

Park County School District #1
Powell, Wyoming

Shoshone Learning Center- Alternative High School Handbook

*“Preparing students for life through personal
responsibility and decision making.”*

Shoshone Learning Center – Alternative High School

140 North Ferris
Powell, Wyoming 82435

307-764-6187
www.park1.k12.wy.us

Staff

Shannon Blackmore	Lead Teacher
Lyle Rodgers	Title I Math Teacher
Holly Kienlen	Para-educator
School Nurse	Kathy Kendrick
School Counselor	Gib Condie
School Social Worker	Jeanne Darrow
Rexene Sapp	Administrative Assistant and Data Clerk

Kevin Mitchell	Superintendent
Luke Danforth	Principal

Hours of Operation

Monday – Thursday	7:45 a.m. – 4:00 p.m.
Friday	7:45 a.m. – 3:30 p.m.
Early Release Wednesday	7:45 a.m. – 1:30 p.m.

North Central Accredited

The Shoshone Learning Center is fully accredited by the North Central Association of colleges and schools, AdvancEd, and the Wyoming State Department of Education.

Park County School District

Mission

Partnering with our community in a dynamic, global society, our mission is **to empower our students to be lifelong learners by providing a safe, progressive, student-centered learning experience.**

Vision

Driven by excellence, we will be the recognized leader in preparing students for life.

Values

Communication: We communicate frequently to convey expectations, provide information, and promote positive outcomes. We engage in authentic dialogue, speaking forthrightly, listening carefully, and seeking clarity as we strive for understanding with student success as our focus.

Commitment: We are devoted to our vision, individually and as a team, to do what must be done, when it should be done, and how it should be done. We see things through from start to finish.

Visionary: We value innovation and incorporate progressive thinking in all that we do. We take pride in creating the future through thorough investigation to foster success.

Passionate: We believe in sharing an intense interest in a common purpose that promotes a contagious environment for learning.

Compassionate: We take time for others which means listening, sharing, nurturing, empathizing and sympathizing. We value individual differences, fostering an appreciation for global diversity.

Integrity: We are always honest, loyal, respectful and trustworthy.

Collaboration: To enhance student learning, we are committed to working together, through a cooperative and mutually accountable effort, without prejudice or personal agendas.

Mutual Trust: We are dedicated to promoting relationships of trust and respect. We believe in sharing perspectives and valuing all viewpoints, while treating everyone in a kind and professional manner.

Dear Parent and Student,

Once again the staff at the Shoshone Learning Center is looking forward to serving students. Our staff takes great pride in working with our students as they pursue their secondary education while providing them challenging and meaningful course work. Along with the on-line curriculum, the Shoshone Learning Center has a variety of other programs and opportunities to assist students reach their educational goals including dual enrollment with Northwest College, supplemental math instruction and tutoring options. I hope all students will take full advantage of the Shoshone Learning Center and our programs.

Additionally, since the Shoshone Learning Center receives Federal Title I funding, you should be aware that a parent has the right to request information regarding the professional qualifications of their child's classroom teacher(s). If a parent requests this information, the district will inform you if the teacher has met state licensing requirements for the grade and subject the teacher is instructing; if state licensing has been waived for the teacher on a temporary basis; the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and if your child is receiving Title I services from paraprofessionals and, if so, his or her qualifications. If you would like to request this information, please contact the office at the Shoshone Learning Center.

Thank you for your interest and involvement in your student's education. Please let me know if I can be of assistance to you or your student in their work here at the Shoshone Learning Center.

Sincerely,

Luke Danforth

Luke Danforth
Principal, Shoshone Learning Center

Family Educational Rights and Privacy Act

Public Notice to Parents, Legal Guardians, and Eligible Students

Park County School District #1, Powell, Wyoming, hereby announces the rights of parents, legal guardians, and eligible students under the provisions of the Family Educational Rights and Privacy Act.

1. Under the provisions of the Family Educational Rights and Privacy Act, you are granted the right to examine the educational records of local educational agencies. Upon receipt of the request, the educational agency has a maximum of forty-five (45) days in which to comply with that request.
2. Unless the school agency has received official or legal evidence to the contrary (divorce decree, contested custody, etc.), it may presume that either parent has legal right of access to the records of students and may honor the written request from either parent.
3. No portion of an educational record may be destroyed during the period of time when there is an outstanding request for the disclosure of those records.
4. It is permissible to require that the educational records be examined in the presence of a school district official. If you request a copy of the records, the request must be honored. (Costs of reproduction will be borne by the parent, legal guardian, or eligible student.)
5. If you feel that the contents of educational records are inaccurate, misleading, inappropriate, or in violation of privacy or other rights of students, you may request that the records be amended.
6. If the school agrees with the request, the records will be amended and you will be advised, in writing, of the amendment.
7. If the school does not agree with the request for amendment, you are advised that you have a right to a hearing on your request for amendment. The request should be made to the Superintendent of Schools.
8. If, after a hearing, the Board of Trustees determines that an amendment will be made, the records will be amended and you will be informed, in writing, of the changes.
9. If the hearing does not result in a record amendment, you are advised as a parent, legal guardian, or eligible student that you have the right to place a statement of disagreement in the educational records of the student. The disagreement statement must remain as part of the student record as long as the record is maintained by the school district. Any disclosure of the educational record must include the disclosure of the statement of disagreement.
10. Park County School District #1 will make available, to the public, directory information pertaining to students at Park County School District #1. Directory information includes the following: the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous educational agency or institution attended, and degrees and awards received. If you are unwilling to allow any or all of the above described directory information to be released without your consent, you must notify the Office of the Superintendent within thirty (30) days from the date of this notice.

Any person having questions concerning the provisions of the Family Educational Rights and Privacy Act should contact the building principal of the Shoshone Learning Center. Records are kept at each school that the student attends.

Park County School District #1 does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title IV, Title IX, Section 504 and ADA may be referred to Park County School District #1, Civil Rights Coordinator, 160 North Evarts Powell, Wyoming 82435-2730, or 307-754-2215 or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, CO, 80204-582, or 303-844-5695 or 303-844-3417.

The Shoshone Learning Center opened its doors in January of 2001 with the intent of offering students who might benefit from an alternative to the traditional school setting. The Shoshone Learning Center is a school of choice in which enrollment is based upon a student's application, interview and acceptance by the Shoshone Learning Center staff. Students who attend the Shoshone Learning Center are not compelled to attend but do so of their own accord. Upon acceptance, a student will develop an individualized *Student Success Plan* with the lead teacher which includes but is not limited to: a class schedule, the pace with which the student is anticipated to work and what attendance schedule will be expected.

Application Procedure

Students wishing to enroll at the SLC must complete an application in its entirety and interview with SLC staff. During the interview process the staff will evaluate the student's qualifications on a case-by-case basis. Acceptance is based on a student's situation, attitude, ability to work within the structure of the SLC, support network and ability to be successful within the context of his/her goals. Resources, including space, may become a consideration and those students who are closest to graduation or have special family circumstances, such as having a child, will receive priority for enrollment. The SLC principal will have final say on student acceptance and enrollment to the Shoshone Learning Center.

Academic Programming

The Shoshone Learning Center relies on an on-line curriculum which is supported by an on-site staff. Students earn credit for coursework on a course-by-course basis. Most classes are arranged in a semester format which requires course work as well as a final that a student must pass to earn credit. Grades are awarded by the on-line teacher and documented on the student's Shoshone Learning Center permanent transcript.

Standards / Body of Evidence (BOE) Requirements- *Proficient performance on the uniform student content and performance standards and the common core of knowledge and skills as outlined in State Board requirements.*

Starting with the class of 2006, a student must be proficient in at least five of the nine core areas to earn a diploma. BOE requirements will be monitored and appropriately arranged according to the Student Success Plan by the lead teacher, and the student's proficiency on those standards will be required and documented as the student works toward a diploma.

Powell High School

When a situation allows, students from the Shoshone Learning Center may access Powell High School programming. Students from Powell High School may also access programming from the Shoshone Learning Center. Each situation is addressed on an individual basis, and staff from both buildings work closely together to ensure that this collaborative approach is practical and in the best interests of the student.

Dual and Concurrent Enrollment Program

The Shoshone Learning Center works closely with Northwest College in providing students concurrent and/or dual enrollment opportunities. All classes from Northwest College are delivered according to the college standards. Students earn both high school and college credit for concurrent and dual enrollment courses.

Diploma Requirements

Twenty-four (24) credits are required to earn a diploma through the Shoshone Learning Center. Each student is encouraged to be certain he/she has an acceptable balance between those courses and other courses which may interest or serve them in future planning.

Course Requirements:

- A. Four credits of English
- B. Three credits of Social Studies
 - 1. One full unit of U.S. History and one full unit of World studies are required.
 - 2. One-half unit (one semester) of Free Enterprise is required for graduation.
 - 3. One-half unit (one semester) of American government is required.
- C. Three credits of Mathematic
- D. Three credits of Science
- E. One credit of Physical Education
- F. One-half unit (one semester) of Health Education
- G. One credit of Vocational Technology
- H. One Credit of Fine Arts
- I. Foreign Language is not a diploma requirement. However, all students that are planning on attending 2- or 4- year colleges are encouraged to take two years of Foreign Language in high school. (Students may meet Foreign Language requirements prior to entering high school.)

District and State-wide Testing

All students will be required to participate in District & State testing, i.e.: MAPS, PAWS.

Hathaway Scholarship Information

The Hathaway Scholarship program is funded by the Wyoming State Legislature. A scholarship is available to each Wyoming graduate that is a resident of the state and a U.S. citizen who starts college within two years of graduation and before turning 21. Grade Point Average, composite ACT scores as well as specific courses taken determine award amounts.

Honor Scholarship: \$1600 per semester at UW or community college

Qualifications: High school GPA of 3.5/ACT score of 25; scholarship maintenance GPA of 2.5

- 4 credits of math (Algebra I, Algebra II, Geometry & student choice)
- 4 credits of language arts (reading, writing, listening and speaking)
- 4 credits of science (3 years from among physics, chemistry, biology, geology and computer science and 1 year student choice)
- 3 credits of social studies in world history, American history and government and economics
- 2 years of foreign language (at least 1 year taken in grades 9-12)

Performance Scholarship: \$1200 per semester at UW or community college

Qualifications: High school GPA of 3.0/ ACT score of 21; scholarship maintenance GPA of 2.5

- 4 credits of math (Algebra I, Algebra II, Geometry & student choice)
- 4 credits of language arts (reading, writing, listening and speaking)
- 4 credits of science (3 years from among physics, chemistry, biology, geology and computer science and 1 year student choice)
- 3 credits of social studies in world history, American history and government and economics
- 2 credits of foreign language (at least 1 year taken in grades 9-12)

Opportunity Scholarship: \$800 per semester at UW or community college

Qualifications: High school GPA of 2.5/ACT score of 19; scholarship maintenance GPA of 2.25

- 4 credits of math (Algebra I, Algebra II, Geometry & student choice)
- 4 credits of language arts (reading, writing, listening and speaking)
- 4 credits of unspecified science (3 years of which satisfy high school graduation requirements)
- 3 credits social studies in world history, American history and government and economics

Career Scholarship: \$800 per semester at community college

Qualifications: High school GPA of 2.5/ACT score of 17 or WORKEYS cumulative score of 12; scholarship maintenance GPA of 2.25

High School Graduation Requirements:

- 3 credits of math (except two of three years must be from the following courses: Algebra I, Algebra II and Geometry)
- 4 credits of English
- 3 credits of unspecified science
- 3 credits of social studies in history, American government and economic systems and institutions

SPECIAL PROGRAMMING

Night School

The Shoshone Learning Center may offer extended day programming in the form of night school. Night school hours will be determined at the beginning of the school year.

Tutoring

The Shoshone Learning Center has a variety of tutoring opportunities available for students. Students should work with the lead teacher to identify any that may be appropriate for them.

Title I, Part D Sub-part 2 Programming

The Shoshone Learning Center does receive Federal Title I, Part D sub-part 2 funding through the district. This money is used to provide a variety of programming including counseling, night school programming and transition programming. When appropriate, students are encouraged to take advantage of this programming.

Counseling and Guidance

The Shoshone Learning Center does have counseling and guidance staff available. Students are encouraged to take advantage of these services when they may be helpful.

Breakfast and Lunch Program

Students from the Shoshone Learning Center may participate in the district school lunch program. Students who are eligible to receive free or reduced-price meals through federal programming may do so. All meals will be available to Shoshone Learning Center students at Powell Middle School Cafeteria.

KUDER.COM

All Shoshone Learning Center students will utilize this web site and be expected to complete various activities to assist in their career planning.

ACT Testing

Wyoming provides ACT testing, at no cost, to all Wyoming students once during their junior year. All SLC juniors will participate on state testing dates.

- 2011- Wednesday, April 27
- 2012- Wednesday, April 25

Support Resources

Gear Up

A grant-funded program through Northwest College that help students graduate from high school, explore career options, and prepare to enter college. All services are free.

- Tutoring
- Academic counseling and guidance
- Guided career exploration
- Assistance applying for college and financial aid
- Social activities
- Scholarships
- Summer camps

Eligibility

- Available to students in grades 7-12 who are eligible for the free/reduced-price breakfast and lunch program through the school.

Wyoming Workforce Services

Year-Round Youth Occupational Training Programs

- Paid work experience
- On-the-job training opportunities
- Financial assistance for Applied Associate Degrees

Eligibility

- Qualification as economically disadvantaged according to specific criteria
- Age 14-21

Contact Information

Jim DeLozier
Cody Work Force Center
307-587-state.wyoming.us
jdeloz@state.wy.us
<http://wyomingatwork.com>

Extracurricular Athletics/Activities

Shoshone Learning Center students who wish to participate in extracurricular activities may do so through a collaborative agreement with Powell High School. Students must meet all eligibility requirements of the Wyoming High School Activities Association and abide by all participation expectations of Powell High School.

Activities Participation Agreement

Because of the vigorous nature of athletics, athletes and parents must be willing to assume responsibility for participation and the risks involved. Further, athletes must share in the responsibility for preventive measures such as: wearing appropriate protective equipment, immediate notification of injury or faulty equipment, proper application of sports techniques and other appropriate safety precautions. Park County School District No. 1 does not carry student accident insurance that covers medical expenses in the event of a student injury. The participant and participant's parents acknowledge that they are responsible for payment of medical expenses incurred in the event of a student injury while participating in student activities. There is available through Park County School District No. 1 a very affordable student accident insurance policy that may be purchased by parents to help cover medical expenses in the event of student injuries. Please contact the School District business office if you are interested in such insurance coverage.

SHOSHONE LEARNING CENTER PROCEDURES

District Calendar

The Shoshone Learning Center follows all dates specified according to the district calendar. Please pay special attention to the **Early Release Wednesdays**. On several Wednesdays throughout the year, students will be released at 1:30 pm in order to give staff an opportunity to participate in specific staff development. The Shoshone Learning Center is closed to students during these staff development hours.

Administering Medicines to Students

The staff at PCSD#1 realizes that it is sometimes necessary for a student to receive medication at school. These could either be prescription or over-the-counter medications and/or supplements. It is preferred that medication be administered at home whenever possible; however, we do realize the need for administration of such during school hours in certain situations. In order to protect the students, parents, and school, the PCSD#1 school board has adopted a policy covering the administration of medication/supplements at school.

A "Request for Administration of Medication" form is sent home the first day of school with each student, requesting permission to administer over-the-counter medication (e.g., Advil, Tylenol, Tums and Cepacol throat lozenges) to the student during school hours, if the need arises. Students will not be given these medications without parental permission.

If a student will be in need of having any prescription medication and/or supplement on a daily basis at school, the parent will need to obtain the form "Request for Administration of Prescription Medication" and have the prescribing physician fill out the requested information and sign the form. The parent will also need to sign this form. If this form is not filled out, the medication will not be administered. This form will also need to be completed for students using inhalers and/or nebulizers at school.

All prescription medication/supplement or over-the-counter medication that the parent is requesting the school to administer MUST be in the original container/package before it will be given. All medication will be secured in a locked cabinet. All medication will be administered to the child by either the School Nurse or the school's designee(s) at the designated time. Both forms noted above are available from the Shoshone Learning Center secretary.

Fire Drills

Fire drills will be held throughout the year without the previous knowledge of students or teachers. When the fire alarm sounds, each class is to move from the building quietly and orderly. Every person is to immediately exit the building. Students and faculty will return to the building as soon as it is determined by the administrator that no real emergency exists.

School Trips

Many students will have the privilege of attending school-sponsored activity trips. These trips are under the direct supervision of a sponsor who has complete lawful authority in controlling the actions of his/her group. All expectations of the Shoshone Learning Center and Park County School District #1 will apply during these trips. Students who attend school functions as a member of the school group are expected to travel to and return from such functions in authorized school vehicles.

At no time will students get into or ride in a vehicle other than authorized school transportation. If prior arrangements are made by parents with the principal, a student may be released to the custody of his/her parents or responsible adult.

Any detrimental behavior by the student or failure to observe the expectations of the Shoshone Learning Center may result in a student being denied the right to go on future school-sponsored trips as well as face additional consequences. In cases of alcohol/drug use or gross insubordination a parent may be requested to personally retrieve his/her student from an activity.

Vehicle Parking

Designated parking is available around the Shoshone Learning Center and students are expected to park in designated areas.

STUDENT EXPECTATIONS

Accessing the Shoshone Learning Center is a choice. Students are expected to carry themselves in a way that remains productive and does not interfere with the rights of other students to learn. Students are obligated to abide by staff requests which they determine will help to facilitate the academic success of all students.

Attendance

Attendance is a critical component of academic progress. Students are expected to abide by the schedules they have developed on their Student Success Plans. Absences are not differentiated between "excused" and "unexcused". Students should view the Shoshone Learning Center as a place of business. They are responsible for their work, attendance, and behavior. If they cannot take that responsibility, they will be dropped from the program. To ensure sufficient student progress and appropriate course monitoring, students are obligated to

maintain a minimum average of 15 hours of seat time at the Shoshone Learning Center per semester class.

COMPULSORY ATTENDANCE- Wyoming statute 21-4-101 and 102 states that compulsory attendance is required until the student has “attained their sixteenth (16) birthday or completed the tenth (10) grade.”

Dress Code

Research has shown that fashion can be a distraction in academic settings. The Shoshone Learning Center does have a modest dress code. Tattoos must be covered and not visible. The only piercings allowed are one earring per ear (Gentlemen are restricted to studs which must be small and not draw attention). Gage jewelry is not permitted. Hats and bandanas, or other head cover, are not permitted. Shorts and skirts must reach fingertip length when standing. All non-permissible jewelry must be removed before a student enters the Shoshone Learning Center. Additionally, no skin around a student’s waist should be visible nor should undergarments be visible. Pants must rest on the student’s hips. Clothing with logos is permissible but must be appropriate for school. Clothing which references the use of illegal substances, violence, sex or anything the staff feels is inappropriate for a public venue or may cause a distraction to the learning of students at the Shoshone Learning Center is not permitted. Staff will have the final say as to what dress is appropriate.

Harassment/Sexual Harassment

No person shall engage in harassment/sexual harassment, retaliate against any person for opposing harassment/sexual harassment, or aid or abet harassment/sexual harassment of any person. Harassment is behavior or words that:

- Are uninvited, unwanted, and unwelcome.
- Cause a person to feel uncomfortable or offended.
- Create an environment that makes learning and participating difficult.
- May be repeated or may be very offensive on a one-time basis.

Weapons

Weapons are considered an extremely serious matter. Weapons are classified into three categories:

- Type 1 - A deadly weapon which would include, but not be limited to, firearms, explosives or incendiary materials, and knives;
- Type 2 - A weapon which would include, but not be limited to, chains, clubs, and stars;
- Type 3 - An instrument typically present throughout the school day but, when intentionally misused, can inflict serious injury. This would include, but not be limited to, belts, combs, pencils, pocket knives, files, compasses, scissors, and mace.

Any student who possesses, uses, transfers, carries, or sells a deadly weapon (Type 1) while on the school campus or on any school bus or while in attendance at any school activity shall be suspended immediately from school and referred to the Superintendent. The student shall be expelled from school for not less than one (1) year except that, after reconsideration, the Board of Trustees may modify the expulsion requirement on a case-by-case basis.

A student in possession of a Type 2 or Type 3 weapon shall be subject to administrative disciplinary action which may include suspension or expulsion of up to one (1) year.

Internet Access and Computer Usage

The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of these privileges and/or other disciplinary actions. In accordance with District policy, the system administrator and teachers will deem what is inappropriate use, and their decision(s) will be final. The District may, at any time, deny, revoke, or suspend specific user access. Students and parents will need to read, agree to, and sign the school district internet policy. Installation or modification of ANY Park County School District #1 software constitutes a violation of the District Network/Internet Usage Administrative Regulation/Operational Procedure.

Alcohol, Tobacco, Inhalants and the Misuse/Abuse of Either Prescription Medication or Non-prescription Substances on School Grounds or at a School Function

The use of, or possession of, or misuse/abuse of alcoholic beverages, tobacco, prescription medication or non-prescription substances or inhalants (any substance that is inhaled or sniffed that is not intended for that specific purpose or need) by students is prohibited in any of the school buildings, on the school grounds, at school functions, on school buses, or while on school-sponsored trips and may be subject to legal penalties. Students are not permitted to be in school buildings, on school grounds, or at school functions while under the influence of, or in possession of, alcohol, tobacco or drugs when prior use is evident.

Public Display of Affection (P.D.A.)

Public display of affection is not appropriate at school. Any action between couples that offends or is embarrassing to others is not acceptable.

Extension of School Authority

All students are subject to the rules and regulations of School District No. 1 and the lawful authority of school district personnel at any time on the school grounds and during school functions on or off the Powell School Campus. All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds, and at school functions. Students and fans attending any school function are expected to display common courtesy. Students may be denied the right to attend any Park County School District #1 activities if they fail to observe these expectations.

Revised: August, 2010