



# West Salem High School

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

**PANTHER**  
**Respect**  
**Integrity**  
**Dedication**  
**Excellence**

**1<sup>st</sup>**  
**Class**

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.

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.

# Daily Schedules

## **Schedule A**

Monday  
Wednesday, Thursday, Friday

1	7:50 - 8:38
2	8:42 - 9:32
3	9:36 - 10:24
4	10:28 - 11:16
5-1 [L]	11:16 - 11:46
[C]	11:50 - 12:37
5-2 [C]	11:20-12:07
[L]	12:07-12:37
6	12:41 - 1:28
7	1:32 - 2:19
8	2:23 - 3:10

## **Schedule B**

Tuesday

1	7:50 - 8:31
2	8:35 - 9:18
3	9:22 - 10:03
4	10:07 - 10:48
5-1 [L]	10:48 - 11:18
[C]	11:22 - 12:03
5-2 [C]	10:52 - 11:33 [L]
11:33	- 12:03
6	12:07 - 12:48
HR	12:52 - 1:08
7	1:12 - 1:53
8	1:57 - 2:38

## **Homeroom Schedule**

1	7:50 - 8:35
2	8:39 - 9:27
3	9:31 - 10:16
4	10:20 - 11:05
5-1 [L]	11:05 - 11:35
[C]	11:39 - 12:24
5-2 [C]	11:09 - 11:54
[L]	11:54 - 12:24
6	12:28 - 1:13
HR	1:17 - 1:32
7	1:36 - 2:21
8	2:25 - 3:10

## **Early Release Schedule**

1	7:50 - 8:18
2	8:22 - 8:50
3	8:54 - 9:22
4	9:26 - 9:54
5	9:58 - 10:26
6	10:30 - 10:58
7	11:02 - 11:29
8	11:33 - 12:00
Lunch	12:00 - 12:30
Buses Depart	- 12:30

5-1 Means you eat 1<sup>st</sup> Lunch

5-2 Means you eat 2<sup>nd</sup> Lunch

## 2018 - 2019 Calendar of Events

<b>First Semester</b>	<b>Second Semester</b>
<p><b><u>September 2018</u></b>  September 4      First Day of School  September 22      Homecoming Week  September 28      Homecoming Day (Dance – Sept. 29)</p> <p><b><u>October 2018</u></b>  October 2            1<sup>st</sup> Quarter Mid-Term  October 3            8AM, Grades Submitted, Mid Q1  October 3            Early Release – 12:30 dismissal  October 4            Parent-Teacher Conferences 3:30-7:00  October 10          Senior Class Picture &amp; retake day  October 19          No School  October 26          No School for Students  Teacher Inservice</p> <p><b><u>November 2018</u></b>  November 2          End of 1st Quarter  November 6          8AM, Grades submitted for 1<sup>st</sup> Quarter  November 7          Early Release – 12:30 dismissal  November 12        Veteran’s Day Ceremony  November 21-23     No School – Thanksgiving Break</p> <p><b><u>December 2018</u></b>  December 5          Early Release – 12:30 dismissal  December 7          2<sup>nd</sup> Quarter Mid-Term  December 10        8AM, Grades submitted, Mid Q2  Dec 22-Jan 1        Winter Break</p> <p><b><u>January 2019</u></b>  January 2            School Resumes  January 16-18       Semester Exams  January 18           End of 1<sup>st</sup> semester  January 21           No Classes - Semester Transition Day  January 22           8AM, Grades submitted for 1<sup>st</sup> semester  January 22           Start of 2<sup>nd</sup> Semester</p>	<p><b><u>February 2019</u></b>  February 8          No School – Local Teacher Convention  February 13        Early Release – 12:30 dismissal  February 19        3<sup>rd</sup> Quarter Mid-Term  February 20        8AM, Grades submitted for Mid Q3  February 20        ACT State Assessment, Juniors  February 21        ACT WorkKeys Assessment, Juniors  February 21        Parent-Teacher Conferences 3:30-7:00</p> <p><b><u>March 2019</u></b>  March 6            Early Release – 12:30 dismissal  March 15            No School or Snow Makeup Date  March 22            End of 3<sup>rd</sup> Quarter  March 26            8AM, Grades submitted for 3<sup>rd</sup> Quarter  March 27            WI Forward Assessment, Sophomores  March 29            No School</p> <p><b><u>April 2019</u></b>  April 19-22         No School – Easter Break  April 24            ACT Aspire Assessment, Sophomores  April 25            ACT Aspire Assessment, Freshmen  April 26            4<sup>th</sup> Quarter Mid-Term  April 29            8AM, Grades submitted for Mid Q4</p> <p><b><u>May 2019</u></b>  May 4              Prom  May 8              No School grades 9-11  SEP presentations afternoon  Scholarship Awards Night  Yearbook Dedication  Senior Sing Out  May 15            Graduation 1:30 pm  May 17            No School – Memorial Day  May 24            Semester Exams Begin  May 26            No School – Memorial Day  May 27            Semester Exams Begin  May 31            Semester Exams Begin</p> <p><b><u>June 2019</u></b>  June 3, 4           Semester Exams  June 5              <b>Last Day of School – 12:30 Dismissal</b>  June 6, 7           Snow Makeup Dates</p>

\*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;
- 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 truanies: 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*

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

**Simple Truancy/Habitual Truancy:**

- a) Parents will be contacted by phone and/or letter following each instance of truancy.
- b) Upon a third instance of truancy, a meeting with the student and his/her parent[s] will be scheduled by the high school office. Should it be found the student was indeed truant a third time, a request will be made by building administration to local law enforcement for the issuance of a truancy ticket.
- c) Upon a fifth instance of truancy, habitual truancy will be filed, which will result in one or more of the following:
  - a. Referral to municipal authorities;
  - b. Suspension of driver's license;
  - c. Habitual truancy ticket;
  - d. Referral to social services;
  - e. Mandatory court appearance.

**Detentions:**

Students who are truant/unexcused will be assigned detentions according to the following general guidelines:

- a) Three detentions for 1-2 hours missed;
- b) Four detentions for 3-4 hours missed;
- c) One detention will be added for every additional hour missed for up to 8 detentions per day.
- d) 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.

**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 pre-excused 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 turn in all assigned work due on the day of the absence upon their return. Students are allowed the number of days they were absent plus one additional day with a maximum number of five days to complete any work that was assigned while absent.

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 additional tardies will result in a conference with administration to discuss further consequences.

### **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. Pre-excused 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 4:00 pm.
- Loss of Privileges: to include but not limited to: commons, open campus, unsupervised lunch, parking rights, etc....
- 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 use cell phones during school hours (7:45-3:10) with the following exceptions: cell phones are strictly prohibited in the locker rooms and bathrooms at all times, teachers may establish guidelines for cell phone use in their individual classrooms. Students violating cell phone policies shall be disciplined in accordance with the established procedures as follows:

1. First Offense: Phone confiscated and warning given.
2. Second and Subsequent Offenses: Phone will be confiscated and a parent must come to the school to retrieve the phone.
3. After multiple offenses other consequences may be assigned.
4. 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:

1. Eligibility for Commons will be assessed at each mid-quarter and at the end of each quarter.
2. Eligibility will be gained by passing all classes with no more than one D [D+, D, or D-] in any class.
3. 4<sup>th</sup> quarter grades from the previous year will determine commons eligibility for 1<sup>st</sup> quarter of the following year.
4. Freshmen will have the opportunity to earn commons privileges for second semester by meeting the grade criteria established above during their first semester of high school.

Commons privileges may be revoked as a result of failing to comply with established behavior guidelines and/or can be revoked as a consequence of inappropriate behavior in other areas of the school.

### **DANCES**

West Salem High School students wishing to bring a guest to a formal school dance must complete a guest pass form. Students wishing to attend Prom as an individual 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**

### **Student Dress Code**

To maintain the health and safety of students and promote a professional learning environment, West Salem High School staff has established the following rules:

- a) No coats, outdoor vests, hats, headwear, hoods, bandanas, chains, or sunglasses may be worn.
- b) Clothing should completely cover the torso and undergarments (e.g., no bare midriffs). When standing up, the shirt must touch the top of pants, shorts or skirt.
- c) Short shorts or excessively short skirts are not allowed.
- d) Clothing items such as backless tops, halter tops, strapless tops, and spaghetti-strapped tops are not allowed, except when being worn as a layering piece. Ultimately, students' backs and shoulders should be covered and excessive cleavage should not be visible.
- e) Shoes must be worn at all times. House or bedroom slippers are not allowed.
- f) Any fashion (dress, accessory or adornment) that is distracting from the learning process or presents a safety risk; displays suggestive, offensive, obscene, sexually degrading or racially motivated graphics or statements; or pertains to drugs, alcohol, or tobacco products is not permitted.

West Salem High School administration will use discretion to make decisions regarding the appropriateness of each student's dress and possible consequences for violation of the above policy. Students will be required to change into appropriate clothing. This may include being sent home to change clothes. Repeated violations of the dress code rules will result in disciplinary actions. With staff, student and parent support and the use of good sense in terms of appropriate attire selection for school, issues can be easily resolved and uncomfortable circumstances avoided.

### **ELECTRONIC DEVICES – (other than cell phones)**

Examples of electronic devices include but are not limited to: iPods, iPads, e-readers, etc. Electronic devices will be allowed in commons, study hall and the LMC. Electronic devices may be used in individual classrooms with teacher permission.

### **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. Grades received for classes taken off campus, online, or not taught by a WSHS teacher will not be included in the student's grade point average. High school and/or college credit will still be granted upon successful completion of the course.



**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 "P" 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 incomplete grades 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 cannot be made up prior to the end of the year, prevents the student from participating in commencement.
- A student who is enrolled in a college credit course in which the district paid the tuition, who fails or withdraws after the deadline, will be responsible for reimbursing the district the entire cost of tuition for that course. The student will not be allowed to enroll in future college credit courses until the outstanding bill has been paid.

**Incomplete Grades:**

Two weeks are allowed for make-up after the conclusion of each grading period. For commons privileges and open campus, incomplete grades are considered an "F" until the make up is cleared or the two weeks have passed.

**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. The commons supervisor and the teacher to whom the student wishes to report must sign an application form. 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 may result in a 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. 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 doctor's 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.

**OPEN CAMPUS PRIVILEGES FOR SENIORS**

Seniors have the opportunity to earn open campus privileges, which allow them to leave campus during one of their study hall/commons times. Any senior may pick up an application form in the high school office and fill out the form with a parent. After turning in the form the student must meet with building administration for approval.

## **PARKING LOT**

*Reference Board Policy 446*

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. Cars parked in school lots may be searched.

Licensed student drivers who are issued a parking permit must display it on the driver's side rear windshield of the vehicle. If the vehicle is a truck and has a topper, the sticker must be placed in the same area, on the topper and not the window of the vehicle. Convertibles should display the parking permit in the front lower section of the windshield on the driver's side (make sure to locate in a way that does not impair vision). Motorcycles do not have to display a parking sticker but must be registered in the high school office. Students are allowed to park in the east lot only and should park their vehicles so that they are completely within the marked areas on the pavement for parking. Students are NOT allowed to back into parking stalls. Backing into stalls could result in a ticket issued by the West Salem Police Department. The WSPD needs to be able to drive through the lot and easily see parking permits. Any behavior while driving a vehicle on school property by student drivers, which is potentially hazardous to others or the property of others, may result in a suspension of parking privileges.

## **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 book bags and purses are to be kept in student lockers during the school day.

**SCHEDULING**

*Reference: Board Policies: 412.1, 431*

DROP/ADD PROCEDURES Creating the master schedule for West Salem High School and individual schedules for students is based on student choices. One of the responsibilities of making a choice is living with potential consequences. It is expected that students choose courses because they have a strong interest in them.

Thus, changing course selections after they are made for the upcoming school year is permitted ONLY according to the following policies:

1. Scheduling error – for example: a class is listed twice; more than one commons/study hall; missing a pre-requisite.
2. Adding a class: a student may request to add a class to take the place of a commons/study hall period if space is available and the requested change does not overload the class.
3. Dropping a class: a student may request to drop a class, however, administration may deny the request if it results in the class size dropping below the minimum required number of students.
4. Failed class(es) or teacher/counselor recommended change.
5. Change required for Youth Options, Youth Apprenticeship or Independent Study.
6. All other changes are subject to approval by the student services team and high school administration.

**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 High School offers credit recovery and enrichment opportunities during summer school sessions.

## TECHNOLOGY USE FOR STUDENTS

The use of technology in the School District of West Salem must be in support of the mission and educational goals of the district. Please see the Technology User Agreement that was provided to you when your computer was issued. The User Agreement is also available on the high school web site.

## 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. 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 an **ALC Fix It Plan** is agreed upon.
5. Failure to cooperate with the ALC supervisor will result in an immediate referral to administration.
6. The ALC teacher will refer any student to administration upon that student's fourth and subsequent referral to the ALC who 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
  - (2) Alternative Action: Police notification, 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, police notification
  - (3) Maximum Action: Expulsion
- c. **Harassment/Bullying:** Participating in or conspiring with others when on district school grounds, school property, off school grounds when school related, school sponsored activities or through the use of technology (cyber bullying) to engage in harassing acts which injure, degrade or disgrace other individuals. Harassment is conduct that threatens or endangers the physical or emotional safety of an individual or group. Harassment can be in the form of physical, verbal or written, and also includes harassment performed through the use of technology.
  - (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 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 contact and police notification
    - (2) Maximum Action: Expulsion
2. Violations Against Property
- a. Unauthorized/illegal use of school property.
    - (1) Minimum Action: Student conference and parent/guardian contact
    - (2) Alternative Action: Police notification, detention or suspension
    - (3) Maximum Action: Expulsion
  - b. Vandalism to school property.
    - (1) Minimum Action: Parent/guardian contact, restitution and/or clean up
    - (2) Alternative Action: Detention or suspension, police notification
    - (3) Maximum Action: Expulsion
  - c. Vandalism to property of staff members and others.
    - (1) Minimum Action: Parent/guardian contact, restitution and/or clean up
    - (2) Alternative Action: Detention or suspension, police notification
    - (3) Maximum Action: Expulsion
  - d. Theft: The unauthorized taking or knowingly unauthorized possession of the property of another, including school property.
    - (1) Minimum Action: Student conference parent/guardian contact, restitution
    - (2) Alternate Action: Detention or suspension, police notification
    - (3) 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 contact, police notification
    - (2) Maximum Action: Expulsion
3. Other Violations
- a. Violation Against Traffic Regulations on School Premises
    - (1) Minimum Action: Student conference, parent/guardian contact
    - (2) Alternative Action: Suspension of parking privileges
    - (3) Maximum Action: Police notification
  - 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: Behaviors 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: Student conference and parent/guardian contact
    - (2) Alternate Action: Detention or suspension
    - (3) 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 contact
  - (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. Student attire and grooming: Manner of dress or grooming which violates the dress code outlined in the student handbook and/or 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, student must immediately change their attire and parent/guardian contact
  - (2) Maximum Action: Suspension
- j. Trespassing: Students physically present in school buildings or on school property without proper authorization.
  - (1) Minimum Action: Police notification and parent/guardian contact
  - (2) Alternate Action: Detention or suspension
  - (3) Maximum Action: Expulsion
- k. 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: Student conference and parent/guardian contact
  - (2) Alternate Action: Detention or suspension
  - (3) Maximum Action: Expulsion

Note: If any of the above disorderly conduct acts are indirectly or directly directed toward a staff member, suspension is automatic.
- l. Tobacco: See policy 443.1
- m. Alcohol and other drug use: See policy 443.1
- n. 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
- o. 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, or suspension or withdrawal from class with a failing grade
  - (3) Maximum action: expulsion

- p. Engaging in any activity forbidden by law that interferes with school purposes; including but not limited to pulling a fire alarm, false 911 calls, bomb threats, possession or detonation of fireworks or other explosive devices, and arson.
- (1) Minimum Action: Parent/guardian contact,
  - (2) Alternate Action: Suspension, police notification
  - (3) Maximum Action: Expulsion
- q. Other Types of Conduct Not Allowed in School
- Gambling
  - Public Displays of Affection (PDA) beyond handholding/hugging
  - Possession/use of laser pointers
  - Possession/use of squirt guns/water balloons or other apparatus designed to shoot water
  - Skateboards/in-line skates should not be used in parking lots or sidewalks on school property.
- (1) Minimum Action: Student conference and/or parent contact
  - (2) Alternate Action: Detention or suspension, police notification
  - (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, illicit drugs, look-alike substances, drug paraphernalia, drugs prescribed by a licensed physician to someone other than the student, synthetic drugs or over the counter medication that is not used for its intended purpose, tobacco or synthetic tobacco products while on school property or while involved in any school-related activity.

Over the counter medications and medications 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.

- (1) Minimum Action: Student conference and parent/guardian contact
- (2) Alternate Action: Police notification, suspension, removal from an activity
- (3) Maximum Action: Expulsion

**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 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, nunchaku, 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.

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