and one of the following School Support Liaisons for Assistance.

Lisa Theis	LMS School Support Liaison & ACSD Homeless Liaison	(307) 721-4430
Jason Utterdyk	LHS School Support Liaison	(307) 721-4420
Megan Plant	Rock River Schools/ Elementary Schools Support Liaison	(307) 721-4439
Jessica Huhn-Taylor	WHS School Support Liaison	(307) 721-4449
Debbie Fisher	ACSD #1 Associate Superintendent	(307) 721-4400
Scott James	Director of State and Federal Programs	(307) 721-4400

What is Child Find? (School Board Policy 3021)

The Individuals with Disabilities Education Act requires school districts to locate and evaluate children between the ages of birth and 21 who may have a disability. This process for locating and evaluating children with these issues is referred to as "Child Find".

The District conducts Child Find activities throughout the year. If a parent is concerned about their child's development, would like to know how to help their school age child succeed, has questions as to whether their child has a disability, or knows their child has a disability and is looking for appropriate education services, the Child Find process assists in addressing these concerns. Parents wishing more information about these services and the process by which they can be implemented should contact the Director of Individualized Instructional Programs at (307) 721-4460 or the building principal.

School Age Children: Albany County School District One identifies children five (5) through twenty-one (21) who may have a suspected disability. A parent or staff member may refer a student at their local school by contacting the principal or the Special Services office at (307) 721-4460.