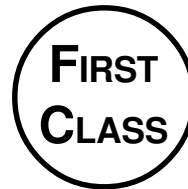
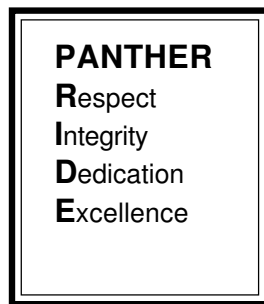




West Salem High School

490 North Mark Street
West Salem, Wisconsin 54669
Telephone: (608) 786-1220



Respect is the cornerstone of our relationships with each other. All procedures and policies, whether specifically written or implied, commit us to respect the dignity and worth of each individual at West Salem High School and strive never to degrade or diminish any member of our school community by our conduct or attitudes. Our goal is to acknowledge diversity and build community by practicing hospitality, civility and respect.

This planner belongs to:

Name: _____

Agenda Number _____

Daily Time Schedules

Regular Daily Time Schedule (M, Th & F)

1 st hr	7:50 – 8:38
2 nd hr	8:42 – 9:32
3 rd hr	9:36 – 10:24
4 th hr	10:28 – 11:16
5 th hr	11:20 – 12:07 (C) 12:07 – 12:37 (L) 11:16 – 11:46 (L) 11:50 – 12:37 (C)
6 th hr	12:41 – 1:28
7 th hr	1:32 – 2:19
8 th hr	2:23 – 3:10

Homeroom Daily Time Schedule (Tuesday)

1 st hr	7:50 – 8:35
2 nd hr	8:39 – 9:27
Homeroom	9:31 – 9:46
3 rd hr	9:50 – 10:35
4 th hr	10:39 – 11:24
5 th hr	11:28 – 12:13 (C) 12:13 – 12:43 (L) 11:24 – 11:54 (L) 11:58 – 12:43 (C)
6 th hr	12:47 – 1:32
7 th hr	1:36 – 2:21
8 th hr	2:25 – 3:10

Faculty Meeting Day Time Schedule (Wednesday)

Faculty Meeting	7:30 – 8:00
1 st hr	8:09 – 8:54
2 nd hr	8:58 – 9:46
3 rd hr	9:50 – 10:35
4 th hr	10:39 – 11:24
5 th hr	11:28 – 12:13 (C) 12:13 – 12:43 (L) 11:24 – 11:54 (L) 11:58 – 12:43 (C)
6 th hr	12:47 – 1:32
7 th hr	1:36 – 2:21
8 th hr	2:25 – 3:10

The West Salem School District prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable sex, marital status, familial status, parental status, religion sexual orientation, genetic information, political beliefs, reprisal or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs). Person with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the Pupil Services Director at (608) 786-0700. To file a complaint of discrimination write to: Pupil Services Director at 405 East Hamlin Street; West Salem, WI 54669 or call (608) 786-0700. The West Salem School District is an equal opportunity provider and employer.

**West Salem High School
2010-2011 Student School Calendar**

SEPTEMBER 2010

*September 1	First Day of School
*September 6	No School - Labor Day
*September 24	Homecoming Day Activities
*September 25	Homecoming Dance
*September 29	Early Release - 12:30 dismissal

OCTOBER 2010

*October 5	Grades posted for 1st mid quarter
*October 7	Parent Teacher Conferences 3:30 – 7:30
*October 27	Early Release - 12:30 dismissal
*October 28 & 29	No School - Staff Development

NOVEMBER 2010

*November 5	End of 1 st Quarter
*November 11	Veteran's Day Program
*November 24	Early Release
*November 25 & 26	No School - Thanksgiving Break

DECEMBER 2010

*December 7	Grades posted for 2nd mid quarter
*December 8	Early Release - 12:30 dismissal
*December 9	Parent Teacher Conferences 3:30-7:30
*December 24	No School - Winter Break Begins

JANUARY 2011

*January 3	School Resumes Following Winter Break
*January 19-21	Semester Exams
*January 21	End of 1 st Semester
*January 24	No School - Staff Grading Day
*January 26	Early Release - 12:30 dismissal

FEBRUARY 2011

*February 18	No School - Local Teacher Convention
*February 22	Grades posted for 3rd mid quarter
*February 23	Early Release - 12:30 dismissal
*February 24	Parent Teacher Conferences 3:30-7:30

MARCH 2011

*March 14	No School - Snow Day
*March 30	End of 3 rd Quarter
*March 30	Early Release - 12:30 dismissal
*March 31	No School - Staff Development

APRIL 2011

*April 1	No School
*April 18 - 22	No School - Spring Break
*April 25	No School - Snow Day

MAY 2011

*May 3	Grades posted 4th mid quarter
*May 4	Early Release - 12:30 dismissal
*May 5	Parent Teacher Conference 3:30 - 7:30
*May 7	Prom
*May 11	Scholarship Awards Night 7:00 pm
*May 13	Yearbook Dedication
*May 27	Senior Sing-Out
*May 29	Graduation
*May 30	No School - Memorial Day

JUNE 2011

*June 7-9	Semester Exams
*June 10	Last Day of School

School calendar is subject to change.

ATTENDANCE PROCEDURES AND POLICIES

Reference Board Policy: 431 and 431 Rule, 447.2

General Information:

All students are to be in attendance every hour of every day that school is in session. School attendance is the responsibility of students and parents/guardians. It is the responsibility of the parent/guardian to telephone the high school office at 786-1220 on the day of the absence relative to the reason for the absence. Any absence not cleared up within one day of a student's return to school will be considered unexcused.

According to Wisconsin Statute 118.16(2), it is the responsibility of the school attendance officer, not the parent, to determine whether an absence will be considered excused or unexcused. Also in accordance with Wisconsin Statute 118.16(4), it is the school board's responsibility to set the guidelines for this determination. The West Salem Board of Education has determined that the following reasons for absence will be considered excused:

- Illness on the part of the student;
- Serious illness or death in the immediate family;
- Medical or dental visits;
- Special circumstances (e.g. college visits, family vacations) provided notification is given in advance of the absence as per Wisconsin Statute 118.15 (3)(c);
- Emergency situations within the family.

Students will be allowed the equivalent of 10 full days, which is equal to 80 class periods, to be absent from school during the school year as outlined above. The following absences will **not** be counted towards the 10 full day allowed absences:

- a) Hospitalization (note required from doctor/medical practitioner);
- b) Doctor's orders to not attend school (note is required from doctor/medical practitioner);
- c) School-sponsored field trips and activities (absence must be approved by teachers);
- d) Religious observance (note must be received by the office prior to the absence);
- e) Legal appointments (note required from clerk of court, lawyer, social worker, etc);
- f) Medical or dental appointments - note is required from doctor/medical practitioner upon the student's return from the appointment - if no verification is received the time missed will count toward their 10 full days. **Students are only excused for the time of the appointment and travel time.**

Once a student exceeds the equivalent of 10 days of absence, any further non-school related absences may be recorded as unexcused for the remainder of the school year unless the one of the following conditions is met:

- a) The student has doctor's orders to not attend school (note is required from doctor/medical practitioner);
- b) The student's medical/dental/legal appointments are verified by the practitioner;
- c) The school nurse determines the student is too ill to be in school.

Parent(s)/guardian(s) may be notified in writing when a student has reached the 10 day limit and informed that further absences may be unexcused unless the absence is the result of any of the reasons previously outlined.

Truancy (Unexcused Absences):

All other absences that do not fall within the guidelines stated above are considered to be unexcused and/ or instances of truancy. Truancy is defined as any absence of part or all of one or more school days during which the school has not been notified of the legal cause of such absence by the parent/guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law (Wisconsin State Statutes 118.15 and 118.16(1)(c)). Parents/guardians will be notified when a student has an unexcused absence. Notices shall be made by personal contact, mail or telephone of which a written record is kept. Some common examples of absences that will be considered truantries: leaving the building without checking out, skipping classes, over sleeping, etc. If a student is in the school building, but not where they are suppose to be, the student is considered unexcused and will receive consequences.

Consequences for Truancy and Unexcused Absences:

Reference: Board Policy: 447.2

Students who are truant/unexcused will be assigned detentions according to the following general guidelines: three detentions for 1-2 hours missed; four detentions for 3-4 hours missed; one detention will be added for every additional hour missed for up to 8 detentions per day. Subsequent violations may result in additional consequences and/or loss of privileges. In accordance with state law and municipal code, a truant student may receive a truancy ticket or a social services referral.

Note: It should be noted that implicit in the definitions of unexcused and truant is the understanding that while all truantries are unexcused absences, not all unexcused absences are truantries. The principal or designee will determine on an individual basis whether an unexcused absence is to be regarded as truancy.

Planned Absences:

Reference: Wisconsin Statute 118.15 (3)(c)

All students who will miss school as a result of a family vacation or other planned event such as a college visit, state tournaments, or hunting must be excused in writing by his/her parent or guardian a minimum of two days before the absence and complete a preexcused pass prior to the absence. A student may not be excused for more than 10 days in a school year under this provision. Failure to follow this procedure may result in the student being considered unexcused and/or 2 detentions assigned.

Make-up Work Following an Absence:

Students with excused absences are required to make-up all missed assignments. Failure to do so will result in the student receiving a "0" for the incomplete work. Students are allowed two days for each day of excused absence.

Students who are truant/unexcused will not be allowed to make-up work that has been assigned or collected on the day they were absent. Students will be allowed to make up examinations and or projects if the denial of this opportunity would cause the average student to fail this course. A suspended student shall not be denied the opportunity to make up work assigned or due during a suspension period. Such work shall be made up within one day of the student's return to school.

Tardies:

Students are expected to arrive for each class in a timely fashion. A student who is more than 5 minutes late is considered unexcused. Students who are recorded as tardy will be assigned detentions. First hour tardies and tardies when returning from lunch will result in noon detentions for the first five combined occurrences per quarter. Any 1st hour or lunch tardies after that will result in after school detention. The first five tardies per quarter for hours two through eight are without penalty. The next five in a quarter will result in noon detention. Students will be assigned after school detention for their 11-15th tardies per quarter. Any tardies beyond 15 will result in Saturday School.

West Salem High School does not recognize any type of "skip day":

The general rule of thumb when determining if a "skip day" has occurred is the "10% rule". The 10% rule means if 10% of the student body or a particular group or grade level are absent on a given day, all students absent on that day may be determined to be unexcused. The only students who may be excused in this case are students who produce a doctor's note, or if the absence has been pre-approved at least two days in advance (see Pre-Planned Absences).

Attendance for Students in Athletics and Activities:

Reference: Board Policy 370- Rule B

1. Any participant who has an unexcused absence for any part of the school day shall be ineligible to practice and ineligible to compete or participate for that school day.
2. Any participant who is absent from school for any part of the day of an event shall be ineligible to compete/participate unless:
 - a. The absence was due to a school function.
 - b. Permission for the absence has been granted by the administration.
 - c. Extenuating circumstances exist. In such cases, the building principal or designee shall determine whether or not the student shall be ineligible.
 - d. A participant may be gone for a medical/ dental appointment, however to be eligible to participate the appointment must be verified with a note from the doctor.
3. Preexcused absences under Wisconsin Statutes 118.15(3) are not exempt from this policy.

Other Consequences As Referred To In This Handbook:

Reference: Board Policy 447.2, 447.3; Wisconsin Statute 118.16 (4)(b)

- Detention: Noon - 20 minutes during lunch
- After School Detention: 20 minutes between 3:10 and 3:45 pm.
- Saturday School: Three hours on Saturday (8:00-11:00 a.m.)

Failure to attend Saturday School will result in reassignment of Saturday school in addition to the following consequences:
FIRST OFFENSE - 1 day out-of-school suspension, SECOND OFFENSE - 3 days out-of-school suspension, SUBSEQUENT OFFENSES - 5 days out-of-school suspension.

- In-School Suspension (ISS): In-school suspensions will be served in the ALC. Students are expected to complete their assignments and comply with the regulations for the ALC.
- Out-of-School Suspension: Removal from school for up to 5 days.
- Expulsion: Permanent removal from school

AGE OF MAJORITY

All students at West Salem High School are subject to school rules. Students who have reached their 18th birthday are permitted to originate their own request for excuse for absence only if they (1) are not living with their parent or guardian or (2) the parent or guardian submits a written statement to the school stating that the student is responsible for himself or herself. The school will continue parent communication unless specifically requested in writing to stop. The student is still bound by the same set of acceptable reasons as listed in the school attendance policy.

CELL PHONES

Reference: Board Policy 443.3

Students may not use cell phones or other 2-way communication devices during school hours (7:45-3:10) with the exception at lunch during which time students may use their phone in the front doorway or outside. If a student is seen with their cell phone, they will be considered in violation of this policy. Students violating this policy shall be disciplined in accordance with the established procedures as follows:

First Offense: Phone confiscated and warning given.

Second and Subsequent Offenses: Phone confiscated and a parent must come to the school to retrieve the phone. After multiple offenses, other consequences may be assigned including but not limited to detentions.

Cell phones are strictly prohibited in the locker rooms at all times. If a student is found using their cell phone in a locker room, the phone will automatically be confiscated and a parent will be required to come in to retrieve the phone.

COMMONS

The commons is a **privilege** for those students in grades 10-12 who wish to have a more relaxed atmosphere during their study time. The academic requirements and procedures are as follows:

- a) Eligibility for Commons will be assessed eight times during the school year: at each mid-quarter and at the end of each quarter. The same criteria will be used for each assessment interval.
- b) At each interval, any student who has no F's and no more than one D (includes D+, D, and D-) and C-'s or better **IS** eligible for Commons until the next assessment.
- c) At each interval, any student who has any F and/or more than one D (includes D+, D, and D-) is **NOT** eligible for Commons until the next assessment.

Freshmen will have the opportunity to earn commons privileges by meeting the grade criteria established above during their first year of high school. Please note that the 4th quarter grades from the previous year will determine commons eligibility for 1st quarter. Commons privileges will be revoked as a result of failing to comply with established behavior guidelines. Commons privileges may also be revoked as a consequence of inappropriate behavior in other areas of the school as well.

DANCES

West Salem High School students wishing to bring a guest to the Homecoming Dance, Winter Formal, or Prom must complete a guest pass form. Students wishing to attend Prom must be a junior or senior at West Salem High School. If attending as a couple, one person must be a junior or senior at West Salem High School.

DIRECTORY DATA

Directory Data information maintained by the district includes student's name, address, date of birth, major field of study, participation in officially recognized activities in sports, weight and height of members of athletic teams, dates of attendance, degrees, awards received, the most recent previous school attended, honor roll and list of graduating seniors and other recognitions. This information may be made public including through various on-line sources unless the student's parent or guardian denies release of the information.

DRESS and ATTIRE

Recent trends in fashion reflect the more revealing styles of our current popular culture. While these styles may be appropriate for social functions, they are not appropriate for the school setting. Students are not allowed to wear tank tops, strap tops, low cut tops, tops with over-sized neck and arm areas, clothing that exposes undergarments, backless tops, strapless tops, transparent tops, or tops that reveal a bare midriff. Basically, students' backs and shoulders should be covered and excessive cleavage should not be visible. Spandex shorts and leggings can be worn, but only if another garment such as regular shorts or a skirt cover them. Excessively short shorts should not be worn. The school also prohibits clothing or jewelry that may disrupt the educational process that is pervasively vulgar, or is determined to be harmful to self or others. This includes but is not limited to attire that is sexually explicit, contains sexual innuendo, advertises alcohol, tobacco, or drugs, or for some reason causes a disruption. If a student's attire is deemed to be unacceptable, they will be asked to change their clothing (the school keeps extra t-shirts on hand). If a student refuses, their parent/guardian will be contacted and the student will be sent home to change.

Hats (all types of head covering including sweat bands), sunglasses and coats must remain in student lockers during school hours, and will only be permitted to be worn during the school day as permitted by the building principal or his/her designee.

ELECTRONIC DEVICES - Hand-Held Games/Laptops/Electronic Music Devices/ etc.

The school strongly discourages students from bringing electronic devices including but not limited to items such as hand held games, electronic music devices and laptops to school. Headphones/electronic music devices and other electronic devices are not to be used in the school building, except after school hours. In order for a student to use a laptop, they must complete a "Laptop Use Agreement" and be in possession of a "laptop license".

FOOD AND DRINK

Students are allowed to have water in see-through plastic bottles throughout the building. All other food and beverages are restricted to the lobby area and/or the commons. Teachers may plan special events in their classrooms involving food; however it must be an event that the entire class is invited to participate in.

GRADES AND CREDITS

Reference: Board Policies 345.1, 460

Grading:

Students are issued report cards at the end of each nine week grading period. Teachers will assign grades ranging from A+ to F.

Grading Scale:

A+ 98-100, A 93-97, A- 90-92, B+ 87-89, B 83-86,

B- 80-82, C+ 77-79, C 73-76, C- 70-72, D+ 67-69, D 63-66, D- 60-62, F Below 60.

Grade Point Average (GPA):

- Is computed at the end of each semester using semester grades.

- WSHS uses a twelve (12) point grading scale to compute GPA: A+=12, A=11, A-=10, B+=9, B=8, B-=7, C+=6, C=5, C-=4, D+=3, D=2, D-=1 and F=0 grade points. (An E grade has no effect on GPA.)

Class Rank:

A cumulative grade point average is computed at the end of each semester using semester grades. This determines rank in class. The Valedictorian and Salutatorian are determined after seven semesters. Candidates for the Wisconsin Academic Excellence Higher Education Scholarship must be enrolled in a high school for four semesters, including the last two at West Salem High School. Ties will be decided in accordance with Board Policy 460.

Honor Rolls:

- Determined at the end of each quarter using quarter grades.
- High Honor Roll: GPA of 10-12.
- Honor Roll: GPA of 8-9.999.
- Students with incompletes at the end of the quarter or semester will not have their names published as part of the High Honor Roll or Honor Roll

Failures:

- If a student fails a required course for the semester, the semester must be repeated. One semester of a failed course can be made up during summer school, or during the subsequent school year.
- Multiple failures in any school year seriously jeopardize the student's four year graduation plans without major changes.
- Elective class failures do not have to be repeated; however, failures may prevent students from taking subsequent classes in the elective area. Elective classes are not offered during summer school.
- A senior student's failure of a required class, which is not able to be made up prior to the end of the year, prevents the student from participating in commencement.

Incompletes:

Ten school days are allowed for make-up after the conclusion of each quarter.

GRADUATION

Reference: Board Policies 345.5, 345.51, 345.52

Students must have completed all requirements and be in good standing in order to participate in the graduation ceremony and senior-related activities. In addition to meeting the academic requirements students must also have all detention time served and all fines/fees paid. Students who have met the requirements and who have obtained board approval may graduate early.

Senior Sing Out:

Sing-Out is a day of final activities that are designed to bring closure to a senior's high school years. Participation in Sing-Out is a privilege. In order to earn the privilege of Sing-Out, a student must be academically eligible for graduation, have all detention time served, have all fines/fees paid and have met any other obligations as established by the administration. Because participation in Sing-Out is a privilege it may be revoked as a consequence for behavior.

HONOR PASSES

A student may arrange for an honors pass from commons to a specific area and teacher. The requirements of student eligibility for an honors pass are the same as the requirements for the commons. An application form must be signed by the commons supervisor and the teacher to whom the student wishes to report. This application must be filed in the Student Services office within the first five days of each semester. The student reports directly to the teacher and area specified on the application and remains there for the entire period. Failure, on the part of the student, to accept responsibility for proper use of this pass will result in removal of the privilege.

LEAVING DURING THE SCHOOL DAY

Students must check out in the main office by obtaining a blue pass and signing out in order to have permission to leave the building for any reason during school hours. Unless previous arrangements have been made, permission must then be obtained from the student's parent/guardian that the student may leave. Failure to sign out when leaving will result in noon detention. Failing to return from lunch without signing out will be considered an unexcused absence unless a parent/guardian notifies the office of their student's absence. When returning to school a student must report to the office and sign in. Freshmen are not allowed to leave school grounds during the school day. Seniors that qualify for open campus privileges are permitted to leave the building during their designated open campus hour.

LOCKERS

Reference: Board Policy 446; Search and Seizure page 11

Each student will be assigned a locker. The lockers are assigned to students for convenience and remain the exclusive property of the school. The school district assumes no responsibility for stolen items. Each individual is responsible for his/her locker combination. **DO NOT SHARE IT WITH ANYONE.** Materials displayed in and outside the locker shall be in good taste and all material must be removed at the close of the school year.

KEEP YOUR LOCKER LOCKED!!!

LUNCH

Students may bring their own lunch or they may participate in the school lunch program. Sophomores, juniors and seniors are permitted to leave campus during their lunch period. Freshmen are permitted to be outside during lunch but must stay within view of the front doors of the school. Forms for federally funded free and reduced lunches are available in the high school office. Students will not be allowed to charge for their meals.

MEDICAL INFORMATION

Reference: Board Policy: 453.4

Immunizations:

Wisconsin state law requires that all children K-12 have the following immunizations: 4 DTP/DT/TD, 4 Polio, 2 MMR, and 3 Hep B; also grades 9-11 1-Varicella, grade 12 2-Varicella, grades 9 & 12 1-Tdap. These requirements can be waived only if a properly signed medical or religious exemption is filed with the school. Question in regard to immunization should be directed to the school nurse.

Communicable Diseases:

Please report to the school secretary if your child has a communicable disease, such as: chicken pox, head lice, strep throat, pink eye, mono, etc. State law requires us to report these cases by number. It is vital to some students with certain chronic illnesses to be notified immediately if they have been exposed to a communicable disease, for them contact with this disease without treatment could be life threatening. If your child has strep, he/she must be excluded from school for 24 hours after antibiotic treatment has been started.

Medication Policy and Procedure:

Medication should be administered at home rather than at school when ever possible. However, if it becomes necessary to give medication at school, in order to protect the safety of all students, it will be necessary to use the following procedures.

- a. Prescription Medication. The following information must be printed on the container:
 - Student's full name
 - Name of drug and dosage (it is recommended that the bottle be labeled with the number of pills and that parents bring the medication to the school.)
 - Time(s) to be given
 - Physician's name and phone number
 - Current date
- b. Nonprescription Medication. (i.e. Tylenol) will be administered by nurse or designee to students with written instructions and consent of the parent/guardian. The medication must be kept in the nurse's office.

- c. The pink authorization form and medication will be delivered to the principal or designated school personnel by parent or guardian. Each school will establish a system to ensure the safe locked storage and administration of medications to individual students as approved and supervised by the school nurse.
- New medication consent forms will be needed each year or if medication is discontinued or time and dosage changed.
 - The school nurse will review completed forms to be certain all necessary information is present.
 - Parents must notify school of any changes and new doctor orders must be received.

Doctors Excuse for Limited Physical Activities:

It will be necessary to provide the school with a signed and dated doctors statement in order to excuse a student from physical education because of serious injury or illness. Please ask your doctor to be specific as to the type of activities not allowed.

The School District of West Salem is not responsible for the self-administration of medication by pupils who do not have active parental and physician consent forms on file with the school administration.

PARKING LOT

Student parking in the high school parking lot is allowed by permit only. Students will be issued a parking permit which they keep until they graduate. Permits are updated each year at fall registration. The first permit is issued for free, however subsequent permits cost \$5. Students parking in the lot without a permit will be ticketed and/or towed and may lose their parking privilege. Students are not to be parked in the visitor spots during the school day. Student drivers engaging in any behavior while driving a vehicle on school property which is potentially hazardous to other students or the property of others will have his/her parking privilege suspended. The parking lot is off limits during the school day unless the student has been given permission to leave the building from the office. No loitering (inside or outside parked cars) is allowed on the parking lot during noon hours, before or after school.

POSTER ADVERTISING

Any type of advertising must be approved and stamped by office personnel.

PUPIL SERVICES

Reference: Board Policies: 362, 456, 342.3

Student Services:

Counseling services are available to all students in the guidance office. Appointments can be made by requesting a pass from the counselor.

Health Services:

If a student becomes ill, he or she should ask their teacher for a pass to the office. Students may not leave the classroom or the building without authorization. The office will notify the parent /guardian of the illness or injury. A school nurse is available to assist students with health problems. Parents are strongly encouraged to contact the school nurse any time a student is hospitalized, injured or otherwise under the care of a physician or other health care professional and/or is absent from school for three consecutive days or more due to illness or injury.

Alcohol And Drug Prevention And Intervention:

The West Salem Board of Education has authorized the employment of a person to work specifically with prevention and intervention of drug and alcohol use and/or abuse. This person will work closely with students in small groups and individually. A student may seek assistance directly from this person, guidance counselor, teachers, the principal, or parents. A student may also be referred to the counselor, principal or teacher for the purpose of counseling.

Gifted and Talented:

The West Salem School District offers services for those students who qualify as Gifted and Talented.

At-Risk:

The West Salem School District offers special programs for those students who are considered to be at-risk of failing to graduate.

Exceptional Educational Needs: Exceptional

The West Salem School District offers programming for students with exceptional educational needs in accordance with state and federal laws. Students are only placed in EEN programming following a referral and evaluation process. Referrals may be made by teachers or parents. Evaluations will be completed by the school psychologist and members of the EEN staff. Parental referrals should be made with the help of the school counselor.

PURSES and BOOKBAGS

Student bookbags and purses are to be kept in student lockers during the school day.

SCHEDULING

Reference: Board Policies: 412.1, 431

Scheduling is based on student choices. Changing courses is permitted ONLY under one of the following circumstances:

- a. Mechanical error - for example: a class is listed twice or more than two study halls are scheduled;
- b. Adding a class - students may add a class during a study hall if space is available;
- c. Failed classes or teacher/counselor recommended change;
- d. Change required for Youth Options or Independent Study.

SCHOOL CLOSINGS

All emergencies or announcements regarding school closings will be provided by the District office and broadcast on local radio stations. WIZM, WLXR, WKTY, WKBH, and WCOW.

STUDENT INSURANCE

The West Salem School District does not provide insurance coverage. All accidents require an accident report.

STUDENT INVOLVEMENT IN DECISION MAKING

Reference: Board Policies: 442, 442.1, 442.2

The students at West Salem High School are encouraged to become involved in the decision making process. The student council is active in such matters. They hold their elections each fall. The student board representatives have direct access to the board of education. They are to be elected each spring. Be involved in the decisions that affect your school!

SUMMER SCHOOL

Reference: Board Policy: 351

The School District of West Salem offers the following options for those interested in summer school; driver education, music lessons, musical stage production, and credit recovery classes for courses that are required for graduation. A student may earn one half credit during the four week summer session.

VISITORS

Reference: Board Policy: 860

Parents are always welcome to visit our school. West Salem High School does not normally permit students to bring visitors from other schools to visit during the school day. Only in special circumstances will this be permitted. In such circumstances, approval must be obtained from the administration one day in advance.

WEDNESDAY NIGHT ACTIVITIES

Reference: Board Policy: 881, 484

Wednesday after 6:00 p.m., during the school year, shall be considered "family" night and no school activities involving students shall be held on that night without prior Board approval.

WORK PERMITS

Students can obtain a work permit from the high school office by bringing the following items to the high school secretary: birth certificate, social security card, written parental permission, signed letter from the employer stating the position for which the permit is issued, \$10.00 fee.

YOUTH OPTIONS

Reference: Board Policy 343.11

Eligible juniors and seniors may participate in the Youth Options Program. This program allows students to enroll in courses at colleges and or technical schools at school district expense. The courses must be different from those offered at the high school. Students must register with the school counselor by Oct. 1 for spring courses and by Mar. 1 for fall courses.

LEGAL RIGHTS AND EXPECTATIONS

The courts repeatedly have shown that students retain their constitutional rights when they participate in school. Courts have also shown that when these rights are in question, the justification for limiting these rights lies with school officials. There are many situations when the rights of many outweigh the rights of the individual. The courts have given school officials the power and the guidelines necessary to protect the educational process.

- I. **Right to an education:** The 10th amendment to the U.S. Constitution grants each state the power to govern education, and the 14th amendment protects the rights of all students to receive an education. The state of Wisconsin not only defends the right to an education, but demands compulsory school attendance in accordance with WI State Statute 118.15.
 - a. Attendance policy - Students must attend school. *Board Policy 431*
 - b. Removal from school
 1. Suspension: Removal from the educational process for a limited time.
 2. Expulsion: The termination of a student's right to an education. *Board Policy 447.3*
- II. **Freedom of Speech:** Students have a 1st amendment right to freedom of expression. The 7th circuit court of appeals has shown that speech may be limited within the school setting for the following 3 reasons: (1) it may cause a material or substantial disruption; (2) is pervasively vulgar; (3) or it is harmful to self or others.
 - a. Dress: Students are not allowed to wear clothing that may disrupt the educational process, or that is pervasively vulgar or that is harmful to self or others. A specific dress code is printed in the high school newsletter each fall. *Board Policy 443*
 - b. Student Publications: All student publications are subject to the approval of the instructor and the building principal. *Board Policy 372*
 - c. Possession and or use of two-way communication devices are prohibited. *Board Policy 443.3*
 - d. Distribution and Display of Materials: All materials for distribution or display are subject to the approval of the building principal. *Board Policies 443, 481, 850, 871*
- III. **Search and Seizure:** The 4th amendment of the U.S. Constitution protects all citizens from unreasonable search and seizure. *Reference: Board Policy 446*
 - a. Locker Searches - WI State Statute 118.325 - Courts have held that it is a proper function of school authorities to inspect the lockers under their control and to prevent their use in illicit ways or for illegal purposes. The following guidelines apply:
 1. Lockers are provided for convenience and are not the exclusive property of the student.
 2. School administrators or their designee may conduct searches.
 3. Periodic searches of any or all lockers (ie. hall/band/PE/classroom lockers) and its contents will be made to ensure compliance with laws and regulations.
 4. One particular locker and its contents may be searched if there exists reasonable suspicion that some item is being kept in the locker in violation of school rules.
 - b. Searches of personal affects can be and will be conducted as needed in accordance with legal guidelines.
 - c. Searches may include the use of canine units.
- IV. **Due Process:** The 14th amendment of the constitution requires a due process procedure for ensuring that the constitutional rights of all persons involved in legal issues are protected. It also requires that all laws must be within the power of the government and must have a rational purpose.

An appeals process has been established to ensure fairness in the application of school rules and regulations. A student or group of students who think that student conduct rules or other school regulations or procedures have been wrongfully interpreted or applied to him/her/them may appeal. The initial appeal must be filed with the principal. The student or students may elect to have faculty representation. *Board Policy 441*

STUDENT CONDUCT AND DISCIPLINE

If a student is asked to leave a classroom as a result of disruptive behavior, the student is to report to the Alternative Leave Center (ALC).

Purpose of the ALC:

Students are assigned to the ALC for the following purpose:

1. To reestablish the learning atmosphere which the student has disrupted.
2. To provide a setting for the student to examine which of his/her actions prompted the teacher to assign him/her to the ALC.
3. To have the student make a commitment to and a plan for correcting the inappropriate behavior.

Procedures:

1. The student will be asked to report to the ALC immediately. The teacher will call the office to inform them that the student is on his/her way.
 - Upon arriving at the ALC, the student will be asked to commit to one of three times when teachers are available to meet with the student.
 - after school today
 - before school on the next school day
 - teacher prep time between now and the next time that this class meets
 - The teacher will indicate if they are unavailable for any of the three options. If so, then other arrangements must be made.
2. The student is to remain in the ALC for that period each day until the classroom teacher has met with and accepted the student's plan for improved behavior.
3. If the student does not produce an acceptable plan by the end of the second day, then the teacher will contact the principal to set up a conference with the parents.
4. Failure to report to the ALC will result in additional consequences and permanent assignment to the ALC until a PLAN FOR IMPROVED BEHAVIOR is agreed upon.
5. Failure to cooperate with the ALC supervisor will result in an immediate referral to the principal.
6. The ALC teacher will refer any student to the principal upon that student's fourth and subsequent referral to the ALC. The principal will schedule conferences with parents and teachers as necessary.

Board Policy 443: STUDENT CONDUCT RULES AND DISCIPLINE GUIDELINES

The following acts are unacceptable by students attending West Salem School District. Any disciplinary action that follows does not imply or require that a step-by-step progression of increasing severity be employed by an administrator when dealing with a violation. However, there shall be a logical relationship between the severity of the offense and administrative action.

1. Violations Against Persons
 - a. Hazing: The broad definition of HAZING, as adopted by the School District of West Salem is any action taken or situation created intentionally, whether on or off school grounds with or without consent, to produce excessive physical fatigue, embarrassment, or public ridicule or possibly cause mental or physical harm or injury to a person or property in the context of initiating that person into a student group. "Student groups" include schools, school-sponsored groups, clubs or organizations having students as their primary members or participants. It includes all grade levels, classes, teams, activities or particular school events.
 - (1) Minimum Action: Student conference and parent/guardian contact and possible detention
 - (2) Alternative Action: Notification of police or juvenile authorities, detention or suspension
 - (3) Maximum Action: Expulsion
 - b. Fighting: Mutual combat occurring on district school grounds, school property or school sponsored activities in which both parties have contributed to the situation by verbal and/or physical action.
 - (1) Minimum Action: Student conference and parent/guardian contact
 - (2) Alternative Action: Detention or suspension, notification of police or juvenile authorities
 - (3) Maximum Action: Expulsion

- c. Harassment/Bullying: Participating in or conspiring with others when on district school grounds, school property, or school sponsored activities, to engage in harassing acts which injure, degrade or disgrace other individuals.
 - (1) Minimum Action: Student conference and parent/guardian contact
 - (2) Alternative Action: Detention or suspension
 - (3) Maximum Action: Expulsion
- d. Interference/obstruction of the student learning process: Any intentional action when on district school grounds, school property or school sponsored activities taken to attempt to prevent a staff member from exercising his/her lawfully assigned duties.
 - (1) Minimum Action: Student conference and parent/guardian contact
 - (2) Alternative Action: Detention or suspension
 - (3) Maximum Action: Expulsion
- e. Weapons: See policy 832
- f. Assault: Committing an act when on district school grounds, school property or school sponsored activities with the intent to cause fear in another of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another.
 - 1) Minimum Action: Suspension, parent/guardian conference and immediate notification of the police
 - (2) Maximum Action: Expulsion

2. Violations Against Property

- a. Unauthorized/illegal use of school property for non-school sponsored activities.
 - (1) Minimum Action: Student conference and parent/guardian contact
 - (2) Alternative Action: Notification of police or juvenile authorities, detention or suspension
 - (3) Maximum Action: Expulsion
- b. Willful damage to school property.
 - (1) Minimum Action: Parent/guardian contact and restitution
 - (2) Alternative Action: Detention or suspension, notification of police or juvenile authorities
 - (3) Maximum Action: Expulsion
- c. Willful damage to property of staff members and others.
 - (1) Minimum Action: Parent/guardian contact and restitution
 - (2) Alternative Action: Detention or suspension, notification police or juvenile authorities
 - (3) Maximum Action: Expulsion
- d. Theft: The unauthorized taking of the property of another.
 - (1) Minimum Action: Student conference, parent/guardian contact and/or notification police or juvenile authorities and/or restitution
 - (2) Maximum Action: Expulsion
- e. Robbery/extortion: The obtaining of property from another where his/her consent was induced by the use of force or threat of force.
 - (1) Minimum Action: Suspension, parent/guardian conference and/or immediate notification of police
 - (2) Maximum Action: Expulsion

3. Other Violations

- a. Violation Against Traffic Regulations on School Premises
 - (1) Minimum Action: Parent/guardian contact
 - (2) Alternative Action: Suspension of parking privileges
 - (3) Maximum Action: Referral to the police department
- b. Willful disobedience: Refusal to follow school rules/regulations other than those outlined in this rule.
 - (1) Minimum Action: Student conference and parent/guardian contact
 - (2) Alternative Action: Detention or suspension
 - (3) Maximum Action: Expulsion
- c. Disruptive behavior: Actions which interfere with effective operations and the educational environment of the school.
 - (1) Minimum Action: Student conference and parent/guardian contact
 - (2) Alternative Action: Detention or suspension
 - (3) Maximum Action: Expulsion
- d. Defiance of authority: Willful refusal to follow a reasonable direction/order given by a staff member.
 - (1) Minimum Action: Suspension
 - (2) Maximum Action: Expulsion

- e. Record or identification falsification: Falsifying a signature or date on an official record or permit slip or refusing to give correct identification or giving false identification when identification is requested by a staff member.
 - (1) Minimum Action: Student conference and parent/guardian contact
 - (2) Alternative Action: Detention or suspension
 - (3) Maximum Action: Expulsion
- f. Unauthorized distribution of materials: Distribution of inflammatory or libelous material on school property.
 - (1) Minimum Action: Parent/guardian conference
 - (2) Alternative Action: Detention or suspension
 - (3) Maximum Action: Expulsion
- g. Leaving school grounds during school hours without proper approval.
 - (1) Minimum Action: Student conference and parent/guardian contact
 - (2) Alternative Action: Detention or suspension
 - (3) Maximum Action: Expulsion
- h. Chronic or unexcused absenteeism: See 431-Rule
- i. Chronic unexcused tardiness.
 - (1) Minimum Action: Student conference and/or parent/guardian contact
 - (2) Alternative Action: Detention or suspension
 - (3) Maximum Action: Expulsion
- j. Student attire and grooming: Manner of dress or grooming which presents a clear danger to health or safety, causes an interference with work, creates classroom or school disorder or damages school property or is pervasively vulgar.
 - (1) Minimum Action: Student conference; and parent/guardian contact
 - (2) Maximum Action: Suspension
- k. Trespassing: Physically present on school grounds or at a school activity after being requested to leave by a building principal or other person lawfully responsible for the control of school grounds.
 - (1) Minimum Action: Referral to police or juvenile authorities and parent/guardian contact
 - (2) Maximum Action: Expulsion
- l. Gambling: The playing of a game of chance for stakes.
 - (1) Minimum Action: Student conference and parent/guardian contact
 - (2) Alternative Action: Detention or suspension
 - (3) Maximum Action: Expulsion
- m. Disorderly conduct : Using offensive, obscene or abusive language, using language which is disrespectful or threatening to others, making obscene gestures to others or engaging in boisterous and noisy conduct.
 - (1) Minimum Action: Detention or suspension
 - (2) Maximum Action: Expulsion

Note: If any of the above disorderly conduct acts are indirectly or directly directed toward a staff member, suspension is automatic.
- n. Tobacco: See policy 831
- o. Alcohol and other drug use: See policy 443.1
- p. Snowballing on school grounds at anytime or throwing objects of any kind in a school building or in the vicinity of a school.
 - (1) Minimum Action: Student conference and/or parent/guardian contact
 - (2) Alternative Action: Detention or suspension
 - (3) Maximum Action: Expulsion
- q. Violation of academic integrity standards: cheating, plagiarism, forgery, or theft.
 - (1) Minimum action: Assigned a "0" for work in question
 - (2) Alternative Action: Grade reduction, detention, suspension or withdrawal from class with an F
 - (3) Maximum Action: Expulsion

Board Policy 443.1: ALCOHOL TOBACCO AND OTHER DRUGS

No student shall use, possess, distribute, be under the influence of, sell, buy or transfer alcohol or illicit drugs while on school premises or while involved in any school-related activity.

The possession, use or the intent to distribute tobacco products by students is prohibited while on school premises or while involved in any school-related activity.

The possession, use, being under the influence of or having the intent to distribute any over-the-counter medication and drugs prescribed by a licensed physician to someone other than the student while on school premises or while involved in any school-related activity is prohibited. Such items prescribed to students with proper completed forms must be kept in the office and distributed by appropriate school personnel, unless otherwise authorized.

All students must abide by this policy. Failure to do so shall result in disciplinary action, which may include parent/guardian contact, a student-parent/guardian conference, suspension and/or expulsion. Students who violate this policy may also be removed from an activity and/or referred to law enforcement officers and/or health, social services or drug abuse treatment agencies.

Board Policy 443.2: STUDENT CONDUCT ON SCHOOL BUSES

Bus riders shall conform to the same standards of conduct which are expected of them at school and bus ridership rules. When a student fails to conduct him/herself in accordance with established school conduct and bus ridership rules, the bus driver shall bring such misconduct to the appropriate administrator's and transportation director's attention by completing a bus disciplinary form. Notification of parents/guardians and due process shall be in accordance with established Board policy.

Bus Rider Rules and Disciplinary Action Procedures will be posted in each bus and school handbook. They will be reviewed annually by the administrative team in April.

Board Policy 443.2 Procedures: BUS RIDER RULES AND DISCIPLINARY ACTION

Conduct

Bus riders shall conform to the same standards of conduct which are expected at school. In addition, bus riders at all times shall:

1. Obey and not distract the bus driver.
2. Be courteous and respectful of everyone on the bus.
3. Respect the bus and other's property and be responsible for damages.
4. Remain seated unless loading or unloading from the bus.
5. Keep all body parts and items inside of the bus.
6. Use decent and correct language for school.
7. Eat and/or drink as approved by the driver.
8. Keep the bus clean and remove garbage.
9. Maintain a Tobacco and Drug Free Zone.
10. Use personal recording devices, camera, and cell phones as directed by the driver.
11. Follow all bus safety drill procedures.

Disciplinary Action

The Following procedures shall be used to handle cases of misconduct:

1. The bus driver shall verbally warn the student and file a written report with the principal and transportation director.
2. The building principal and or his or her designee will determine consequences based on severity and frequency of actions.

Minimum Action: Notify the parent(s) or guardian (s) by oral and/or written notification and may issue:

Alternative Action: Suspend the student from bus riding privileges or issue detention(s) etc. or

Maximum Action: In school or out of school suspend the student from school or recommend expulsion.

Board Policy 831: TOBACCO USE/POSSESSION ON SCHOOL PREMISES

The use of tobacco products and student possession of tobacco products shall be prohibited at all times on school premises and at all school-sponsored activities. "School premises" include all property (including vehicles) owned by, rented by or under the control of the School District of West Salem.

The administrative staff shall inform students, staff and the general public about this policy and shall establish enforcement procedures.

Board Policy 831-Rule: TOBACCO PROHIBITION ENFORCEMENT PROCEDURES

Students Found to be in Possession of a Tobacco Product

Any violation of the Board's tobacco use/possession policy shall be dealt with as follows:

First Offense

Minimum Action: Parent/Guardian contact, In-School Suspension for a time to be determined by Administration

Maximum Action: Notification of police

Second and Subsequent Offenses

Minimum Action: Parent/Guardian contact, notification of police, In-School Suspension

Maximum Action: Out of school suspension

Students Found To Be Smoking On School Property

Minimum Action: Parent/Guardian contact, detention or out-of-school suspension and notification of police

Maximum Action: Expulsion

Board Policy 832: WEAPONS ON SCHOOL PREMISES

The possession or use of a dangerous weapon or a look-alike weapon in school buildings, on school grounds, in school vehicles or at school-sponsored activities is prohibited.

A dangerous or look-alike weapon is any object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to, guns, ammunition, explosives, knives, razors, karate sticks, nonchaku, metal knuckles, chains and similar items.

Any student violating this policy shall be subject to the penalties outlined in state law and suspended and/or expelled from school in accordance with state and federal law. The student's parent(s)/guardian(s) and law enforcement officials shall be notified in all cases and the weapon shall be confiscated.

In addition, if an EEN student brings a weapon to school, the school district will convene an IEP meeting.

Any employee violating this policy shall be disciplined in accordance with employee policies and agreements and referred to law enforcement officials for prosecution.

Any other person violating this policy shall be referred to law enforcement officials for prosecution.

Exceptions

1. This policy does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.
2. The building principal may allow weapons in the building for purposes of demonstration, educational presentations or safety classes. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the building principal or person(s) designated by the building principal, except during the actual demonstration or presentation.
3. Archery equipment for physical education classes shall be permitted and must be used only under the supervision of the physical education teacher.
4. The use of guns, bows and arrows and knives shall be authorized at the school forest only during legal deer gun hunting seasons and in accordance with state statutes on hunting.

**Board Policy 370-B Rule: HIGH SCHOOL CO-CURRICULAR ACTIVITY ELIGIBILITY
REQUIREMENTS AND CODE OF CONDUCT**

I. Eligibility Requirements

A. Academic Requirements

Students participating in-group I co-curricular activities shall be required to meet the following academic requirements. Advisors of group II co-curricular activities at the high school may seek Board approval to require that students participating in non-graded group II activities meet the same requirements.

1. A student shall be ineligible to compete/hold a leadership position/participate during the upcoming academic quarter if he/she earns a failing quarter or semester grade in any course. Fall eligibility shall be based on the fourth quarter and second semester grades of the previous high school year.
2. A student shall be ineligible to participate/ compete/hold a leadership position during the upcoming academic quarter if he/she earns a failing quarter and or semester grade any course as a result of an incomplete grade becoming a failure. Eligibility for summer activities is based upon fourth quarter and second semester grades. Eligibility for first quarter activities is based upon the fourth quarter and second semester grades of the previous high school year.
3. Early reinstatement of eligibility lost as a result of a quarter failure will be allowed if the participant is passing all classes at the mid-quarter grading period of the ensuing quarter. Reinstatement of eligibility lost as a result of a semester failure is possible only at the end of the ensuing quarter. Although it is possible to regain eligibility at a mid-quarter grading period, ineligibility can only be a consequence of a quarter or semester failure.
4. A student who is ineligible may not suit up for games/events but they are encouraged to attend all practices/meetings.

B. Attendance Requirements

1. Any participant who has an unexcused absence for any part of the school day shall be ineligible to practice and ineligible to compete or participate for that school day.
2. Any participant who is absent from school for **any part of** the day of an event shall be ineligible to compete/participate unless:
 - a. The absence was due to a school function.
 - b. Permission for the absence has been granted by the administration.
 - c. Extenuating circumstances exist. In such cases, the building principal or designee shall determine whether or not the student shall be ineligible.
 - d. A participant may be gone for a medical/ dental appointment, however to be eligible to participate the appointment must be verified with a note from the doctor.
3. Preexcused absences under Wisconsin Statutes 118.15(3) are not exempt from this policy.

C. Additional Requirements Applicable to Athletes

1. In order to participate in interscholastic athletics, a student must meet all eligibility requirements of the Wisconsin Interscholastic Athletic Association (WIAA).
2. A student may not participate in interscholastic athletics until the school has an examination/ permit card on file in its office attesting to parental permission and physical fitness as determined by a licensed physician or nurse practitioner. (It is recommended that a student also have his/her dental fitness attested to by a licensed dentist.)
3. A student may participate in one athletic activity at a time. When overlapping seasons occur, students may practice for a second activity only if and when released by the director of the original activity.
4. In order to change from one athletic activity to another, a student must have the permission of both coaches involved.
5. A student who is dropped from one athletic activity by the coach for disciplinary reasons shall be ineligible to participate in any other athletic activity at that time.
6. No participant shall be allowed to miss a practice without the permission of the coach. The consequences for missing a practice without permission shall be to miss the next event unless there is an extenuating verifiable excuse that is presented to the coach.
7. No participant shall be allowed to miss an event without the permission of the coach. If a participant misses an event without permission, he/she shall be suspended from the activity for the next event/competition. A second offense shall result in suspension for the remainder of the activity season.
8. If extenuating circumstances exist, the building principal or designee shall determine the participant's consequence for missing an event without permission of the coach.

II. Code of Conduct – Alcohol, Drugs, and Tobacco

A. Rules of Conduct

The following code is to be followed by students participating in group I co-curricular activities and students participating in the non-graded portions of group II activities. The following code shall be in effect year round.

1. No student shall use, possess, distribute, be under the influence of, sell, buy or transfer alcohol or illicit drugs.
2. No student shall use or possess tobacco products.

B. Disciplinary Action

1. First Violation - Any participant who violates this code for the first time shall:
 - a. Be immediately suspended from all performances, competitions, and activities. The suspension shall be in effect until: (a) at least one day of athletic competition has passed; and, (b) a minimum of 15 school days has passed. (Suspension for summer activities shall be three calendar weeks); and
 - b. Be required to attend four education sessions with the alcohol and other drug abuse (AODA) coordinator.
2. Subsequent Violations - Subsequent violations of this code shall result in an immediate suspension from all activities for 12 months from the date of the latest violation. Any participant who violates this code may have his/her suspension reduced to six months by requesting a reduction in the suspension and actively participating in a rehabilitation program. A reduction shall require approval by a review committee consisting of the school counselor, building principal and AODA coordinator. The review committee may request input from the student's parent(s)/guardian(s), coaching or advising staff, rehabilitation personnel, student assistance personnel and others that the student may request.
3. Participants shall be required to attend rehearsals, meetings, work nights and practices during suspension periods.
4. Students shall not receive awards during a period of suspension. Awards shall be presented to the student upon completion of the suspension or graduation.
5. Disciplinary action not satisfied within the season of infraction shall continue into the next season. In order for the disciplinary action to be satisfied, the participant must finish the season in good standing.
6. A participant cannot use non-athletic co-curricular activities to satisfy eligibility requirements for athletics. Likewise, a participant cannot use athletics to satisfy eligibility requirements for non-athletic co-curricular activities.

C. Procedures for Reporting and Appealing Determinations

1. A written report of the violation must be filed with the building principal or designee. Violation of conduct rules may be reported by the following: self, parent/guardian, law enforcement, or school employee. The suspension period begins on the day the building principal or designee confirms that the violation occurred.
2. If an athlete denies violating the code, he/she shall be given an opportunity to be heard prior to any penalty being enforced.
3. If the violation occurred during a school-sponsored function and the participant is not satisfied with the decision rendered by the building principal or designee, he/she may appeal the decision in writing to the School Board within five school days. The Board's decision shall be final.
4. If the violation occurred other than during a school-sponsored function and the participant is not satisfied with the decision rendered by the building principal or designee, he/she may appeal to the co-curricular council. The co-curricular council shall consist of five voting members. It shall include three head athletic coaches, one faculty member from the music department and one other co-curricular activity advisor assigned by the building principal.

If the participant is not satisfied with the decision of the co-curricular council, he/she may appeal to the School Board within ten (10) work days. The School Board's decision shall be final.

III. Code of Conduct– Conduct Unbecoming a West Salem Participant

- A. Participants must also follow those conduct rules which are applicable to all students. Students violating such rules shall be disciplined in accordance with established procedures.
- B. Engaging in or being an accomplice of an immoral, unlawful, or generally unacceptable conduct contrary to the ideals, principles, and standards of our school or WIAA is considered a violation of the code of conduct.
- C. The co-curricular council (five voting members, three head athletic coaches, one faculty member from the music department and one other co-curricular activity advisor assigned by the building principal) will be convened to determine the appropriate consequences for the behavior exhibited that was contrary to the code of conduct.
- D. Any violation of the "Code of Conduct – Conduct Unbecoming" clause is independent of any other violation of the Code of Conduct. Previous violations of the "Alcohol, Tobacco, and Drug" code and "Conduct Unbecoming" code will be taken into consideration by the co-curricular council when determining a consequence.

IV. School Equipment and Property

Learning responsibility is one of the values to be gained by participating in co-curricular activities. The proper care

of school equipment and property shall be the responsibility of the student. The original equipment issued to a participant must be returned at the end of each season or school consequences may be applied. A student shall:

1. Notify the coach/advisor if equipment is in need of repair or a change in size is required; and
2. Be financially responsible for any lost or damaged equipment.

Group I - Co-Curricular Activities – High School

All WIAA Sponsored Athletics

Cheerleading

Class Presidents

Dance Team/Poms

*Diversity

*Ecology Club

*FFA

Forensics

High Quiz Bowl

Jazz Band

*Link Crew

Math Team

Mock Trial

National Honor Society

Performing Arts

*Pep Band

*Pep Club

Show Choir

Ski Team

Student Council

Summer Musical

*VICA

*Visual Arts Classic (VAC)

*Yearbook

Note: Any other groups that become active in the high school will be required to follow this policy.

All students in co-curricular activities are required to meet the grade eligibility requirements. Those students in the * activities that hold an office/elected position/leadership position would be required to sign the code of conduct and adhere to its guidelines. Any student who is competing as part of the activity is also required to sign and adhere to the code of conduct.

Group II – Curricular Related Activities

Marching Band

Colorguard

Choir

Board Policy 341.3: DRIVER EDUCATION POLICY

The School District of West Salem wishes to stress the importance of academic performance, school attendance and appropriate behavior. It is, therefore, recognized that any student meeting the necessary age requirements as well as the following criteria, will be eligible to enroll in our Driver Education Program:

- a. The student must have earned at least 6 credits during the school year preceding the summer Driver Education Class.
 1. For students who plan to enroll in Driver Education after their freshmen year, these six credits must include:
 - 1/2 credit of Geography
 - 1/2 credit of World History
 - 1 credit of Physical Science
 - 1 credit of English
 - 1 credit of Math
 - 1/2 credit of Physical Education.
 2. For students who plan to enroll in Driver Education after their sophomore year, these six credits must include:
 - 1 credit of Biology
 - 1 credit of English
 - 1 credit of US History
 - 1/2 credit of Health
 - 1/2 credit of Physical Education.
 3. Students who plan to enroll in Driver Education after their Eighth Grade year must have passed at least 6 of their classes each semester.
- b. The student may not have had more than 2 unexcused absences during the spring semester preceding summer Driver Education.
- c. The student may not have been suspended, in-school or out-of-school, on more than one separate occasion during the semester preceding summer Driver Education.
- d. Students new to the school will have their cumulative records reviewed by the principal for eligibility.

TECHNOLOGY USE FOR STUDENTS AND STAFF

The use of technology in the School District of West Salem must be in support of the mission and educational goals of the district.

Appropriate etiquette is expected and required of all users-staff and students. Users are permitted to use the district's technology resources for the purpose of research, lesson preparation, peer communications and/or other information gathering and sharing as it relates to education. Users are permitted to access computer software only through the menus that have been specifically set up for that purpose. The following limitations apply to the use of district technology:

1. Users (students and staff) are not permitted to use the district's technology resources for personal financial gain, entertainment or recreation.
2. Users are not permitted to set up or relocate computers and other peripherals. All hardware set up and relocation is to be done by the technicians.
3. Users are not permitted to load software on networked computers. All software is to be loaded by the computer technician.
4. Users should not expect that files and other information stored on district technology systems will be private.
5. Users are not permitted to access servers other than to save, retrieve personal files and use approved network software. They are not to be in any other area of the server.
6. Users are not to delete, add or alter any data other than their own.
7. Users are not permitted to access any part of the operating system of a given computer or computer network.
8. Users are not to deliberately destroy or diminish the value or effectiveness of any technology or information system. This includes but is not limited to vandalism, creating or uploading viruses, and the careless use of food or drink.
9. Users are prohibited from copying district software for use on their home computers or to pass on to others.
10. Users are prohibited from using personal software on district computers.
11. Users are prohibited from divulging security passwords and/or using the passwords of others.
12. Users are prohibited from trespassing in others' files or using the intellectual property of others.
13. Users are prohibited from violating copyright laws or using district equipment for other illegal activities including but not limited to downloading software and plagiarism.

14. Users are prohibited from sending or displaying offensive or obscene messages or pictures; and from using obscene or offensive language to harass, insult or attack others.
15. Students will not post personal information about themselves or any other person.

Use violations may result in loss of access and privileges and may result in disciplinary actions. Violations may also be referred to appropriate law enforcement agencies.

The School District of West Salem makes no warranties of any kind, whether expressed or implied, for the service it is providing. West Salem School District will not be responsible for any damages you suffer, this includes loss of data resulting from delays or service interruptions caused by it's own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. West Salem specifically denies any responsibility for the accuracy or quality of information obtained through its services. The district will not be responsible for financial obligations arising from unauthorized use of the system.

Any changes made to Board Policies referenced in this handbook during the 2010-2011 school year will be printed in the school and/or district newsletters and/or on the district website.