



**Whitefish
Independent
High School**

HANDBOOK

2007-2008

DISTRICT MISSION:

The mission of the Whitefish School District is to assure all students entrusted to the district are provided the educational opportunity to gain the knowledge and skills necessary to function effectively in a changing society.

PHILOSOPHY:

Whitefish Independent High School is dedicated to providing its students with a safe, secure and nurturing learning environment. Students will be given the opportunity to complete required course work to earn a Whitefish High School diploma.

GUIDING PRINCIPLES:

It is our task to provide our students with educational opportunities so that they experience academic growth as measured by national, state, and local assessment instruments. Our expectations are for motivated student involvement and achievement within each academic program.

Students will have the opportunity to acquire social and emotional maturity, contributing to their development as productive citizens. Course offerings at WIHS will promote content proficiencies positive self-esteem, motivation, responsibility, and knowledge of personal strengths. Graduating students will be encouraged to work with a counselor to pursue additional academic education, technical training, or to develop a career path.

Students will be connected to the world of work through classroom training and will have the opportunity for actual work experience prior to graduation.

WHITEFISH INDEPENDENT HIGH SCHOOL GRADUATION REQUIREMENTS:

Required Courses	Credits
Computer Applications	0.5
English	4.0
Fine Arts	1.0
Practical Art (Includes .5 JMG credits)	1.0
Math	2.0
Physical Education & Health	2.0
Science	2.0
Social Studies	3.0
Electives	6.5
Total	22.0

WIHS Students who meet the graduation requirements earn a Whitefish High School diploma.

WIHS Students are eligible for all WHS programs

Students should be aware that college entrance requirements might exceed high school graduation requirements. For example, the Montana Board of Regents' requirements for entrance into the Montana University System are as follows:

1. Four years of English
2. Three years of Mathematics, which shall include Algebra I, Geometry, and Algebra II (or equivalent)
3. Three years of Social Studies
4. Two years of Laboratory Science (three are recommended)
5. Two years chosen from the following: foreign language, computer science, visual and performing art, or vocational education

JOBS FOR MONTANA GRADUATES:

All WIHS students are required to take .5 credits of Jobs for Montana Graduates (JMG) class. Additional credits of JMG are encouraged.

JMG fulfills the Whitefish School District requirement for Practical Arts

JMG's curriculum focuses on job readiness skills that employers believe are fundamental to success, including personal motivation, basic skills, decision-making and problem solving, ability to work in a group, career planning, and job seeking. Students also participate in a student-led youth organization, the Montana Career Association, which provides them with an opportunity to compete with other students in job-related competitions, develop leadership skills, participate in community activities, attend workshops, and receive recognition for positive achievement.

JMG students receive assistance in finding and adjusting to a quality job, entering the military, or enrolling in postsecondary education or training. Employers are contacted during the year to ensure JMG graduates are successful on the job.

ADVENTURES IN PERSONAL DEVELOPMENT (APD)

Students will have the opportunity to learn and enhance fundamental developmental skills. Topics include but are not limited to, interpersonal communication, trust, group process, team building, conflict resolution, problem solving, self-reliance and leadership. Tools used to attain various goals include a challenge ropes course, rock-climbing, various indoor initiatives, field trips, instructor led discussion, written assignments, quizzes and practical exams. Throughout the semester students will be challenged to step out of their comfort zone, to apply acquired knowledge and take a leadership role within the classroom.

WORK EXPERIENCE:

WIHS students have the benefit of earning credit for work experience in the community. Students may earn up to 2.0 credits per year for working a minimum of 7.5 hours per week. Students and employers must sign and agree to the conditions listed in the Work-Site Partnership Agreement. (See page 17)

Grading Policy

WIHS uses the Whitefish School District Grading Scale for interpretation of letter grades.

A	=	92% – 100%
B	=	83% – 91%
C	=	74% - 82%
D	=	65% - 73%
F	=	64.99% or below

Packet classes require students to have at least 75% mastery before advancing to the next level.

PLATO courses require 80% mastery before a student is allowed to move to the next level.

Although both the packet classes and the PLATO classes are designed to be completed within a specific time frame, one block and three weeks respectively, individual student needs and timeline are recognized

Direct instruction classes follow the Whitefish School District Grading Scale but because they are dependent upon class participation, activities and involvement, attendance is a major criterion of the classes. Students having more than 3 absences within a block (22 days) will not be given credit for that class.

ATTENDANCE POLICY

The name that students selected—WHITEFISH INDEPENDENT HIGH SCHOOL indicates that these students desire to be independent and lifelong learners. With independence comes a responsibility for self and others. It is incumbent upon each student within this school to take responsibility for his/her own learning. Basic to that responsibility is school attendance in order to fulfill academic, social, and emotional growth. Current attendance is posted daily.

At WIHS the year is divided into 8 blocks, each block equals approximately 22 days.

DAILY SCHEDULE

Part of the curriculum at WIHS is delivered via PLATO Learning Technologies, a computer based instructional program. We currently have a site license for 12 users to be on line simultaneously, thus a staggered daily schedule is necessary to accommodate as many students as possible.

Session I 8:15 – 1:00

Session II 10:30 – 3:15

Full time students are expected to be in attendance Monday through Friday for the duration of their assigned shift.

Additionally, students are expected to complete at least two hours daily of additional work beyond the WIHS school schedule. Enrollment in Whitefish High School classes is also encouraged as a means of fulfilling graduation requirements and accelerating credit retrieval.

EXTENDED ABSENCE:

Absences caused by extenuating circumstances will be reviewed on an individual basis

TARDINESS:

Arrival in a direct instruction class more than 10 minutes late or leaving 10 or more minutes early will result in an absence.

Tardies (1-9 minutes late for class) will be treated as a minor discipline offense (Category I).

Attendance Levels

Daily attendance is monitored by the TimeWolf System, a computer based program-requiring students to check in and out via a barcode scanning system.

- * Shortened weeks as indicated by the school calendar will be adjusted accordingly
- * Attendance level hours for part time students will be discussed and set on an individual basis.
- * Direct instruction classes - See Grading Policy, page 4.

LEVEL 1

Full-time students are required to be in attendance a minimum of 20 hours per week. If they do not acquire the necessary hours for two of three consecutive weeks they will move to Level 2.

LEVEL 2

Full-time students are required to be in attendance a minimum of 22 hours per week. If they do not acquire the necessary hours for two of three consecutive weeks they will move to Level 3.

LEVEL 3

Full-time students are required to be in attendance a minimum of 24 hours per week. If they do not acquire the necessary hours for two of three consecutive weeks they will be considered in breach of their contract and after meeting with the student and parent/guardian, they may be exited from the WIHS program.

CONSEQUENCES

- When a student advances to a higher attendance level he/she will remain at that level until they have three consecutive weeks of meeting that level's attendance requirements, at which time they will move back to the previous attendance level.
- If a student advances to a higher level it will begin with the week following the violation.
- Absences due to extenuating circumstances will be considered on an individual basis.
- The attendance level at which a student finishes the school year will be the level he/she starts with the next school year.
- If a student has 10 consecutive days of absence without extenuating circumstances they will move directly to Level III.

WIHS Student Discipline Plan

Category 1 Offense (1 – 15 pts)
Disruptive behavior
Forgery/ Falsifying absence excuses
Inappropriate language
Possession of stolen property
Theft of less than \$50
Trespassing on School District Property
Leaving school without parental or staff permission
Inappropriate use of Independent Study
Vandalism of less than \$50
Excessive tardiness

Category 2 Offense (16 – 25 pts)
Alcohol (Use or possession)*
Tobacco (Use or possession)
Tampering w/ fire, emergency alarms, 911 systems*
Theft up to \$250*
Vandalism up to (\$250)*
Verbal assault of student or school employee
Cheating*
Plagiarism*
Harassment: Including bullying, intimidation & threats
Insubordination
Habitual Category 1 offenses
Other behaviors, rule violations similar in severity.

Category 3 Offense (26 – 50 pts)
Alcohol- sale or distribution*
Drug or look alike-sale, distribution, possession*
Bomb threat*
Felony Theft *
Habitual Category 2 offenses*
Other behaviors, rule violations similar in severity*
Physical assault/ endangerment*
Possession of weapon/ weapon-like device**

The WIHS Student Discipline Plan is designed to protect the rights of staff and students, and ensure a safe and orderly school environment. When problems arise with a student's behavior, discipline guidelines are organized into three categories. Categories are based and penalties assessed in accordance with the severity, frequency, and legal ramifications of the offense. This list is not all-inclusive. A range of discipline points and consequences within each category are assigned at the discretion of the lead teacher who investigates, considers circumstances as well as the attitude of the student regarding the offense. In determining habitual offender status for major offenses, the student's historical discipline file may be reviewed and taken into consideration.

* These offenses are cumulative throughout the student's high school career. Discipline points assigned for cumulative offenses will be added to the yearly point total.

** Weapon/Weapon-like devices- (Other than firearms) Possession of objects or "look-alike" objects perceived as dangerous to persons or property will result in penalties ranging from minor to indefinite suspension pending recommendation for expulsion. Circumstances and intent will be considered.

*** Firearms- In accordance with the provisions of the Gun-Free Schools Act (20USC3351), possession of a firearm on school grounds, including within personal vehicles, is a violation of policy resulting in indefinite suspension pending the outcome of school board action on a recommendation of expulsion for one school year.

Law enforcement will be contacted at the discretion of WIHS staff or upon student request for any offense.

**A total of 50 discipline points will result in
indefinite suspension pending
recommendation for termination of WIHS
enrollment!**

Yearly

Point Total Consequences for offenses accrued during the current school year.

10	Meeting with student, parent and WIHS staff
20	Complete 1 Saturday School session of 4 hours by assigned date or 1 day suspension.
30	Complete 2 Saturday School sessions of 4 hours each by assigned date or 2 days of suspension.
40	Complete 2 Saturday School sessions of 4 hours each by assigned date or 2 days of suspension. Meeting with student, parent and WIHS Staff and Administration to discuss enrollment status.
50	Indefinite suspension pending recommendation for termination of WIHS enrollment.

OUR CONDUCT IS CENTERED ON RESPECT

RESPECT FOR YOURSELF and RESPECT FOR OTHERS

WIHS CODE OF CONDUCT:

1. Students will park in the WIHS parking lot and are allowed in cars only when arriving and leaving the campus.
2. The student's drop-off area is located on the Park Avenue side of WIHS.
3. Leaving campus during break is a privilege. Treat neighbors honestly and courteously. Keep the neighborhood quiet, clean of litter, and safe for neighbors to walk and drive.
4. Students are to maintain dress that demonstrates common sense, self-respect, and respect for others. The Whitefish High School dress code is enforced.
5. Please keep valuables and personal belongings in your vehicle or at home.
6. Inappropriate display of affection constitutes a disruption to the educational program of this school and creates an offensive learning environment for other students. Students are expected to maintain acceptable behavior.
7. Visitations from friends and pets require prior teacher approval.
8. Students must sign the district Acceptable Use contract in order to use computers. See page 12.
9. Student use of electronic devices, cell phones, CD's, and video games are not allowed at WIHS and will be confiscated.
10. Any prescribed and/or over-the-counter medicines must be checked in and dispersed by the WIHS teacher in accordance with the district Medication Policy.
11. School District 44 is tobacco-free and it is against the law for students under the age of 18 to possess tobacco products. Smoking is not allowed within sight of the school building.

PARTICIPATION IN MONTANA HIGH SCHOOL ASSOCIATION ACTIVITIES:

MHSA requires that each participant receive a passing grade in at least 20 periods of prepared class work per week, or its equivalent of ½ credit in each of four classes in the previous semester. **Work Experience** does not count toward MHSA eligibility. An incomplete grade in a subject is not considered a passing grade. The record at the end of a semester is final and may not be made-up in any way.

WHS and WIHS exceed the above stated MHSA requirements. To participate, a WIHS student must maintain a pace that keeps him or her on track for graduation as outlined in the student's academic plan. The amount of credits required will vary for each individual. If the amount of credits required for the student's academic plan is less than 2.5 credits per semester, then the student must complete 2.5 credits to be eligible.

If the student fails to take or successfully complete a pre-approved summer school or a correspondence class, the student will be placed on probation. The probationary conditions are:

1. Provided a record of a doctor's physical examination.
2. Provided proof of insurance coverage or purchased insurance available at school.
3. Paid the "participation fee".
4. Returned the signature portion of the Whitefish High School participation training rule policy with student and parent/guardian signatures.
5. Returned the parent/guardian permission forms with appropriate signatures.

Check with the Activities Director if you have any questions.

ATHLETIC CLEARANCE:

The prospective athlete must have:

1. Provided a record of a doctor's physical examination.
2. Provided proof of insurance coverage or purchased insurance available at school.
3. Paid the "participation fee".
4. Returned the signature portion of the Whitefish High School participation training rule policy with student and parent/guardian signatures.
5. Returned the parent/guardian permission forms with appropriate signatures.

Whitefish Public Schools Acceptable Use Policy

District-Provided Access to Electronic Information, Services, and Networks

Internet access is available to Whitefish School District's students, faculty, and community members. Through its computer network, Whitefish School District is connected with thousands of computers all over the world. Users* may have access to information ranging from different cultures, science-related issues, music, politics, and access to many university library catalogs. These are just some of the areas users may be able to explore through the computer network.

Students utilizing District-provided Internet access must first have the permission of parents and must be supervised by the Whitefish Public Schools' professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. The District will provide filtering software to computers accessing the Internet.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Whitefish Public Schools. Access is a privilege, not a right. Access entails responsibility.

Privacy/Confidentiality

Users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in his/her directory. All files residing on the district's equipment are the property of the Whitefish School District. The school computer network's system operator, or other school employees, may at any time, review the subject, content, and appropriateness of electronic communications or other computer files, and remove them if warranted. Any violation of District rules will be reported to school administrators.

Personal Information

When sending electronic messages, students and staff shall not include information that could identify themselves or other students and staff. Examples of identifying information include last names, addresses, and phone numbers. Students and staff shall identify themselves by first names. Users' network passwords are provided for their personal use. Users should not share their password with anyone. Users should not log into the network with another user's login name and password. If a user suspects someone has discovered his/her password they should change it or have it changed immediately. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

Copyright

Users shall not:

1. Copy and forward;
2. Copy and download; or
3. Copy and upload

to the network or Internet server any copyrighted material, without approval by the computer system operator, a teacher, or school administrator. Copyrighted material is anything written by someone else. It could be an e-mail message, a game, a story, or software. Do not plagiarize others' work.

Inappropriate Sites

The use of the Whitefish School District network and the Internet is for educational purposes only. All sites containing pornography or sexually explicit materials (written or pictured) are off limits to users. Examples include *Playboy* or *Penthouse* magazine websites.

E-mail/Chatting

Students are prohibited from using e-mail; this includes district e-mail or e-mail accessed through a web

browser. E-mail access may be given to students on a case by case basis (e.g., foreign exchange students keeping in contact with home). Students are prohibited from joining chat rooms, unless it is a teacher-sponsored activity.

Hacking

Users shall not infiltrate or “hack” outside computing systems or networks. Examples: the release of viruses, worms, or other programs that damage or otherwise harm an outside computing system or network. Users shall not disrupt a system or interfere with another’s ability to use that system (e.g., by sending “e-mail bombs” that cause a disk to fill up, a network to bog down, or a software application to crash). Nor shall users do any of these things to the Whitefish School District computer system.

Inappropriate Use

Users shall not use the Whitefish School District computer network to:

1. Purchase goods, solicit sales or conduct business (e.g., by posting an advertisement to a news group).
Users shall not set up web pages to advertise or sell a service.
2. Transmit obscene, abusive, sexually explicit, inappropriate or threatening language. Users will be expected to follow
all lab/classroom rules.

Discipline

Violation of District policy and rules will result in loss of access to the Whitefish School District computer system. **First infraction** will result in the removal from the computer network for 20 school days. **Second infraction** will result in the removal from the computer network for 120 school days. Additional disciplinary action may be determined at the building level in keeping with existing procedures. When and where applicable, law enforcement agencies may be involved.

Use of the computers at Whitefish School District is a privilege, not a right; therefore, users of the computer network are required to follow guidelines in order to maintain the privilege of the computer use. The following is a binding agreement made between Whitefish School District and those who have signed the agreement. By signing the agreement, one acknowledges that he/she has read the terms and conditions carefully and understands their significance.

Print Name

Signature and Date

LEGAL MATTERS – part 1

DUE PROCESS:

Students at Whitefish Independent High School are afforded due process under the law as stipulated within the Fourteenth Amendment of the Constitution of the United States. Whenever a student is subject to disciplinary action, he/she will be informed of the charges and the school rules. The student shall be given the opportunity to respond. If the student's presence possesses a continuing danger to persons, property or disruption of the academic process, the student may be immediately removed.

It is the intention to resolve all issues at the lowest level possible.

Step 1: If a student, his/her parent or guardian believes that there is a complaint resulting in the student being denied a property or liberty right, he/she shall first contact the Head Teacher of WIHS in an effort to resolve the matter informally.

Step 2: If the matter is not resolved informally at Step 1, the student may present a formal claim in writing (including supporting evidence) to the building principal.

Step 3: If the complaint is not satisfactorily resolved, the complainant may within ten (10) school days file his/her complaint with the superintendent. The Superintendent evaluates the evidence and renders his/her decision within ten (10) school days after receiving the appeal.

Step 4: If the complaint is not satisfactorily resolved, the complainant may within ten (10) school days file his/her complaint with the Board of Trustees.

Withdrawal: A complaint may be withdrawn by the complainant at any level without prejudice or record.

Hearings: At each of the four steps, the complainant is given the opportunity to be present and to be heard. All decisions shall be in writing.

Reprisals: No reprisals will be taken by or against any party.

Records: All proceedings external to the decision of the Board are destroyed. However, the complainant who wishes the proceedings be placed in his/her school records may do so by filing a written request.

Disclaimer: In the adoption and implementation of this due process procedure, rules of jurisprudence do not apply because the Board is not a court of law. Further, in matters relating to out-of-school suspension and expulsion, procedural due process includes the right to oral or written notification of charges, an explanation of evidence held by school authorities, and an opportunity to refute the charges.

LEGAL MATTERS – part 2

EQUAL ACCESS:

Non-curriculum related secondary school student organizations may conduct meetings on school premises, if approved by the building principal. If the meeting is student-initiated and not part of a school-sponsored activity, it must be conducted according to the following guidelines:

1. attendance is voluntary;
2. the school will not participate in or sponsor the meeting;
3. the meeting cannot materially or substantially interfere with the orderly conduct of educational activities within the school;
4. the school maintains its authority to maintain order and discipline;
5. non-school persons may not direct, conduct, control, or regularly attend activities;
6. district employees approved by the Principal must be in attendance but may not participate.

This policy does not apply to non-student groups.

*Whitefish School Board Policy 3233

EQUAL EDUCATION:

It is the policy of School District No. 44 that no handicapped individual in the United States shall be discriminated against, excluded, or denied benefits of participation in this school program.

LAW ENFORCEMENT:

The school administration has the right and responsibility to call the law enforcement authorities when a student breaks a school rule that is also a legal infraction. Theft, vandalism, tobacco, fighting, the sale of drugs, or drug use are examples of when law enforcement may be called.

SEARCH & SEIZURE:

School officials reserve the right to search personal items, lockers, and vehicles on school property or at school-sponsored events when there is reasonable suspicion that a condition/substance is present that threatens the safety/operations of individuals or the school.

LEGAL MATTERS – part 3

STUDENT RECORDS:

Whitefish School District policy related to the Family Educational Rights and Privacy Act (FERPA) along with the Protection of Pupil Rights Amendment (PPRA) may be reviewed in each entirety in the WIHS office.

FERPA stipulates these parent rights:

- To inspect and review his/her child's educational records;
- To consent to disclosure of personally identifiable information;
- To receive a list of all individuals having access to these records;
- To ask for an explanation of any item in the records;
- To ask for an amendment to any report on the groups that is inaccurate, misleading, or violates the child's rights;
- To a hearing on the issue if the school refuses to make the amendment.

(*Refer to WHS handbook for (PL 107-334) release of information to military recruiters.)
PPRA stipulates these protections relative to surveys and analysis or evaluation of these protected areas:

- Political affiliations or beliefs of students or parents;
- Mental or psychological problems of students or parents;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers;
- Religious practices, affiliations or beliefs;
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

(*Refer to WHS handbook for No Child Left Behind Act of 2002 requesting information of teacher qualifications.)

SAFETY AND HEALTH

Insurance: The Board of Trustees of School District 44 encourages and strongly recommends that all students participate in the voluntary insurance plan for pupils available each year. Participants in athletic activities **MUST** have insurance coverage or they will not be allowed to participate. Whitefish Independent High School is not and cannot be held responsible for personal injury that results from horseplay or accidents on school grounds or at school activities. It is recommended that all students carry personal insurance to cover such situations.

Medications: If a student is to receive any prescribed medication during the school day, the parent/guardian must fill out a School Medication Permission Form and have it signed by the doctor. The medicine to be dispensed will be kept in the office and dispensed according to the doctor's instructions. Parents must bring the medicine in the prescription container to the office along with the authorization form. If a student wishes to take non-prescribed medicine (such as Tylenol, etc.), the parent/guardian must still fill out a School Medication Permission Form; however it does not need to be signed by your physician. We will then keep the medicine in the office and will dispense it to the student. The School Medication Permission form can be picked up in the office.

SURVIVAL TIPS FOR STUDENTS

Be a good neighbor and a positive influence on the community.
 Respect students, teachers, property and above all, yourself.
 Complete all of your goals by being productive each day, week, and semester.
 Ask for help when you need it.
 Attend school regularly. Show up every day and work gets done.
 Follow the Golden Rule.
 Stay away from distractions.
 Help others. **Be yourself!**
 Leave personal problems at home. (Share with the counselor; just don't take things out on others).
 Don't judge people by looks. **Be kind!**
 Work consistently—don't procrastinate. **Stay on task!**
 Take the initiative to be a leader. There are leaders in all kinds of situations.
 Don't be afraid to ask for help. **Listen!**
 Stay in the designated area for your work; don't wander.
 Wait for proper times to joke around.
 Be open to new friendships. **Have fun!**
 Do major projects early; don't leave them all until the end.
 Do quality work.
 Get a friend to hold you accountable to help you reach your goals.
 Bring your own materials—you'll waste a lot of time looking for a pencil around here.
 Know where you are on your academic plan. **Pace yourself!**
 Like yourself.
 Don't run with scissors.

WHITEFISH INDEPENDENT HIGH SCHOOL CONTRACT FOR ENROLLMENT

I, _____ understand that the Whitefish Independent High School is only recommended for students who are self-motivated and self-disciplined. I realize that I must be responsible, organized, and diligent in order to earn graduation credits. I understand that upon entering this program, **I will be on conditional status for one quarter (2 blocks)**. Continued enrollment will be evaluated at that time based on my academic progress (meeting my Individualized Academic Plan), attendance and behavior.

I agree to:

1. Work at a pace that ensures timely graduation and meets minimum productivity and quality guidelines.
2. Follow the WIHS attendance policy. If attending WHS classes I understand that I am responsible for following that attendance policy as well.
3. Come to school with all materials necessary for a productive school day.
4. Maintain a credit worksheet to monitor my credit accumulation and progress toward graduation.
5. Read and fulfill responsibilities stated in the WIHS Handbook.
6. Seek and accept help and advice from my teachers regarding difficult assignment, program expectations, and development of my Academic Plan.
7. Honor the behavioral standards and expectations of this school, treating all persons with respect.

Academics: I will meet the requirements of my Individualized Academic Plan.
My Individualized Academic Plan Requires _____ credits per block.

Attendance: I will meet Attendance requirements.

Behavior: My behavior will be a positive contribution to WIHS.

If I do not meet the above WIHS program criteria, I will no longer be allowed to participate in the WIHS program. At that point I will withdraw from the WIHS program and may redirect my efforts to an educational program in which I may be more successful.

Student Signature: _____ Date: _____

As the parent or guardian, I understand that enrollment in the WIHS program is a privilege, and I believe that it is the best opportunity for my child to succeed in earning a Whitefish High School diploma. I have read the WIHS Student Handbook and the assigned program contracts, and I agree to help my son/daughter follow it.

Parent/Guardian Signature: _____ Date: _____

WIHS Staff: _____ Date: _____



**Work Experience
Work-Site Partnership Agreement**

Student: _____ Date Employment Begins: _____
Business/Agency name _____ Supervisor _____
Address _____
Work Phone# _____ Owner _____

Student Learner agrees to accept, and Parent/guardian support, the following expectations and responsibilities:

1. Maintain regular attendance in school and at the work-site as scheduled, and notify the Work-site supervisor and Work-Experience coordinator prior to any absence.
2. Consult the Job coordinator _____, as well the work-site supervisor about any problems.
3. Abide by the rules and regulations of the learning site, and maintain confidentiality as required.
4. Complete required assignments and furnish all necessary information, reports, and timesheets.
5. Be responsible for safe and lawful transportation to and from the learning site. As the school does not provide transportation for this experience, School District #44 assumes no liability for vehicles it has no control over. Your auto liability policy is the only liability insurance available to you in the event of a loss.
6. Student will not perform tasks off the work-site, drive business vehicles, perform tasks unsupervised, or operate machinery for which they are not trained.
7. Show honesty, punctuality, a cooperative attitude, proper grooming and dress and a willingness to learn.
8. Work a minimum of 7 ½ hours per week. Ideally the students will work a minimum of 1½ hours per day, but there are exceptions.
9. Participation in the work-experience program is a privilege and needs to be treated as such.

Work-based Learning Site Supervisor agrees to accept the following responsibilities:

1. Provide thorough orientation to the job and work-based learning site (including safety training).
2. Notify the Job coordinator, _____, if the work-based learner is absent without notification.
3. Consult the Job coordinator, _____, regarding problems related to the work-based learning experience, and contact promptly before considering suspension, transfer, or termination.
4. The business/agency will provide Workers Compensation coverage for students in a paid employee status.
5. The duties for the student while on the job will be the following:
 - a. _____
 - b. _____
 - c. _____
 - d. _____

I agree to follow the rules/responsibilities:

Employer

Employee