



# WYOMING HIGH SCHOOL PARENT GUIDE

A MANUAL FOR PARENTS AND MENTORS OF  
WYOMING HIGH SCHOOL YOUTH



[WWW.WYOMINGCITYSCHOOLS.ORG](http://WWW.WYOMINGCITYSCHOOLS.ORG)

This Guide is available on the District Website

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## MOTTO

"Where Excellence Becomes a Way of Life"

## WYOMING HIGH SCHOOL MISSION STATEMENT

The Mission of the Wyoming High School is to provide each student with a well-rounded educational program leading to college entrance and/or career paths and fostering economic independence, critical thinking, and social responsibility.

## CONTACT INFORMATION

### Telephone: 761-7722

High School Fax: 679-3611

### Attendance: 679-3616 voice mail available 24 hours

You may request make-up work on this line also.

### Guidance Office: 679-3608

Guidance Fax: 679-3609

### Athletic Department: 679-3610

### Faculty and Staff Voice Mail

- **During school hours**

Call the H.S. number and ask to be connected to the teacher's voice mail. Be aware that even during planning periods, teachers may not be available to take calls due to meetings or other tasks requiring them to be away from their rooms.

- **After school hours**

It is best to dial the H.S. number and follow the prompt. You can use the extension number if you know it; however, voice mail numbers may be different from extension numbers for some faculty (see Student Directory).

### District Web Page: [www.wyomingcityschools.org](http://www.wyomingcityschools.org)

### Faculty and Staff Email Addresses: [lastnamefirstinitial@wyomingcityschools.org](mailto:lastnamefirstinitial@wyomingcityschools.org)

All High School faculty and staff have email addresses and routinely check for email.

## Hours

### School: 7:50 a.m. - 2:50 p.m.

Students have access to their lockers from 7:15 a.m.- 3:30 p.m. Locker areas are locked during most extra-curricular activities for security reasons, and the only way to get in is if you can locate an administrator with keys.

### Main Office and Guidance Office: 7:30 a.m. - 3:30 p.m.

### Library: Monday – Friday 7:50 - 4:00 p.m.

Computers are available during these hours.

### Administrative Center: 420 Springfield Pike, 8 a.m. - 4 p.m. (772-2343)

## Bell Schedule

Period	Regular (no Homeroom)	With Homeroom	Delayed Opening (1hr.)
<b>1</b>	7:50 - 8:40	7:50 - 8:39	8:50 - 9:35
<b>2</b>	8:45 - 9:37	8:44 - 9:33	9:40 - 10:22
<b>3</b>	9:42 - 10:32	9:38 - 10:27	10:27 - 11:09
		Homeroom 10:32 - 10:42	
<b>4</b>	10:37 - 11:27	10:47 - 11:36	11:14 - 11:56
<b>5</b>	11:27 - 12:58	11:36 - 1:00	11:56 - 1:13
<b>1st Lunch: Lunch Class</b>	11:27 - 12:03 12:08 - 12:58	11:36 - 12:06 12:11 - 1:00	11:56 - 12:26 12:31 - 1:13
<b>2nd Lunch: Class Lunch</b>	11:32 - 12:22 12:22 - 12:58	11:41 - 12:30 12:30 - 1:00	12:01 - 12:43 12:43 - 1:13
<b>6</b>	1:03 - 1:53	1:05 - 1:54	1:18 - 2:00
<b>7</b>	1:58 - 2:50	1:59 - 2:50	2:05 - 2:50

## Inclement Weather

School closing information is now available in numerous ways.

- Automated phone calls are made to the phone number listed on school enrollment information.
- Announcements are posted on the District Web page. Bookmark the web page and save yourself from waiting for Wyoming to scroll through on the TV.
- Announcements are on radio (WLW, WGRR, WEBN, WVXU) and TV beginning at 6 a.m. Wyoming Schools status is reported as Delayed Opening or as Closed. A Delayed Opening signifies a **one-hour delay** and school will begin one hour later than usual. Buses will pick up students sixty minutes later than their usual time. The school day runs on a modified bell schedule (see above) with dismissal at 2:50 as usual. If necessary, an announced delay will be changed to Closed. Please **DO NOT** call the School, Police, Administrative Center, or Board of Education so telephone lines can remain open.

## Listserv

A Listserv is a program that distributes email to a large number of people that are all subscribers to the same list. Wyoming Schools have three separate Listserv for the Primary, Middle, and High schools. By subscribing, you will receive information by email from authorized school administrators.

**To subscribe** send an email to one or several of the email addresses found below. You can sign up for several lists - either with additional email messages - or by having carbon copies (cc:) going to the other addresses as part of the same email. Within minutes, you will receive a Confirmation Request to join the Listserv. Once you reply to that, you will receive a Welcome email from the listserv. It does not matter what is in the email; just the act of sending the email will sign you up for the list.

**To Subscribe send email to:**

- High School list, [WHSList-On@lists.wyomingcityschools.org](mailto:WHSList-On@lists.wyomingcityschools.org)
- Middle School list, [WMSList-On@lists.wyomingcityschools.org](mailto:WMSList-On@lists.wyomingcityschools.org)
- Primary School list, [wyomingprimarylistserv-on@lists.wyomingcityschools.org](mailto:wyomingprimarylistserv-on@lists.wyomingcityschools.org)

**To Unsubscribe send email to:**

- High School list, [WHSList-Off@lists.wyomingcityschools.org](mailto:WHSList-Off@lists.wyomingcityschools.org)
- Middle School list, [WMSList-Off@lists.wyomingcityschools.org](mailto:WMSList-Off@lists.wyomingcityschools.org)
- Primary School list, [wyomingprimarylistserv-off@lists.wyomingcityschools.org](mailto:wyomingprimarylistserv-off@lists.wyomingcityschools.org)

## SECURITY

### Public Access

Public access into the school is limited to the front door until 3:30 pm. You must ring the button on the wall next to the front door to be buzzed in, and report to the Main Office.

### Visitor Passes

All visitors to the High School are to report to the Main Office immediately upon arrival to sign in and receive a visitor's pass.

### Student Sign In and Out

Students who enter school any time of day after the tardy bell are to sign in at the Attendance Office. Students leaving school any time before dismissal time must sign out at the Attendance Office. No student regardless of their age will be allowed to sign out without permission from a parent or guardian.

### Red Alert

If a Red Alert is issued for Hamilton County before or after school hours, all schools will be closed and all activities will be cancelled until further notice. If a Red Alert is issued during school hours, all buildings will go into lockdown mode. The district will follow directives issued by governmental agencies, including Hamilton County Emergency Management Dept. and the Ohio Board of Education. If an Alert is called in another area of the country, schools will follow governmental directives as to whether our schools will remain open. If the schools are able to dismiss students, the emergency dismissal procedure for the High School will be followed.

### Lockdown Mode

The district will follow directives issued by governmental agencies, including Hamilton County Emergency Management Dept., and the Ohio Board of Education. When in lockdown, schools will not be allowed to dismiss students until the controlling authority deems it is safe to do so.

### Emergency Dismissal Procedure

In an emergency dismissal situation, students may leave the building with their parents, or with **persons listed on the School Building Emergency Medical Form** which parents fill out at the beginning of each school year. Students will be dismissed from school when the controlling authority deems it is safe to do so. Parents should report to the Main Entrance where a student dismissal station will be located.

**Technology**

The District's internet provider provides a "firewall" for all World Wide Web searches. The firewall blocks access to specific sites that have been deemed inappropriate and that list is updated regularly. However, there always exists the possibility that a student might choose to access material that is questionable.

**Student Information**

District policy concerning access to student information is published in the Opening School Newsletter every year. If you have any concerns or questions about student records information, directory information, military recruiter access, or publicity, contact the district's Public Information Office at 772-2343 option 2.

**Records**

All student records are confidential and may not be released without written consent of parents or legal guardians.

**Student Lockers**

All lockers in the school buildings of this school district are school property and are subject to search at any time. This includes the contents of the lockers.

**Student ID's**

Issued ASAP after school pictures are taken.

**Lunch Privileges**

Both Senior and Home Lunch Privileges require an application (available in Main Office), must be signed by a parent, and approved by administration. See Student Handbook for rules.

**After School Supervision**

Students are not to remain after school without appropriate supervision. The school provides the following supervised situations for students who remain in the building after school:

- Media Center
- Coach, Sponsors, and Teachers will provide supervision for specific activities that fall under their domain.

Over 80% of our students participate in extra-curricular activities; please assist us in communicating this expectation to your student.

## ATTENDANCE

(Full policy is in the Student Handbook/Assignment Notebook).

### Telephone 679-3616, 24 hour access

#### Student Absence

State Law permits students to be absent from school for personal illness of the student, illness in the family, death in the family, quarantine for contagious disease, observance of religious holidays, emergency, or set of circumstances which, in the judgment of the Superintendent of Schools, or his designee, constitutes a good or sufficient cause for absence from school.

#### Excused

Absence due to any of the above.

#### Unexcused

Absence due to other than the above without approval from the administration.

#### Parental Request - Pre-Planned Absence

Occasionally, parents request that their student be excused from school for reasons that are not permitted by school law. In an attempt to remove the student from a "difficult no-win" situation, the category of Parental Request-Pre-Planned Absence was created. This is a combination non-punitive policy for the student and a "little extra work policy" for the teacher. **You must follow this procedure to obtain make-up privileges for your student even though the absence must be recorded as unexcused by state law.** If not followed, your student may lose make-up privileges.

**THE RULES** that apply to Parental Request-Pre-Planned Absence are described below and in the Student Handbook/Assignment Notebook.

#### Reporting Parental Request-Pre-Planned Absence

- **PRIOR TO THE DATE OF ABSENCE**

A note signed by the parent or a phone call must be received by the Attendance Office indicating the reason for the absence and the dates of absence. Teachers will be notified upon receipt of this note or call. **PARENTS** give your student time to complete work required to be turned in prior to leaving.

#### Student Work Guidelines for Parental Request-Pre-Planned Absence

- This student will be held accountable for all content covered and major tests administered during the period of absence.
- This student will be expected to make up any major tests given during the absence on the first day back in school or at the teacher's convenience.
- No provision will be made for making up assignments, quizzes, or other types of graded work missed during the period of absence (other than tests).
- Quarter grades will not include assignments and graded work missed - other than major projects.
- Major papers/projects due during the period of absence must be turned in prior to leaving.

## Attendance Reporting

- All attendance calls and notes should be directed to the Attendance Office.
- A parent or guardian must notify (by phone call or note) the school before 9:30 a.m. on the day a student is absent, giving the date, time and reason for the absence.
- If no notification is received, the school will try to contact the student's parents or guardian. If this is unsuccessful, it is required that a note, signed by the parent or guardian, be turned in to the Attendance Office before school on the day the student returns and before the absence is excused. If this is not received within two days, the absence is marked unexcused.
- Students who enter school any time of day after the tardy bell are to sign in at the Attendance Office. Students leaving school any time before dismissal time must sign out at the Attendance Office.
- No student regardless of age will be allowed to sign themselves out without permission from a parent or legal guardian.
- All advance notices of future absence must be approved through the administration, not through classroom teachers.
- All absences of five or more consecutive days require a physician's note upon return to school.

## Appointments

### • Before School

If an appointment is before school, call the school so they know your student will be attending later, and the school will not call you unnecessarily or mark your student incorrectly.

### • During School

If a student needs to be dismissed from school for an appointment, a parent or guardian must notify the Attendance Secretary, and the student will then receive a pass to leave class at the designated time. Parents, this will greatly speed pick-up since you are then not required to go in to sign your student out, and locating your student may take time.

## College Visitation Days

Seniors and juniors will be given a **maximum of three days each year** to visit colleges to which they have applied, intend to apply, or in the opinion of the Guidance Counselor, there is a valid reason for such a visit. A **special form** is available in the Guidance Office, which provides for the name(s) of the college(s), the requested date(s) for the visit, and the parent/guardian signature. This form is then given to the Guidance Counselor **at least two days in advance** of the visit for approval. The form also explains the procedure for notifying teachers of the college visitation days. College visits should not be taken during Instructional Priority Days (see below).

## Attendance Expectations

### Attendance and Extra-Curricular Participation

In order to participate in an extra-curricular activity on a school day, a student must be in attendance for at least 5 out of 7 bells.

### Attendance and Athletic Participation

In order to participate in an athletic activity on a school day, a student must be in attendance for at least half of that day. This is defined as 7:50 – 11:26 or 11:30 – 2:50.

## Returning from Illness

School Policy states that a student should be without fever, vomiting, or diarrhea for at least 24 hours before returning to school.

## Instructional Priority Days

Certain weeks on the school calendar are especially rigorous academically for all students. During these times, there are to be no field trips, college visitations, or other interruptions in scheduled class time in order to keep student absences to a minimum. Instructional Priority Days are scheduled at the following times:

- **October - End of 1<sup>st</sup> Quarter - Grading period**
- **December - Before Winter Break – Mid-year exams**
- **January - End of 2<sup>nd</sup> Quarter - Grading period**
- **March - End of 3<sup>rd</sup> Quarter - Grading period**
- **May - Advanced Placement exams; final school year exams**
- **May - End of 4<sup>th</sup> Quarter**
- **June - Final Exams**

## Make Up Work

### Policy

- For each day of school approved EXCUSED absence, a student is automatically granted one day for make up work. Make up privileges are extended to students who are school approved absent on the day of a test.
- Make up privileges are not granted for UNEXCUSED absences or out-of-school suspensions from school for disciplinary reasons.
- A student whose absence is UNEXCUSED or who cuts class to avoid a test is to be marked "0" on the test. This mark is then averaged with other marks for the appropriate grading period.
- Make up privilege includes exams, tests, quizzes, homework assignments etc.
- Students suspended from school for disciplinary reasons are not entitled to make up privileges for any exam, test, quiz, homework assignments, etc. missed due to the suspension.
- Students who are given out-of-school suspensions do not have make up privileges.
- Students who are given in-school suspensions do have make up privileges.

### Obtaining Make Up Work

- If your student is out of school for 2 or more days, you may call the office or **the Attendance Office voice mail** and request assignments from your student's teachers. The office will gather the information and have a folder for your student in the Main Office for pick up.
- If your student is out for 1-2 days, the fastest way to get homework is to call someone in his/her class, or check the teacher's internet homework posting site.
- In either case, it is the student's responsibility to check with all teachers upon return concerning missed work while absent.

## MEDICAL AND HEALTH PROCEDURES

### Required Medical Information

#### Student Information Sheet and Emergency Medical Authorization Form

- **NOTE: This form is also used for security procedures in an emergency dismissal situation, so consider this when filling it out and keep it current.**

This sheet (it is different from the Middle School's form) is sent home every fall to be filled out and **returned the first day of school**. It is kept on file in the Nurse's Office and the Main Office, for use in an emergency. Please keep these up-to-date and inform the school in writing any time information changes and/or an alternate procedure is needed (i.e. when you are going to be out of town, phone numbers or work changes). In addition, the nursing staff requests that you **pay special attention to the Medical Information section**. Please provide any information that will help the nurse accurately assess the causes of, and/or determine the proper treatment of your student's health needs. This would include everyday medications, allergies, propensity for migraines or menstrual cramps, common ailments, treatments you know help, etc.

#### School Physicals

A health physical is required to be on file for all students. Physicals on file are sent from the Middle School for continuing students. For **students new to Wyoming City Schools District** a recent physical and a record of immunizations are required for admission to school and must be turned in within two weeks of entering school. For those entering from outside the U.S., a TB skin test, done within 90 day of starting school, is also required.

#### Athletic Physicals

Students who plan to participate in sports or cheerleading during the year are required to complete a sports physical every year, and submit the "**Ohio High School Athletic Association Participation Physical Exam Form**" to the athletic department. This requires a different form than the school physical. Be aware that these physical forms are kept in the athletic department and are not shared with other departments (the nurse) unless you supply a copy to the nurse's office. Therefore, if something shows up on an athletic physical that you feel the nurse should also be aware of, you must inform her. **It is suggested that if your student is in more than one sport that you also keep a copy of the sports physical.**

### Dispensing of Medications at School

**All Medications including prescriptions and over the counter meds** such as Tylenol, cold medicine, etc, that need to be taken during school require:

- **A Physician's order**
- **Medication Order from Physician Form**  
Parents must submit a signed (by parent and physician "Medication Order from Physician Form" available from the Main Office, **ON-LINE** from the District website under the Parents Tab, Medication Order form, and is sent home with the opening of school newsletter in the fall.
- **Original Container**  
Medication must be in the **Original Container** with the student's name and directions for administration (dosage and time).
- **A new form** must be submitted every year.

- The nurse (or designated administrator) must be the person to dispense the medication. Students are not permitted to carry with them or take any medications unsupervised. Special arrangements can be made for inhalers and epi-pens. Contact the school nurse to make these arrangements and complete the necessary paper work. **Students may face serious consequences for having medication in their possession**, so please follow these policies.
- If there is no order on file, the parent or legal guardian must come to school to administer the medication.

### **Medications on School Trips**

The above policy also applies when your student goes on **any school-sponsored trip** (Senior Trip, Latin Convention, etc.). You may want to be prepared with a spare prescription bottle, and medication request form at home to be used if your student will need medication on a school trip.

### **Health Services**

A student handbook is available from the District Office outlining all health policies and procedures. In addition, it provides information on communicable diseases that frequently occur in schools.

The purpose of District Health Services is to enhance the educational process by maximizing the health and well being of students. Services include:

- Screening programs; Vision and Hearing (done in 9<sup>th</sup> grade at the high school)
- Health counseling and education; (Required Health class in 10<sup>th</sup> grade)
- Communicable disease control;
- First aid for illness or injury.

This program is designed to supplement but not replace parental responsibility for basic and essential medical evaluation by a health care provider. For continuing students, physicals required during Middle School are transferred to the H.S files. New students to the district must complete a physical before admission to the H.S.

Physicals for athletic participation are required each year before the start of practice.

## **SCHOOL RULES**

**(Full listing is in the Student Handbook/Assignment Notebook.)**

### **Discipline Point System**

WHS uses a point system as the basis for its disciplinary action. This system is thoroughly explained to students: behaviors that warrant points; the consequences of points; and how students may earn a reduction of points. A full listing of the Code is in the Student Handbook/Assignment Notebook and is also available from the Main Office.

### **Code of Conduct**

Available in the Student Handbook/Assignment Notebook and on the Website under Student Handbook/Assignment Notebook. There are three Codes of Conduct. The General School Code applies to all students during all school activities. Students who participate in extra-curricular and athletic activities must adhere to additional codes that apply to their behavior not only during school hours, but beyond the school day as well. They must adhere to these codes at all times. Consequences of violation are specific to that activity. Parents and students need to review these and make appropriate choices at all times.

## Student Dress Code

Students are expected to dress in a manner appropriate for school and conducive to a healthy, safe, and orderly environment. Inappropriate dress is deemed such because it (1) interferes with the student's safety, health and welfare or that of other students, (2) causes disruption or directly interferes with the educational process, (3) is excessively revealing or distracting ( too tight, shows undergarments), or (4) is an article of clothing, button or badge that contains the following: Offensive / obscene / vulgar words, phrases, or illustrations; derogatory statements toward the purpose of education political, religious, racial, or national groups; references to drugs, alcohol, weapons, violence, gangs; sexual references; and/or advertises any product or service not permitted to minors by law. In addition:

- **Top Wear**

Clothing should cover the shoulder to the waist. No skin should show above or below the waistline, front or back, while sitting, standing, or walking. No spaghetti straps. Shirts must not extend past mid thigh. Boys may not wear tank tops, muscle shirts, or sleeveless shirts. No off the shoulder shirts. Undergarments must not be exposed.

- **Bottom Wear**

Shorts and pants must be worn at the waist. No "Saggin" (baggy) pants or shorts. Belts must be worn if needed. Shorts, skirts, and dresses should reach mid thigh or longer. Undergarments must not be exposed.

- **Headgear**

No hats, hoods, or headgear (i.e. du-rags) will be worn in the school building.

Students arriving at school dressed inappropriately will be required to call home to arrange for suitable clothing.

## Band Program Dress Code

### For Marching Programs:

- Marching Uniforms
- Black socks
- Black Marching Shoes

### For Band Concerts:

#### Women

- White, long-sleeved blouse
- Black skirt/pants
- Black hose and black dress shoes

#### Men

- White, long-sleeve, button down shirt
- Black dress pants
- Black dress shoes and socks

## Choral Program Dress Code

#### Women

- White, long-sleeved blouse
- Black pants/skirt (with hem line no lower than bottom of robe)
- Black shoes
- Hair accessories (if worn) should be black, gold or silver

#### Men

- White, long-sleeved, button down shirt
- Tie
- Black dress pants
- Black dress shoes and socks

## Orchestra Program Dress Code

### Women

- White, long-sleeved blouse
- Black pants/skirt
- Black hose and shoes
- Hair accessories: black, white, gold or silver

### Men

- White, long sleeved, button down shirt
- Black dress pants
- Black dress shoes and sock

## Technology Use

The School District believes access to technology greatly benefits students and educators. The use of this technology is a privilege and the student must accept the responsibility that comes with using this resource. Students will be expected to maintain a high standard of conduct on-line. Abuse of this privilege will be dealt with like any other violation of school rules.

## Electronic Handheld Equipment

Students may not have cell phones, beepers, radios, walkman, tape/CD or MP3 players, i-pods, TV sets, pocket video games, MP3 players, etc. in class or in the hallways. Inappropriate use of a calculator as determined by a staff member is prohibited. All electronic equipment must be turned off and in lockers during school hours. Violation will result in confiscation, and the device will be given to the administration to be returned at their discretion.

## Student Lockers

All lockers in the school buildings of this school district are school property and are subject to search at any time. This includes the contents of the lockers.

## Student Backpacks

Students are not allowed to have backpacks in the hallways or in the classrooms during the school day. Students may bring backpacks to and from school and store them in their lockers.

## Student Parking

The parking lot, while a part of the school campus, it is considered off limits during the school day unless specific permission to visit the parking lot is given by a staff member.

Student parking will be on a first come first serve basis in the **municipal lot**, open to all students. Students may not park in any areas designated for staff or on the school driveway. Some seniors will be assigned spaces in the staff parking lot (the school lot next to the gym), determined by a lottery and there is a fee (\$50.00 in 2009).

## Lunch Privileges

- Lunch Privileges are just that and can be revoked.
- Both Senior and Home Lunch Privileges require an application (available in Main Office), must be signed by a parent, and approved by administration. See Student Handbook for rules.

## Lunch Rules

- Students are permitted to go outside or to the gym during lunch, providing there is supervision by lunch personnel.
- Food and drink are not permitted in the gym, gym lobby, Pendery Lobby, courtyard, or hallways.
- Outside food orders are not permitted without prior approval.
- No food or drink may be brought into the classrooms except water in clear bottles without teacher permission.

## SOCIAL ACTIVITIES

### Homecoming Week

Float building occurs Monday - Thursday from 4:00 to 10:30 p.m. Parental help in the form of chaperones, supplies, FOOD, etc. is needed. Check with your class PAC representative for scheduling and information.

- Parade is Friday late afternoon.
- Game is Friday night.
- Dance is Saturday night. Ticket price varies each year. Dress is determined by the students each year.

### Dances

Several dances are sponsored by school groups during the year. These are informal and held at the school. These dances are well attended and provide a safe, chaperoned, drug and alcohol free atmosphere for our students. The following rules apply

- In order to attend, a student must be in attendance for at least 5 out of 7 bells.
- Once you leave the dance, you may not re-enter.
- Students will submit to drug/alcohol screening, including the use of a portable breathalyzer, upon the request of school authorities.
- Students will not sell, purchase, possess, or show evidence of having consumed intoxicants.
- Students will comply with all school rules, regulation, and reasonable requests from school authorities
- Students may bring ONE guest to the dance, which must be approved prior to the dance, (forms are available in the Main Office) and the student is responsible for that guest.
- All guests will be asked to register and provide I.D.
- Students are expected to display only appropriate and acceptable "dance" styles. Inappropriate dancing as defined by the chaperones will not be allowed.
- School is not responsible for lost articles.

### Junior-Senior Prom

Location is different each year. **After-Prom** activities are arranged co-operatively by parents and administrators. Watch for a letter from the Principal outlining the arrangements. Dance rules listed above also apply to the Prom.

### Class Responsibilities

The following activities occur every year. Individual classes may elect to organize additional activities. Parent volunteers are needed for all these activities. Contact your Class Advisor (listed in Appendix I) to sign up to help.

**Freshmen:** Major Fundraiser: Concession stand at all basketball games.

Graduation Assignment: Set up chairs for the Graduation Ceremony.

**Sophomores:** Major Fundraiser: Student Directory. Contact PSA representative to volunteer.

Graduation Assignment: Provide cookies for the Graduation Reception.

**Juniors:** Major Responsibility: Organize the Prom and After-Prom.

Graduation Assignment: Provide ushers and servers for the Graduation Ceremony.

**Seniors:** See Senior Guide.

## **ACADEMIC INFORMATION**

### **Educational Opportunity**

#### **College Preparatory Education**

All core courses offered at WHS are considered “college preparatory.” Our students who pursue higher education often report that they are extremely well prepared for challenging academic demands faced in college. Students are counseled to meet all core curriculum requirements for admission to college by the Guidance Counselors during the course selection process. WHS graduation requirements include all Ohio core curriculum requirements except Foreign Language and Fine Arts. WHS requirements for an Honors diploma include all Ohio’s core curriculum requirements plus an additional year of Foreign Language. In addition, students are advised to take a senior Math and Science course even though it is not required by most colleges. See College Admissions Information section for more information.

#### **Honors Program**

The Honors Program is a selective and highly rigorous series of courses. Ordinarily, the student is admitted to the program prior to high school. However, admission may be granted at later levels upon the completion of the required criteria (see Course Guide), teacher recommendations, and additional evaluation. Students are expected to earn a B- average to remain in Honors courses.

#### **Advanced Placement Program**

The Advanced Placement Program (AP) consists of the curriculum of the individual AP courses and the nationally administered AP examinations. All students enrolled in AP courses at WHS are required to take the related AP exam. As with the Honors Program, students are expected to maintain a B- average in AP courses. See Course Guide for more information on student commitment and eligibility requirements, and see Testing for information on AP Exams.

#### **Post-Secondary Enrollment Options**

This program permits students in grades 9-12 the opportunity to earn college and high school graduation credit through the successful completion of college courses. Application deadline is April 1<sup>st</sup> of the year preceding enrollment in the post-secondary program. For qualification, eligibility and enrollment information contact the Guidance Office.

#### **Gifted Student Services**

See Honors Program, Advanced Placement Program and Department of Special Services section.

#### **Elective Courses**

WHS offers a wide selection of elective courses in order to provide our students with a broad educational experience. However, due to budget considerations, offered courses only become operational if there is sufficient student enrollment to make the course cost effective. If your student is interested in a particular course of study that is not offered, you should discuss other options (i.e. independent study) with your student's Counselor.

#### **Academic Support Elective Courses**

WHS offers classes designed to provide students additional academic instruction in study skills, organization, test preparation and math. These are scheduled classes and require teacher recommendations. See Academic Support Section and contact your student’s Counselor for more information.

## Art

WHS has a recognized Fine Arts program. Students have the opportunity to do multiple forms of fine art. The possibilities include Drawing, Painting, Graphic Design, Computer Graphics, Ceramics, Basic Photography, Advanced Photography, Metals, Advanced Metals, Advanced Placement 2D, Advanced Placement 3D, and Advanced Placement Drawing. Faculty members encourage and facilitate student participation in numerous classes, competitions, shows, and other opportunities for creative expression and recognition.

## Computer Technology

Computer Technology education is incorporated into classroom curriculum in a vast and ever expanding variety of ways. Students learn word processing, website development, video programming, computer art, desktop publishing, etc. within the regular classroom. A technology team assists teachers in designing and implementing these and other computer applications into their curriculum. In addition, specific Computer Technology courses are offered as elective courses (see Course Guide).

## Foreign Language

Courses are offered in Latin, French, and Spanish at all levels, introductory through Advanced Placement.

## Music

WHS has a large and very active instrumental and vocal music program. Courses are available in Band, which includes Marching Band, String Orchestra and Choir. Students perform at school functions and have opportunities to perform at community functions and organized competitions throughout the year. See Course Guide for full listing of courses.

## Community Service Opportunities

WHS offers many opportunities for students to become involved in community service through its many extra-curricular activities. See the extra-curricular activities section or your student's Counselor. . Wyoming Youth Service Bureau also offers community service opportunities for Wyoming youth (see Community Support Services section)

## Great Oaks Technology and Career Development

Beginning in their junior year, WHS students are eligible to attend one of the career development campuses of the Great Oaks. If the Scarlet Oaks campus does not offer the program of interest, the student may attend the Diamond Oaks or Live Oaks campus.

There are a wide variety of courses offered in these programs, from culinary arts, to business technologies, to masonry etc.... A complete listing of these programs and further information are available from your student's counselor.

Great Oaks students are eligible to participate in WHS athletics and extra-curriculars. Providing all graduation credits have been awarded, students receive a WHS diploma. The following courses must be completed in 9<sup>th</sup> and 10<sup>th</sup> grade before a student may attend The Oaks. Special programs are available for those students who may be credit deficient. See your student's counselor for more information.

English-2 Credits	Math-1 Credit	PE and Health-1 Credit
Soc. Studies-2 Credits	Science-1 Credit	Elective-1 Credit

**For more information on course selections, see the High School Course Guide available in the Guidance Office.**

## Graduation Requirements

### Definition of Unit and Credit

A class meeting every day for the year = 1 unit = 1 credit

A class meeting for one semester everyday = ½ unit = ½ credit

### Class of 2010 and Beyond

1. Student must pass all 5 sections of the Ohio Graduation Test (OGT). The 5 sections are Writing, Reading, Math, Social Studies, and Science.
2. Earn a minimum of 21 credits, 15 of these must be academic units.
3. Each Student must successfully complete the following units:
  - English - 4 units
  - Math - 3 units (WHS recommends students take math all 4 years)
  - Science - 3 units (1 Biological, 1 Physical)
  - Social Studies - 4 units: 1 unit - World Studies I (Fresh), 1 unit - World Studies II (Soph.), 1 unit - U.S. History (Jr.), 1 unit - U.S. Government & Politics (Sr.).
  - Oral Communication - ½ unit (Jr.)
  - Physical Education - ½ unit (9<sup>th</sup> grade ¼ unit + 10<sup>th</sup> grade ¼ unit)
  - Health - ½ unit
  - Electives

## Academic Expectations

### Code of Academic Integrity

Provided in the Student Handbook/Assignment Notebook and reviewed with students, this specifies rules, violations, and consequences.

### Homework / Study Time

Expected amounts of homework/study time are 20-40 min. per subject per day. This amounts to 2-3 hours of homework/study time each night. An Assignment Book is supplied to each student by the H.S. to record assignments.

### Test Schedules

No student shall be expected to prepare for more than two tests in a given day. However, it is the student's responsibility to inform teachers before the day of the test when he/she is scheduled for more than two tests, so changes can be made. If difficulties arise, an administrator will resolve the problem.

### Instructional Priority Days

Certain weeks on the school calendar are especially rigorous academically for all students. During these times, there are to be no field trips, college visitations, or other interruptions in scheduled class time in order to keep student absences to a minimum. See Attendance in General Information and Calendar for times and plan accordingly.

### Summer Reading Lists

Summer reading lists are provided to students during the last weeks of school. This is required reading for the next academic year. Students also choose outside reading books from this list during the year, so keep it available for the year. If you need a list, contact your student's English teacher, the Main Office or the District web page under High School, Curricular Departments, listed at bottom of English list.

## Course Information

### Course Selection

Course selection for next year occurs early 2<sup>nd</sup> semester. Students should confer with teachers and counselors regarding the choice of subjects for the next school year. Parental approval is required for final course selection. Watch the school calendar for course selection due dates.

### Schedule Changes

After course selections are finalized in the spring; teacher, facility, and budget commitments are made for the next year. Therefore, schedule options become limited and changes are discouraged and made only under special circumstances. Changes must be made within the first week of school.

### Course Exams

#### Procedures and Recommendations

- Administered the 3 days before winter break and at the end of 2<sup>nd</sup> semester (December and June).
- Instructional Priority Days precede and include exam days.
- Students are tested on the entire semester's course work.
- Many teachers hold special review sessions prior to exams.
- Encourage your student to keep and organize all course material. Many classes require students to keep an organized notebook and it may be part of their grade.
- Exam sessions are 2½ hours long. The first ½-hour is for attendance taking and student study. The exam lasts 2 hours. Once begun, students may NOT be dismissed until the 2½ hours are complete.
- The cafeteria is closed during exams. Fundraising groups often sell pizza during exam break. However, if this is not occurring and your student wants a snack between exams, the snack must be brought from home.
- The bus schedule coincides with the last exam on the exam day.

#### Exam Rotation Schedule

Changes every semester. See Student Handbook/Assignment Notebook.

#### Exam Time Schedule

7:50 - 8:20	Students must report to assigned room for study time and attendance.
8:20 - 10:20	1 <sup>st</sup> Exam
10:20 - 10:50	BREAK-Students need to bring food as no lunch is served on exam days
10:50 - 11:20	Students must report to assigned room for study time and attendance.
11:20 - 1:20	2 <sup>nd</sup> Exam

#### Exam Orientation

Each year the Guidance counselors conduct exam orientation sessions for all freshmen and students new to Wyoming prior to 1<sup>st</sup> semester exams. They cover preparation, strategy, schedules and procedures.

## Exam Exemption

At the discretion of the instructor, only seniors who have met specific requirements, and students who have taken an AP exam, may be exempted from the final exam in the spring. Check with the teacher directly. The policy is outlined in the Student Handbook/Assignment Notebook.

## Testing

### Ohio Graduation Test (OGT)

This test is administered during March of the sophomore year. Five areas are tested: Reading, Mathematics, Writing, Science, and Social Studies. One section is administered each day of the week and lasts up to 2½ hours. It is scored Pass (P) or Fail (F).

Students must pass all 5 sections to receive a diploma in the state of Ohio. Students are given multiple chances to pass the test. If a student does fail a section of the test, the school will provide remediation and support, prior to the student retaking the test.

### Advanced Placement Exams (AP)

All students enrolled in Advanced Placement courses at WHS **are required** to take the related AP exams (see Course Guide for information on student commitments). Testing occurs during the first part of May. Payment for each test is collected in March from all students participating in the AP course. The cost may change each year. In 2008, the cost was \$86.00 for each test.

Although this is a significant expense for students, students who earn a 3, 4, or 5 on the AP exam typically receive college credit with a dollar amount far exceeding the cost of the exam. Students who take the AP exam(s) are exempted from the end of year exam in the related subject.

## Academic Records

### Report Cards

Report cards are mailed home at the end of each quarter (see Calendar).

The final report card is mailed home within a week and a half after the close of school.

### Interim Reports

Mailed home in the middle of each quarter (see Calendar).

### Grading Procedures

Teachers of all subjects use the following grading standards on student progress reports:

93.00 – 100.0	A = 4.0	3.80 – 4.00
90.00 – 92.99	A- = 3.65	3.50 – 3.79
87.00 – 89.99	B+ = 3.35	3.20 – 3.49
83.00 – 86.99	B = 3.0	2.80 – 3.19
80.00 – 82.99	B- = 2.65	2.50 – 2.79
77.00 – 79.99	C+ = 2.35	2.20 – 2.49
73.00 – 76.99	C = 2.0	1.80 – 2.19
70.00 – 72.99	C- = 1.65	1.50 – 1.79
67.00 – 69.99	D+ = 1.35	1.20 – 1.49
63.00 – 66.99	D = 1.0	0.80 – 1.19
60.00 – 62.99	D- = 0.65	0.50 – 0.79
00.00 – 59.99	F = 0	0.00 – 0.49

P = Pass; F = Failure; W = Withdrawal; N = Incomplete; X = No Credit, excessive absence

## Grade Point Average (GPA)

GPA is a numerical system used to report performance as follows:

- GPA's are used to determine class rank and for reporting purposes for colleges.
- The accumulative GPA is not computed until completion of the junior year, in time for the college application process during the fall of the senior year.
- Students should realize that their GPA at the end of junior year is very important and includes all grades since entering high school.
- There is a Weighted GPA and an Unweighted GPA, though only weighted GPA is reported.

**Refer to the High School Course Guide for weighted list and course information.**

## Transcripts

This is a record of your student's course work and testing (see Appendix II for an example). All colleges or technical schools require a transcript with an application for admission. Official transcripts are not completed until a student requests one from the Guidance Office, usually upon completion of the junior year. It includes:

- Courses and grades earned for each grade level starting with grade 9.
- Ohio Graduation Test results
- Current cumulative GPA and class rank.
- SAT and ACT test results.
- National Merit and Cum Laude commendations are listed.

**NOTE: You need to record all other honors or awards your student receives on your student's résumé (see Student Résumé below and Appendix III).**

## Student Résumé

All students should keep a record of their high school years' accomplishments. Record community and school involvement, leadership positions, awards, and special recognition received (see Planning for College section and Appendix III for example résumé).

## Academic Recognition

### Honor Rolls

There are two honor rolls generated each quarter. All grade levels (9-12) are eligible, as well as students enrolled in the Vocational School programs. All courses are included and no weighting of courses is involved. **High Honors;** All A's, **Honors;** GPA 3.0 or higher (with no D's or F's).

### Honors Diploma

The State of Ohio Board of Education's criteria for awarding an Honors Diploma requires that: The student who completes the **college preparatory curriculum** in high school shall meet at least 7 of the following 8 criteria:

- Earn 4 units of English.
- Earn 3 units of Math including at least the competencies obtained in Alg. I, Alg. II, and Geometry.
- Earn 3 units of science including at least 1 unit in a foundational science with an emphasis in chemistry and at least 1 unit in an applied science with an emphasis in biology.
- Earn 3 ½ units (Class of 2007), 4 units (Class of 2008 and beyond) of social studies.

- Earn either 3 units of one foreign language or 2 units each of 2 foreign languages.
- Earn 1 unit of fine arts.
- Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year (weighted grades are used).
- Obtain a composite score of 27 on the ACT or a composite score of 1210 (in critical reading and math) on the SAT.

The student who completes at least two years of an **intensive vocational or technical education curriculum** in high school shall meet at least 7 of the following 8 criteria:

- Earn 4 units of English that may include one unit of applied communication.
- Earn 3 units of Math that will include algebra, geometry, or the equivalent in applied mathematics.
- Earn 3 units of science, at least 1 of which will be an applied science with an emphasis in biology.
- Earn 3 ½ units (Class of 2007), 4 units (Class of 2008 and beyond) of social studies.
- Earn either 2 units of a foreign language or 2 units of computer science.
- Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year (weighted grades are used).
- Complete a career passport, including the demonstration of proficiency in 95% of the occupational core competencies as judged by at least two content experts.
- Obtain a composite score of 27 on the ACT or a composite score of 1210 (in critical reading and math) on the SAT.

### **National Honor Society**

Formal induction is held in late November or early December. For consideration, a student must possess a weighted **GPA of 4.1 or above**. A committee of teachers and administrators determine final selection based on academic achievement, leadership, community service involvement, and overall character. National Honor Society commits to community service projects each year as selected by the members.

### **National Merit Scholarship Program**

Eligibility is based on Junior Year PSAT results; therefore, your student must take the test in their junior year to be considered. Students whose Selection Index Scores are in the top 5% will be recognized by the National Merit Corporation and students who have scores in the upper one-half of one percent may be named National Merit Semi-Finalists (see PSAT under Testing).

### **Cum Laude Society**

Formal induction is held during Senior Honors Night in May. The top 20% of graduating seniors are recognized based on the following GPA formula:  

$$[\text{GPA Gr. 9} + \text{GPA Gr. 10} + 2(\text{GPA Gr. 11})] + 2(\text{GPA 1}^{\text{st}} \text{ sem. Gr. 12}) \div 5.$$

### **Advanced Placement Scholars**

The College Board recognizes students with outstanding performance on the AP exams. Four levels of commendation are noted.

- AP Scholar (3 AP scores of 3 or higher)
- AP Scholar with Honors (4 AP scores of 3 or higher)
- AP Scholar with Distinction (5 AP scores of 3 or higher)
- AP National Scholar (8 AP scores of 4 or higher)

## Foreign Language Honorary Societies

Induction ceremonies are held during the 2<sup>nd</sup> semester. Selection is made by the Foreign Language Department faculty after the 1<sup>st</sup> semester mid-year exams and is based on scholarship in general, scholarship in foreign languages, and leadership in foreign language activities and interests. For consideration, a student must be currently enrolled in the Third Year Level language course and must have completed at least one previous year of study in that same language. The student must have maintained a 3.5 average in a foreign language and a 2.75 average in all other subjects.

## Underclass Awards

Although subject to yearly changes, depending on student participation and achievement, many underclass students are recognized in assemblies at the end of the school year (parents are notified by letter if their student is being honored). The following awards have been earned in the past:

### External Awards

Bausch and Lomb Science Award  
Brown Book Award  
Cincinnati Zoo Book Award  
Clarkson University Leadership Award  
Harvard Prize Book  
Jefferson Book Award, University of Virginia  
Michelson-Morley Science Award  
Notre Dame Book Award  
Princeton University Book  
Rensselaer Medal  
Rhode Island School of Design Book  
Smith College Book  
Wellesley College Book Award  
Wells College 21<sup>st</sup> Century Leadership Award  
Williams College Book  
William & Mary Book Award  
The Xerox Award in Humanities/Soc. Sci.  
Yale Secondary School Book  
Vassar College Book  
Nancy Mullane Memorial Writing Award  
The Danforth "I Dare You" Leadership Award  
The Simon Lazarus Jr. Human Relations Award

### English

9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> grade English Awards  
Miami University Scholastic Writing Awards  
Early English Composition Assessment Program

### Math

Mathfax Contest  
Outstanding Math Student Awards

### Social Studies

President's Student Service Award  
Outstanding Social Studies Students

### Science

Outstanding Science Students Awards  
Hughes Initiatives in Molecular Biology  
Science Olympiad Awards  
JETS-TEAMS Awards

### Spanish

National Spanish Exam-Chapter Winner  
Outstanding Underclass Spanish Student

### Latin:

National Latin Exam: Magna Cum Laude, Cum Laude, Summa Cum Laude for all exam levels  
Outstanding Underclass Latin Student

### French

National French Contest- Top 20% in State for all levels  
Outstanding Underclass French Student

### Art

Scholastic Art Awards  
Key Bank Access Show Awards  
Southern Ohio & Northern Kentucky Scholastic Art Awards  
Ohio Governor's Youth Art Exhibition Awards  
Wyoming Art Show Awards  
Overture Awards  
Wyoming Music Assoc Recognition Award

## ACADEMIC SUPPORT SERVICES

### Guidance Counselors

WHS has two Guidance Counselors, one for 9<sup>th</sup> and 10<sup>th</sup> grades and one for 11<sup>th</sup> and 12<sup>th</sup> grades. The Guidance Counselors serve as counselors, consultants, and facilitators. Some of their services include:

- Advocating for students and collaborating with teachers;
- Providing short-term personal and crisis counseling;
- Conducting group guidance activities i.e., course optioning, career education;
- Coordinating parent conferences and serving as a liaison between school and home;
- Implementing the school testing program;
- Providing consultation and referral services; collaborating with outside agencies;
- Working with class schedules;
- Providing college counseling and assisting in the college application process.

### Teacher Conferences

Formal conferences are scheduled after 1<sup>st</sup> quarter. Conferences are scheduled by teacher or parent request. Toward the end of 1<sup>st</sup> quarter, parents will receive a letter from the school to set-up teacher requested conferences. A general information letter is then sent home informing parents of how to make an appointment for a parent requested conference. At other times of the year (including prior to formal conferences if you have a need) parents wanting individual conferences should contact the teacher or the counselor.

### Multi - Teacher Conferences

Arranged through the Guidance Counselor, all your student's teachers are gathered for a meeting to discuss common concerns regarding your student.

### Progress Book

Progress Book is the attendance/grade book program for the Middle School and High School. Teachers are expected to update this at least every 2 weeks. It contains a student's grades, homework, attendance and more. On the District Web site go to Students Tab, then Progress book. You must have a user name and password to access this. For information and user name/password issues email Debbie Shaw at [shawd@wyoingcityschools.org](mailto:shawd@wyoingcityschools.org)

### Study Island

Web based state assessment preparation programs. Student may have homework on this site. On the District Web site go to Students Tab, then Study Island. Requires user ID and password.

### Homework Posting

Teachers are required to post homework on the internet. The most likely places for posting this are either on Progress Book (Parents tab) or on the teacher's web page (Staff Directory tab).

### Teacher Staffed Study Halls

A **Math teacher**, an **English teacher** plus one additional teacher are assigned to study hall each bell, and are available to students for help. Encourage your student to use this help during the study hall time. If your student needs further assistance, and/or does not have study hall, talk with the counselor.

## Before and After School Help

Most teachers are available either before or after school or both to help students. Have your student set up an appointment, if help is needed.

## Teacher Web Pages

Many teachers maintain their own individual web pages. They are found on the HS web page under the Staff Directory tab. Names that are underlined have their own website. Many teachers have put in a lot of time and effort developing their sites to provide you with information about their courses, homework schedules and research resources for your student. These web pages also contain email links.

## Student Research Resources

The District website and individual Teacher's websites contain many links to safe, reliable and age appropriate resource sites. Instead of using Google (or other search engines) encourage your student to use this easy and time saving way to research information. You can also search other teacher's sites in the same subject area for additional information resources.

## SCHOOL PACKAGES

All can be accessed through the District Website> High School>Students Tab>Library/online Resources

- **Congressional Quarterly:** References on politics, policy, current issues
- **Grolier Online:** Three encyclopedias on different reading and interest levels. Dictionary, atlas, and great images and graphics.
- **Infohio** Students Tab>Library/online Resources  
State funded resource free to all Ohio students and teachers. Choose Core Collection and Other Resources. Explanations are listed next to each icon describing what the database contains.
- **Newsbank:** Deluxe database that includes magazines, newspapers, historical & government documents, radio and TV transcripts, maps, and statistics. The TCR collection is most useful and comprehensive, although sections exist for business, Spanish, statistics, UN documents, and newspapers. This is better than Infohio as we own more of the Newsbank databases than purchased by Infohio.

**WEBSITES** You can access these without a password

- **Wyoming Teacher's Web Pages:** GREAT! Contain many links to safe, reliable and age appropriate sites. See description above.
- **Bartleby.com:** Passages, phrases, and proverbs traced to their source
- **Cincinnati Public Library:** User name: Your Library card number. Pin: Last four digits of your phone number. At the Homepage choose Research and Homework. Follow the links as desired to online databases and homework help sources. The Public Library staffs a homework help service most evenings.
- **Dictionary.com:** Dictionary and Thesaurus
- **Infoplease.com :** Provides extra examples, self-check quizzes, chapter test practice, and vocabulary reviews.
- **Purdue Online Writing Lab:** All purpose general resource includes almanacs, dictionaries, encyclopedias, and atlases.
- **Refdesk.com:** Source for MLA format citation information.

- **World Factbook:** Data on world geography, people, government, economy, communications, transportation, and military
- **Glencoe Math Books:** The web address for your student's textbook is at the bottom of the pages of the textbook.
- **Search Engine Watch:** [www.searchenginewatch.com](http://www.searchenginewatch.com) On the left side of page click on Search Marketing Topics. See refining Internet Searches below.
- **Department of Education:**  
[www.ode.state.oh.us](http://www.ode.state.oh.us) Provides information on a wide variety of topics including Diagnostic and Achievement tests required by the state.
- **Ohio Graduation Test:**  
[ohio.measinc.com](http://ohio.measinc.com) Contains samples in multiple choice tests, writing practice (scored), scoring guides and more
- **Rachel's Challenge**  
[www.rachel'schallenge.com](http://www.rachel'schallenge.com) a non-religious, non-political, non-profit organization, committed to starting a chain reaction of kindness and compassion among students across the nation. Wyoming Schools adopted this program to enhance the "school climate" among our students.
- **Surviving the Teens: Cinci. Children's Hosp.**  
[www.cincinnatichildrens.org/surviving-teens](http://www.cincinnatichildrens.org/surviving-teens)  
Mental Health Curriculum presented in 10<sup>th</sup> grade health class is provided through this program. Lots of info on teens and parenting to keep kids safe.

### Obtaining Passwords and User ID

User ID codes and Passwords are required to access some internet sites. The following tells you how to obtain these.

- Progress Book: Distributed to students every fall, or contact Debbie Shaw at [shawd@wyomingcityschools.org](mailto:shawd@wyomingcityschools.org)
- Study Island: User name and password is available from their teacher.
- Student Research Data Bases: Handout is available from the School Librarian
- Student ID Number: On student ID card, report card or from the Guidance Office.

### Refining Internet Searches

If you use the major search engines (i.e. Google) to research a topic there are simple techniques that will greatly improve your success in locating what you are looking for. Go to [www.searchenginewatch.com](http://www.searchenginewatch.com), on the left side of page click on Search Marketing Topics. I received this information from the School Librarians, they are a great resource for your student, don't overlook them.

### Math Lab (Room 204)

This is a scheduled class. Enrollment is based on teacher/counselor recommendation. Contact your student's counselor for more information.

### STARS

This is a scheduled class available to 9<sup>th</sup> graders with recommendations from their 8<sup>th</sup> grade teachers. The class focuses on study skills, vocabulary development, and OGT preparation. Contact your student's counselor for more information.

### **Tutor Access**

There may be tutors available through community organizations that have provided a list of volunteers to the Guidance Office. Contact the Guidance Office if you would like assistance in locating a tutor.

### **Peer Tutors**

Students may request peer tutors through the Guidance Office. The Guidance Counselor attempts to pair requesting students with volunteer or paid student tutors. Study arrangements are made between the students involved.

### **Weekly Reports**

Weekly reports may be requested by parents to provide an update on a student's progress for the week. To accomplish this, set up a system with each teacher, either through e-mail or phone.

### **Great Oaks Career Services**

WHS students seeking less traditional, more career focused programs may take advantage of coursework offered at Great Oaks Campuses (see Great Oaks Technology and Career Development under Educational Opportunity section for more information or your student's counselor).

### **Summer School/ Night School**

Those students who do not successfully complete their courses during the academic year have four options to complete the work. They may reschedule these courses for the following year, attend an accredited summer school, take an on-line course, or attend night school. Approval is required from the student's Counselor or Principal. A student may take only two classes during summer school, so failure of more than two classes (per year) can make it difficult for a student to graduate in four years. Original credit may not be earned by attending summer or night school.

- WHS does not offer summer school. Our students usually attend one of the following schools: Purcell-Marian, Roger Bacon, Princeton, Scarlet Oaks. Availability may vary from year to year depending on that districts offering of summer school. Fees vary and can be obtained by contacting the school of your choice or your student's counselor.
- Scarlet Oaks and Princeton offer Night School.

### **Accommodation (504) Plan**

This plan is developed for students who qualify for accommodation due to documented physical or mental handicaps that impair one or more of life's activities, but do not qualify the student for an Individual Education Plan (IEP) under the Individuals with Disability Education Act. See 504 Plan under Department of Special Services.

**Special Education Needs: See Department of Special Services below.**

### **Individual Education Plan (IEP)**

A student must qualify as disabled under the federal criteria in order to receive an IEP (see IEP under Department of Special Services).

## Obtaining Academic Assistance

If your student is not performing well academically at WHS, these are suggested steps to take.

- Acquaint yourself with the Academic Assistance Services available from the school (see Academic Support Services section).
- Meet with your student's Counselor and identify the problem. If further evaluation is required, consider a referral to the Intervention Assistance Team (IAT). A review of students needs by the IAT is now required for referral to Special Services.

There are four basic areas to examine:

1. Is it a subject matter issue? Your student finds the material too hard or does not have the proper study skills to handle the material.
2. Is it an adjustment issue? Your student is not managing his/her time well with all that High School has to offer or he/she isn't studying enough.
3. Is it an organizational issue? Your student is not organized enough to get assignments in on time, or does not know what the assignment is.
4. Is it a motivational issue? Your student just does not care to do the work, or has extenuating circumstances outside school preventing proper motivation.

The next step depends on which problem is identified.

If it is a subject matter issue:

1. Meet with the teacher of the classes at issue.
2. Determine how to get additional help with subject matter.
  - a. Parent
  - b. Another student
  - c. School Study Hall Assistance (see above)
  - d. Study Lab (See your counselor, this is a scheduled class.)
  - e. Outside tutor (counselor will give assistance in how to locate one)

If it is an adjustment issue:

1. Meet with the counselor to help your student set up a schedule that is conducive to academic goals - maybe getting a study hall, or dropping some extra-curricular activities.

If it is an organizational issue:

1. Meet with all your student's teachers to discuss ways they may help your student organize. You can do this as a group by asking the counselor to set up the meeting for you.
2. Encourage your student to use the Planner in the Student Handbook/Assignment Notebook. Arrange to have someone check that it is completed. If it has been lost, you may purchase another book in the H.S. Main Office.
3. Use the Teacher Web pages, Progress Book, Homework postings to check for your student's assignments to help him/her plan ahead.
4. Have your student do Friday reports. However, be aware that it is his/her responsibility to pick one up in the Guidance Office and give it to each teacher to fill out - not something students with low organizational skill do well. In addition, this is after the fact information and will not help your student plan. It will, however, give you feedback to determine if the system you have set up is effective.
5. Set up a communication schedule with teachers. This may not be very easy to do, considering everyone's schedules. Teachers will work with you to find a way.

If it is a motivational issue:

1. Discuss with your student's counselor schedule options that may be more motivating.
2. Consult with Wyoming Youth Services on options (see Community Support Services).

## DEPARTMENT OF SPECIAL SERVICES (772-2343, OPTION 5)

The main mission of this department, under the Board of Education, is to provide services to students who are identified as requiring specialized instruction beyond that given by the regular educator and in accordance with state and federal laws.

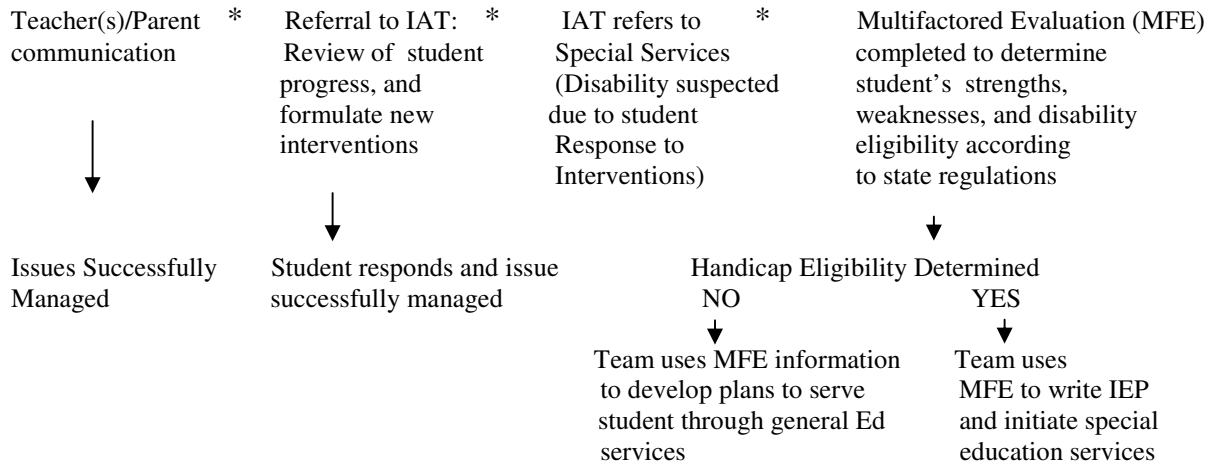
### Special Education

Special education services cover an array of disabilities: physical, sensory, mental, emotional, learning, and multiple disabilities. It is important to understand that even if your student is not identified as disabled under the law, WHS has other services that do not involve Special Services that can be instituted to help your student.

### Evaluation Process

The following traces the evaluation process for the identification of disabilities.

When a student experiences significant educational issues, these steps are followed:



\* = Problem persists and is educationally handicapping

### Intervention Assistance Team (IAT)

IAT serves the needs of students who are encountering difficulties socially, emotionally, academically, or physically. Parental or teacher suspicion of a disability is first referred to the Intervention Assistance Team (IAT). The team consists of an administrator, teachers, and counselors, who are trained in adolescent intervention techniques.

The team's objectives are to:

- Review the student's current performance and try to determine the underlying issues affecting the student's functioning;
- Brainstorm ideas to determine possible changes in the student's program or function;
- Implement the selected proposals;
- Monitor progress and evaluate;
- Review and revise as the need arises;
- Evaluate the need for additional assessment. Make recommendation for assessment when deemed necessary;
- With parental permission, contact outside agencies for help.

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