



West Salem High School

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



PRACTICE EXCELLENCE, ACT RESPECTFULLY
WITH INTEGRITY

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.

Daily Schedule

Schedule A

Monday, Thursday

1	7:45 - 8:30
2	8:34 - 9:19
3	9:23 - 10:09
4	10:13 - 10:58
5A	10:58 - 11:28 (Lunch)
	11:32 - 12:17 (Class)
5B	11:02 - 11:47 (Class)
	11:47 - 12:17 (Lunch)
6	12:21 - 1:06
7	1:10 - 1:55
8	1:59 - 2:44
PLC	2:44 - 3:30

STUDENTS DISMISSED AT 2:44. BUSES RUN AS USUAL.

Schedule B

Tuesday, Wednesday

1	7:45 - 8:29
2	8:33 - 9:17
3	9:21 - 10:06
RESOURCE	10:10 - 10:44
4	10:48 - 11:32
5A	11:32 - 12:02 (Lunch)
	12:06 - 12:50 (Class)
5B	11:36 - 12:20 (Class)
	12:20 - 12:50 (Lunch)
6	12:54 - 1:38
7	1:42 - 2:26
8	2:30 - 3:14

Homeroom Schedule

Friday

1	7:45 - 8:31
2	8:35 - 9:21
3	9:25 - 10:12
4	10:16 - 11:02
5A	11:02 - 11:32 (Lunch)
	11:36 - 12:22 (Class)
5B	11:06 - 11:52 (Class)
	11:52 - 12:22 (Lunch)
6	12:26 - 1:12
HR	1:16 - 1:34
7	1:38 - 2:24
8	2:28 - 3:14

Early Release Schedule

1	7:45 - 8:14
2	8:18 - 8:47
3	8:51 - 9:19
4	9:23 - 9:51
5	9:55 - 10:23
6	10:27 - 10:56
7	11:00 - 11:28
8	11:32 - 12:00
Lunch	12:00 - 12:30
Buses Depart	- 12:30

5A Means you eat 1st Lunch

5B Means you eat 2nd Lunch

2025 - 2026 Calendar of Events (Subject to change)

First Semester

August 2025

August 25	First Day of School Freshmen Attend 7:15-3:15 Sophomores Attend 8:00-10:30 AM Juniors Attend 10:00 AM-12:30 PM Seniors Attend 12:30-3:00 PM
August 26	First Day of Classes 7:45 Start

September 2025

September 1	No School - Labor Day
September 25	Picture Retake Day
September 26	End of Progress 1 Grades
September 28	Homecoming Week Kickoff
September 30	8AM, Grades Submitted for P1

October 2025

October 3	Homecoming Game vs. Luther
October 4	Homecoming Dance
October 8	College, Career, Life Ready Day Early Release – 12:30 dismissal
October 21	Family-Teacher Conferences 3:30-7:00
October 24	No School
October 30	End of Progress 2 Grades
October 31	No School for Students/Teacher Inservice

November 2025

November 4	8AM, Grades submitted for P2
November 11	Veterans Day Ceremony
November 23-20	WSHS Music Trip
November 26-28	No School – Thanksgiving Break

December 2025

December 5	End of Progress 3 Grades
December 9	8AM, Grades submitted for P3
Dec 24-Jan 4	Winter Break

January 2026

January 5	School Resumes
January 16	End of Progress 4/Semester 1 Grades
January 19	No School - Semester Transition Day
January 20	8AM, Grades submitted for P4/Semester 1

Second Semester

January 2026

January 20	College, Career, Life Ready Day First Day of 2nd Semester
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February 2026

February 4	College, Career, Life Ready Day Early Release – 12:30 dismissal
February 19	End of Progress 5 Grades
February 20	No School for Students/Teacher Inservice
February 24	8AM, Grades submitted for P5

March 2026

March 5	Family-Teacher Conferences 3:30-7:00
March 12	ACT State Assessment, Juniors
March 13	No School
March 20	WI Forward Assessment, Sophomores
March 20	End of Progress 6 Grades
March 24	8AM, Grades submitted for P6

April 2026

April 2	No School for Students/Snow Makeup Date
April 3-6	Easter Break
April 10	College, Career, Life Ready Day Pre-ACT State Assessment, 9th & 10th
April 24	End of Progress 7 Grades
April 28	8AM, Grades submitted for P7

May 2026

May 2	Prom
May 6	No School grades 9-11 Panther Portfolio presentations
May 13	Scholarship Awards Night
May 15	Senior Awards/Yearbook Dedication
May 22	Senior Sing Out
May 22	Graduation, 7:00 pm
May 25	No School – Memorial Day
May 29	Last Day of School – 12:30 Dismissal
May 29	3 PM, Grades submitted for P8/Semester 2

Notice Regarding Policy Updates

The policies and procedures outlined in this handbook are intended to reflect the current practices and expectations of the School District of West Salem. However, please note that some content may be subject to change throughout the year due to updates in local, state, or federal laws, as well as recommendations from legal counsel or governing agencies. The district reserves the right to revise, add, or revoke policies as necessary to remain compliant and responsive. Any significant changes will be communicated to stakeholders in a timely and appropriate manner.

[School District of West Salem Policies and Procedures](#)

ALCOHOL TOBACCO AND OTHER DRUGS

Board Policy Reference: po5512, po5530

Legal Reference: WI Statute 120.12(20)

No student shall use, possess, conceal, consume, 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, imitation tobacco products, vaping devices or synthetic tobacco products while in school buildings, on school grounds, in school vehicles or at school-sponsored activities

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. (See Medical Information)

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

ATTENDANCE PROCEDURES AND POLICIES

Board Policy Reference: po5200, po5223

Legal Reference: WI Statutes 118.15, 118.15(3), 118.15(3)(c), 118.16, 118.16(1)(c), 118.16(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 48 hours (2 days) 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/guardian, 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:

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

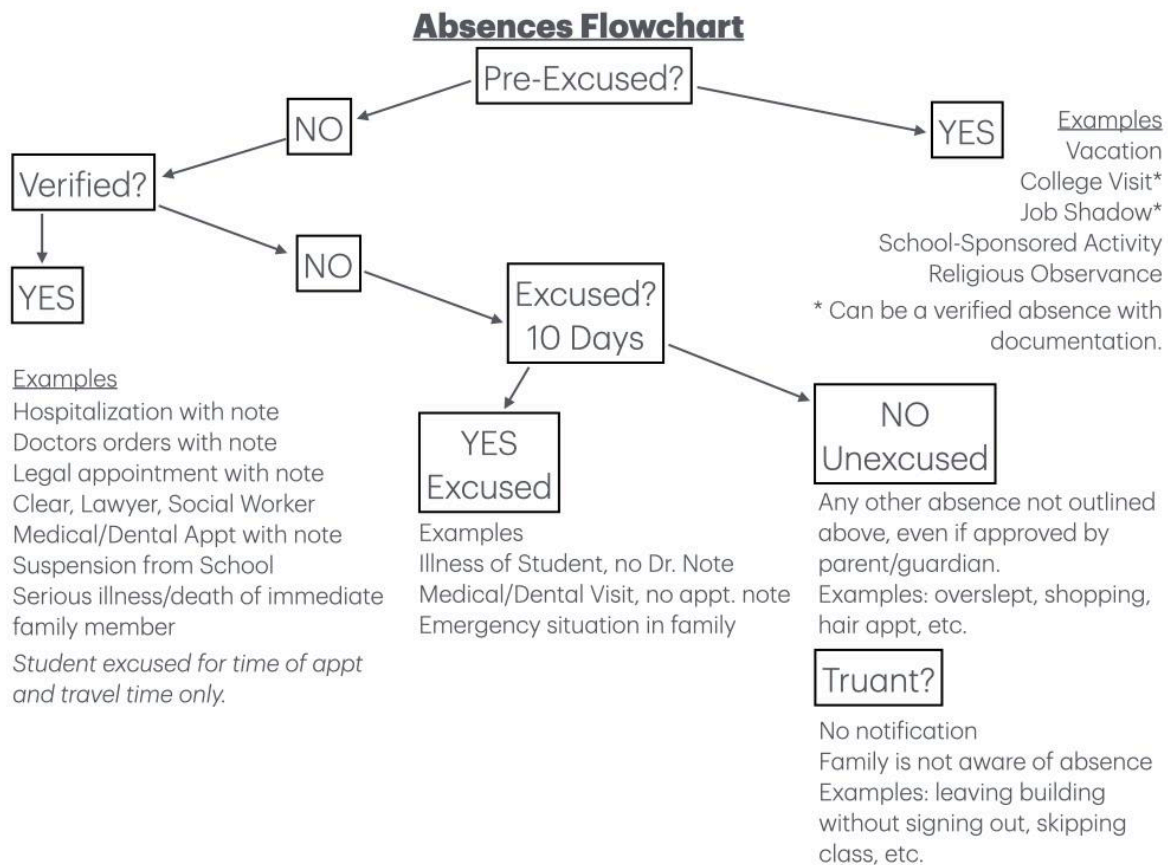
Students will be allowed the equivalent of 10 full days, which is equal to 80 class periods, to be absent from school during the school year as outlined above. The following absences will **not** be counted towards the 10 full day allowed absences:

- a) Hospitalization (note required from doctor/medical practitioner upon student's return);
- b) Doctor's orders to not attend school (note is required from doctor/medical practitioner upon student's return);
- c) School-sponsored field trips and activities;
- d) Religious observance (note must be received by the office 2 days prior to the absence);
- e) Legal appointments (note required from clerk of court, lawyer, social worker, etc upon student's return);
- 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 one of the following conditions are met:

- a) The student has doctor's orders to not attend school (note is required from doctor/medical practitioner upon student's return);
- b) The student's medical/dental/legal appointments are verified by the practitioner via a note upon student's return;
- 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.

**** Notes may be faxed (608.786.1273), emailed to the attendance secretary, or hand delivered to the main office. ****



Truancy (Unexcused Absences):

Board Policy Reference: po5200

Legal Reference: WI Statutes 118.15, 118.16(1)(c)

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. 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 supposed to be, the student is considered unexcused and will receive consequences.

Consequences for Truancy and Unexcused Absences:

Board Policy Reference: po5200, po5500

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/Guardians 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)/guardians may be scheduled by the high school office. Should it be found the student was indeed truant a third time, a request may 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 may be filed. Habitual truancy may result in revocation of open-enrollment status into the school district and may result in a referral to the school resource officer. Outcomes of this referral may result in one or more of the following:
 - a. Referral to social services;
 - b. Habitual truancy ticket;
 - c. Mandatory court appearance;
 - d. Suspension of driver's license.

Detentions (20-minutes during lunch):

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

- a) For 1 class period missed students will receive three (3) detentions;
- b) One detention will be added for every additional class period missed for up to 5 class periods;
- c) For 5-6 class periods missed, students will receive 7 detentions; for 7-8 class periods missed, students will receive 8 detentions;
- 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.

Pre-Planned Absences:

Legal Reference: WI 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, job shadows, 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 on time. **A student who is more than 5 minutes late to a scheduled class is considered unexcused.** Students who are tardy 1st hour or tardy when returning from lunch must report to the main office and will receive noon detentions for the first five combined occurrences per quarter. Any additional tardies will result in a conference with administration to discuss further consequences. Students who are recorded as tardy for all other periods during the day will be notified by the teacher and may be assigned detentions.

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:

Board Policy Reference; po2431

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.
 - a) 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-planned absences under Wisconsin Statutes 118.15(3) are **not** exempt from this policy.

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 an 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 family 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.

BACKPACK

Students may bring backpacks to school; however, backpacks and all other personal items are to be kept in their school-issued lockers. Laptops must be kept in the protective laptop bag issued by the school district.

BUS POLICIES & PROCEDURES

Board Policy Reference: po5500, Procedure 442.2., po8600 Student Transportation Management Plan

Bus riders shall conform to the same standards of conduct which are expected of them in school and bus ridership rules. When a student fails to conduct himself/herself in accordance with established rules, the district has a disciplinary procedure called S.O.A.R. (Safe, Orderly, And, Respectful) that can be found on our school website under the transportation icon (school bus icon) at the top right of the webpage. The bus driver will first try and correct the behavior, then it will be reported to the appropriate leadership staff for further corrective action based on the severity of the infraction. School bus transportation is provided as a service, and may be revoked if the Bus Rider Rules are not followed. Students are to address bus drivers with the same courtesy as they do teachers and other staff.

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 driver.
2. Be courteous and respectful of everyone on the bus.
3. Respect the bus and other's property, and be responsible for any damages determined to be purposeful by the transportation department.
4. Remain seated unless loading or unloading from the bus.
5. Keep all body parts inside of the bus.
6. Use decent and appropriate language.
7. Eating and drinking as approved by the driver.
8. Keep the bus clean and remove garbage or place in garbage can upon leaving the bus.
9. Maintain a Tobacco and Drug Free Zone.
10. Use personal recording devices, cameras, and cell phones as directed by the driver.
11. Follow all bus safety drill procedures as directed by the driver.

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.

Busing Changes

In an effort to provide the safest, most efficient transportation for the students we transport, it is important to have a structured environment for bussing. We will no longer be utilizing permission slips for students to ride the bus to friends houses, and non-school related activities. As a parent/guardian, you will need to determine the day to day pick up/drop off locations for bussing. Any deviations in your drop off/pick up locations would only be applicable for split families and/or emergency situations. For any such request, you must first contact the principal/assistant principal and they must approve it in advance, then the school will contact us for the approved change. For the safety of all riders, students will receive an assigned seat effective the middle of September, and will remain in the assigned seat for the remainder of the year if they act responsibly.

CELL PHONES and ELECTRONIC DEVICES

Board Policy Reference: po0100, po5136, po9151

Legal Reference: WI Statutes 175.22, 942.08, 942.09

Every classroom has a designated place for cell phones during class time. Cell phones and other electronic devices are not to be used during class time without permission from the teacher or staff member. Cell phone use is strictly prohibited in the locker rooms and bathrooms at all times. 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/guardian 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, the school resource officer may be contacted, and a parent/guardian will be required to come in to retrieve the phone.

Students may not use a cell phone or electronic device in any way to threaten, humiliate, harass, embarrass, or intimidate. In particular, students are prohibited from: (1) transmitting material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engaging in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using their electronic devices to capture, record, and/or transmit the words or sounds and/or images of any student, staff member or other person or any information in a manner that constitutes fraud, theft, cheating or academic dishonesty. Likewise, students are prohibited from using cell phones or electronic devices to receive such information.

Possession of an electronic device by a student at school during school hours is a privilege that may be forfeited by any student who fails to abide by this policy or otherwise abuses this privilege.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the office (786-1220).

CO-CURRICULAR ACTIVITIES

Board Policy Reference: po5500.02

Students participating in co-curriculars will be assigned a general participation fee of \$50 per sport and \$25 per club (service clubs are exempt from the fee), with a maximum fee of \$100 per student per school year.

Group I Co-Curricular Activities - High School

All participating students are required to sign code

All WIAA Sponsored Athletics

Trap Team

Show Choir

Jazz Band

E-Sports

National Honor Society

Robotics

Student Council

High Quiz Bowl

Visual Arts Classic (VAC)

Ski Team

Forensics

Performing Arts

Math Team

DECA

Summer Musical

Class Presidents

Mock Trial

All Officers/Elected Positions are required to sign code

Ecology Club

Pep Band

VICA

Yearbook

Diversity Club

FFA

Link Crew

Pep Club

Skills USA

Youth Frontiers

Spanish Club

Fishing Club

Interact Club

Any other group that becomes 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 activities in the right column above that hold an office/elected position/leadership position are 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

Co-Curricular Eligibility and Code of Conduct

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.

I. Eligibility Requirements

A. Academic Requirements

1. A student shall be ineligible to compete/hold a leadership position/participate during the upcoming academic two Progress Periods if he/she earns a failing even-numbered Progress Period grade or semester grade in any course. Fall eligibility shall be based on the second semester grades of the previous high school year. Eligibility for summer activities is based upon second semester grades.
2. Early reinstatement of eligibility lost as a result of an even-numbered Progress Period failure will be allowed if the participant is passing all classes at the ensuing odd-numbered Progress Period. Although it is possible to regain eligibility at odd-numbered Progress Periods, ineligibility can only be a consequence of a failure at an even-numbered Progress Period.
3. A student who earns a failing grade for the semester 2 will be placed on “participatory probation”; meaning that the student will be ineligible for 40% of the regularly scheduled contests or events connected to the “season” of each summer and/or fall co-curricular activity in which the student is involved. However, if the student earns a failing grade at the Progress Period 1 grading period of the following school year, the student will become ineligible until the end of Progress Period 2.
4. A student who is ineligible may not suit up for games/events but they are encouraged to attend all practices/meetings. A student who is ineligible, will not be allowed to leave school early for athletic events.
5. A student's ability to leave school early for athletic contests is subject to administrative approval. A teacher will contact administration with concerns if a student is struggling in their class. If administration deems that the academic concern is great enough, they have authority to hold that student back from leaving early and traveling with the team. If the student is held back from leaving early, the district will not provide any special transportation for said student. If requested, administration can give approval for the students to travel to the contest with their parent/guardian.

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 practice, to compete, or 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 upon return to school.
 - e) Any attempt to circumvent this attendance requirement may be met with an administrative consequence.
3. Pre-excused 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 season 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. Students interested in participating in two sports in a given season (example: dance and cross country; termed “dual-sporting”) must meet with the athletic director for more information.

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

A. Rules of Conduct

The following code is to be followed by students participating in group I cocurricular 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, buy or transfer alcohol, illicit drugs, drugs prescribed by a licensed physician to someone other than the student, look-alike drugs, synthetic drugs or over the counter medication that is not used for its intended purpose.
2. Any student who sells alcohol, illicit drugs, drugs prescribed by a licensed physician to someone other than the student, look-alike drugs, synthetic drugs or over the counter medication for use other than its intended purpose shall be referred to the co-curricular council for disciplinary recommendation.
3. No student shall use or possess tobacco or synthetic tobacco products.

B. Disciplinary Action

1. First Violation - Any participant who violates this code for the first time shall:
 - a) Be suspended from all performances, competitions, and activities when the violation is confirmed by the administration or their designee. The suspension shall be in effect for 40% of the regularly scheduled events for that season. If less than 40% of the season remains, the remaining percentage will be applied to the next activity in which the student participates and completes.
 - b) Be required to attend four education sessions under the direction of a school counselor or participate in an outside AODA agency program that is approved by the High School Principal or designee.
 - c) If the participant self-refers within 48 hours of the offense the suspension will be reduced to 20% of the regularly scheduled events for that season. Self-referral is forfeited for an individual who is found to be in violation by school district staff while in school buildings, on school grounds, in school vehicles or at school-sponsored activities.
2. Second Violation - A second violation of this code shall result in suspension from all activities for one calendar year from the date when the violation is confirmed by the administration or their designee. Any participant who self-refers within 48 hours of the offense may have their suspension reduced by 50% of that season if they are only in one sport. Again, self-referral is forfeited for an individual who is found to be in violation by school district staff while in school buildings, on school grounds, in school vehicles or at school-sponsored activities. If the participant is in a second sport, the suspension is 50% for the first sport and 25% for the second sport. If the participant is in a third sport, the suspension is 50% of the first sport, 25% for the second sport and 10% for the third sport. To receive a reduction in suspension the participant will also be required to complete an AODA program through an outside agency which is approved through the school's AODA coordinator.
3. Third and subsequent violations - A third and subsequent violation of this code shall result in suspension from all activities for one calendar year from the date when the violation is confirmed by the administration or their designee.
4. Participants shall be required to attend rehearsals, meetings, work nights and practices during suspension periods.
5. Students shall not receive awards during a period of suspension. Awards shall be presented to the student upon completion of the suspension or graduation.
6. 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.
7. 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.
8. When a suspension (co-curricular) results in a fraction of a game, the number shall be rounded up to the next whole number of games (i.e. 2.1 or 2.8 games equals 3 games). This is a minimum penalty and may not be reduced by any other provision of the school code. Any portion of the suspension not completed during the current season will carry over to the next sport or sport season. The minimum penalty for acts which result in a student being suspended for any portion of WIAA tournament competitions, is immediate disqualification of the student for the remainder of the total tournament series in that sport.

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 the participant is not satisfied with the decision rendered by the athletic director or associate principal he/she can appeal to the building principal. If the participant is not satisfied with the decision of the building principal 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 fine arts department and one other co-curricular activity advisor. If the participant is not satisfied with the decision of the co-curricular council, he/she may appeal to the superintendent. If the participant is not satisfied with the decision of the superintendent, he/she may appeal to the School Board. The School Board's decision shall be final. All appeals shall be in writing and within five school days of the appeal decision.

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 fine arts department and one other co-curricular activity advisor) will be convened to determine the appropriate consequences for the behavior exhibited that was contrary to the code of conduct. If the participant is not satisfied with the decision of the co-curricular council he/she may appeal to the building principal. If the participant is not satisfied with the decision of the building principal, he/she may appeal to the superintendent. If the participant is not satisfied with the decision of the superintendent, he/she may appeal to the School Board. The School Board's decision shall be final. All appeals shall be in writing and within five school days of the appeal decision.
- 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:

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

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 grading period.
2. Eligibility will be gained by passing all classes with no more than one D in any class.
3. Progress Period 8 grades from the previous year will determine commons eligibility for Progress Period 1 of the following year.
4. Freshmen may have the opportunity to earn commons privileges before Progress Period 2 by meeting the grade criteria established above during Progress Period 1 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.

CONDUCT AND DISCIPLINE

Board Policy Reference: po5200, po 5500, po5500.01, po5511, po5513, po5516, po5517, po5517.01, po5605, po5609, po5609.01, po5610

Legal Reference: WI Statute 175.32, 118.13, 118.164, 120.13; WI Administrative Code PI 9.03, PI 41; US Constitution, 14th Amendment; 20 USC Sect 1681 Title IX of Education Amendments Act, Sect 1701 et seq Equal Educational Opportunities Act of 1974; 29 USC 794, Rehabilitation Act of 1973; 42 USC Section 2000 et seq Civil Rights Act of 1964, 12101 et seq The Americans with Disabilities Act of 1990; Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, DOE, Office of Civil Rights, 1979

Alternative Learning Center (ALC)

If a student is asked to leave a classroom as a result of disruptive behavior, the student is to report to the (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 staff member will call the ALC to inform the ALC teacher 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 the staff member is 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 staff member will indicate if he/she is unavailable for any of the three options. If so, then other arrangements must be made. The staff member will contact the parent(s)/guardian(s) of the student before the end of the work day.
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/guardians.
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/guardians and teachers as necessary.

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. *Board Policy Reference: po5516.*
 - (1) Minimum Action: Student conference and parent/guardian contact
 - (2) Alternative Action: Detention or suspension, police notification
 - (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. Bullying/Harassment: Bullying is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm directed at others when on school district grounds, off school grounds when school related, or school sponsored activities. Bullying may be a repeated behavior and involves an imbalance of power. (Ex: impeding student movement, name-calling, spreading rumors, cyberbullying).
Harassment is defined as any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature, including "hate speech", on the basis of characteristics protected by Federal or State civil rights laws. *Board Policy Reference: po 5517, po5517.01.*
 - (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. *Board Policy Reference: po5520.*
 - (1) Minimum Action: Student conference and parent/guardian contact
 - (2) Alternative Action: Detention or suspension
 - (3) Maximum Action: Expulsion
 - e. Weapons: *See Board Policy: po5772*
 - 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 *Board Policy Reference: po5513, po7540.03*

- a. Unauthorized/illegal use of school property.
 - (1) Minimum Action: Student conference and parent/guardian contact
 - (2) Alternative Action: Detention or suspension, police notification
 - (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 *Board Policy Reference: po5515*
 - (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: Student conference and 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 Board Policy: po5200*
- 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. *Board Policy Reference: po5511*
 - (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. *Board Policy Reference: po5520*
 - (1) Minimum Action: Student conference and parent/guardian contact
 - (2) Alternate Action: Detention or suspension, Police referral
 - (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 Board Policy: po5512*
- m. Alcohol and other drug use *See Board Policy: po5530*
- n. Snowballing on school grounds at any time 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, theft, or unapproved assistance. Dual Credit, Transcribed, and/or College classes may have language or consequences that may be enforced instead of or in addition to the following in accordance with University policies.
 - (1) Minimum action: Redo the assigned work or complete an alternative task to demonstrate learning and school disciplinary consequences as deemed appropriate by the teacher and administration.
 - (2) Alternative action: Detention, suspension, probation.
 - (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: Student conference and/or parent/guardian contact
 - (2) Alternate Action: Suspension, police notification
 - (3) Maximum Action: Expulsion
- q. Other Types of Conduct Not Allowed in School
 - Recording a student or staff member without permission *See Board Policy: po5136*
 - Gambling
 - Public Displays of Affection (PDA) beyond hand-holding/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/guardian contact
 - (2) Alternate Action: Detention or suspension, police notification
 - (3) Maximum Action: Expulsion

Other Consequences As Referred To In This Handbook:

Board Policy Reference: po5500

Legal Reference: 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

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 CODE

Board Policy Reference: po5511

Legal Reference: WI Statute 120.13(1)

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

- a) No coats, outdoor vests, hats, headwear, hoods, bandanas, blankets, chains, or sunglasses may be worn.
- b) Clothing should completely cover the torso and undergarments (e.g., no exposed 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) Footwear must be worn at all times.
- f) Any fashion (dress, accessory or adornment) that is distracting from the learning process or presents a safety risk; displays suggestive, violent, profane, offensive, obscene, sexually degrading, ethnically or racially motivated graphics or statements; or pertains to drugs, alcohol, or tobacco products is not permitted.
- g) Appropriate apparel for participation in some classes is expected at all times for students enrolled in those classes.

West Salem High School administration will use discretion to make final 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/guardian support and the use of good sense in terms of appropriate attire selection for school, issues can be easily resolved and uncomfortable circumstances avoided.

FOOD AND DRINK

Board Policy Reference: po8510

Students are allowed to have school-appropriate beverages in sealable containers throughout the building. All other food is restricted to the commons or Library during a student's commons period. Teachers may plan special events in their classrooms involving food; however, it must be in accordance with the school board wellness policy.

GRADES AND CREDITS

Board Policy Reference: po5420, po5421

Legal Reference: WI Admin Code PI 9.03(1)(f), WI Statute 39.41, 39.415

Academic Calendar (Terminology Updates, listed current then previous):

Progress 1, Mid-Quarter 1; Progress 2, Quarter 1; Progress 3, Mid-Quarter 2; Progress 4/Semester 1, Quarter 2/Semester 1
Progress 5, Mid-Quarter 3; Progress 6, Quarter 3; Progress 7, Mid-Quarter 4, Progress 8/Semester 2, Quarter 4/Semester 2

Grading:

WSHS uses target-based grading and reporting. 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 taught by someone other than a WSHS teacher will 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. Grades in dual credit college courses will be determined according to University policies. Grades in Advanced Placement (AP) courses will be determined using target-based grading.

Learning Target Scores:

Learning targets will be scored throughout the course on summative assessments (tests, papers, projects, etc.). Scores on a 4-point scale (0-3) will be assigned for each learning target as described in general terms below.

Proficient (3) You Got It!	Approaching (2) Almost There!	Needs Support (1) Not Quite Yet!	Zero or Incomplete (0, 1) No Evidence Yet!
The student has demonstrated full evidence of learning and application in relation to the learning target proficiency at this point in the school year. Evidence gathered indicates consistent understanding and application.	The student has demonstrated partial evidence of learning and application in relation to the learning target proficiency at this point in the school year. Evidence gathered indicates progress is being made with identified gaps in understanding or application.	The student has demonstrated limited evidence of learning and application in relation to the learning target proficiency at this point in the school year. Evidence gathered indicates large gaps in understanding or application.	The student has not provided any evidence of learning and/or application in relation to the learning target proficiency at this point in the school year.

Grade Calculation and Grade Point Average (GPA):

Grades are cumulative throughout the semester for a course. The average of all learning targets assessed in a grading period will be calculated. The resulting value will be used to determine the letter grade and corresponding GPA points earned. P or F will be used for Pass/Fail courses and for Credit Recovery. A Pass (P) has no effect on GPA. GPA is calculated at the end of each semester using semester grades. WSHS uses a 4 point grading scale to compute GPA for class rank. See table below for specifics.

Learning Target Score Average	Letter Grade	GPA Points Earned
2.85-3.00	A	4.0
2.71-2.84	A/B	3.5
2.57-2.70	B	3.0
2.43-2.56	B/C	2.5
2.29-2.42	C	2.0
2.15-2.28	C/D	1.5
2.00-2.14	D	1.0
1.99 or below	F	0

Class Rank:

Board Policy Reference: po5430, po5451.01, po5451.02

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 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 po5430.

The following will be the GPA tie-break criteria for determining Valedictorian and Salutatorian:

1. The first tie breaker will be the student's ACT composite score.
2. The second tie breaker will be the highest sub-score on the ACT test. Students may select English, mathematics, reading or science to determine the highest sub-score. The next tie breaker will be the second, third, and fourth highest sub-scores in that order.
3. Beginning with the Class of 2029, the third tie breaker will be the largest cumulative credit points. Credit points are calculated by multiplying credits earned by GPA points earned.
4. If there is still a tie, a coin flip or rolling of a die will break the tie.

For details on senior achievement scholarships, please refer to the following school board policies:
po5451.01 Wisconsin Academic Excellence Scholarship
po5451.02 Technical Excellence Higher Education Scholarship

Honor Rolls:

- a) Determined at the end of each even-numbered Progress Periods (2, 4, 6, 8) using progress grades.
- b) High Honor Roll: GPA of 3.745-4.0.
- c) Honor Roll: GPA of 3.0-3.744.
- d) Students with incomplete grades at the end of the progress period or semester will not have their names published as part of the High Honor Roll or Honor Roll.

Failures:

- a) No student should receive a failing grade without the teacher communicating with the student's parent(s)/guardian(s) at least two weeks prior to the end of the quarter/semester.
- b) If a student fails a required course for the semester, the course must be repeated. Failed courses can be made up during summer school, or during the subsequent school year.
- c) Elective course failures do not have to be repeated; however, failures may prevent students from taking subsequent classes in the elective area. Elective courses are not offered during summer school.
- d) A senior student's failure of a required course, which cannot be made up prior to the end of the year, prevents the student from participating in commencement.
- e) A student who is enrolled in a course in which the district pays tuition, who fails or withdraws after the deadline, may be responsible for reimbursing the district the entire cost of tuition for that course. The student will not be allowed to enroll in future tuition-based courses until the outstanding bill has been paid.

Incomplete Grades:

10 school days are allowed for make-up after the posting of grades concluding each grading period. As it relates to privileges, incomplete grades are considered an "F" until the makeup is cleared or the two weeks have passed. Student privileges, including commons and open campus, will be revoked until incomplete grades are cleared or the two weeks have passed and grades meet eligibility requirements. If work is not made up during this time period, scores of zero (0) will be entered and the course grade will be calculated.

GRADUATION

Board Policy Reference: po5460, po5460.01, po5460.02, po5460.03, po5464

Legal Reference: WI Statute 115.28, 118.30, 118.33

A student may be denied participation in graduation activities for disciplinary reasons and/or for non-payment of fees. The District Administrator and high school principal may establish additional requirements for participation in the graduation activities and may organize said activities to have the appearance and decorum deemed reflective of the District. Items that can be worn during the graduation ceremony must be presented by the school and/or approved by the High School Principal. If a student violates this policy during the ceremony, a student's diploma will be withheld until a meeting occurs to discuss the violation(s). Students who have met the requirements and who have obtained Principal approval may graduate early.

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

The principal or designee must receive permission from a parent/guardian prior to a student leaving school. Students must check out in the main office by obtaining a blue pass and signing out in order to be granted permission to leave the building for any reason during school hours. Failure to sign out when leaving may result in a noon detention. When returning to school a student must report to the main office and sign in. Seniors who qualify for open campus privileges are permitted to leave the building during their designated open campus hour.

LEGAL RIGHTS AND EXCEPTIONS

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 the 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. *Reference Board Policy: po5200*
 - 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. *Reference Board Policy: po5610*
- 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. *Reference Board Policy: po5510*
 - b. Student Publications: All student publications are subject to the approval of the instructor and the building principal. *Reference Board Policy: po5722*
 - c. Distribution and Display of Materials: All materials for distribution or display are subject to the approval of the building principal. *Reference Board Policy: po5510, po5720, po5830, po6605, po9130, po9700.01*
- III. **Search and Seizure:** The 4th amendment of the U.S. Constitution protects all citizens from unreasonable search and seizure. *Reference Board Policy: po5771*
 - 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 effects 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. *Reference Board Policy: po5611*

LOCKERS

Board Policy Reference: po5771

Legal Reference: WI Statute 118.32, 118.325, 948.50; WI Constitution Art. 1 Sect. 11; US Constitution, 4th Amendment

Hallways Lockers: 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 end of the school year. **KEEP YOUR LOCKER LOCKED!**

Physical Education Lockers: Each student will be assigned a lock and locker while taking a physical education class. Each individual is responsible for his/her combination. **DO NOT SHARE IT WITH ANYONE. KEEP YOUR LOCKER LOCKED!** The locker room will be locked during the school day except for the 5 minutes before and after class in order to change clothes. Nothing should be in the locker except for the clothes needed for class. Students will not be allowed in the locker room during class for any reason.

LUNCH & SCHOOL NUTRITION

Board Policy Reference: po8500

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. Students may bring their own lunch or they may participate in the school lunch program by purchasing meals or items at ala carte.

Breakfast and lunch pricing can be found on the [school nutrition webpage](#). Additionally, forms for federally funded free and reduced lunches are available in the school office, printed from the school nutrition webpage or submitted through Skyward Family Access. Enter your username and password. Select just one of your children, and click on the Food Service Tab. Click on the link called "Applications" near middle of the screen. If experiencing a temporary financial hardship please reach out to your guidance counselor or the Director of School Nutrition to see if there are funding options available to you.

Unpaid Meal Account Policy

Reference: po8500

Parents and guardians must plan for their child to have sufficient access to food at school on each school day and must actively monitor and manage their child's school food service account. The student's household will receive low balance and negative balance notifications via the automated phone/email messaging system. Notifications to families may be copied to the Building Principal, school guidance counselor, and school social worker, and/or school psychologist as deemed necessary.

Non-payment will result in the Interruption of Service. Ala Carte purchases are not allowed to be charged. For purposes of this policy, a milk with a cold lunch is not considered an Ala Carte purchase.

- Students who qualify for free meals will not be denied a reimbursable meal even if they have accrued a negative balance on their cafeteria account.
- Students who have money to pay for a reduced-price or full price meal at the time of service will be provided a reimbursable meal.
- Payments may be made to family meal accounts by sending a check or cash to their child's school, by making online payments through Skyward Family Access or by mailing payments to the District Office c/o Nutrition Services, 405 East Hamlin Street, West Salem, WI 54669.

For more information on po8500, see <https://www.wsalem.k12.wi.us/content/district/board-of-education/policies-procedures>.

MEDICAL INFORMATION

Board Policy Reference: po5320, po8450, po8453, po5330

Legal Reference: WI Statutes 118.29, 118.291, 118.292, 118.2925, 120.02, 120.12(16), 252.04, 252.19, 252.21; WI Administrative Code(s) Chapter DHS 144, N 6.03; WI Administrative Code PI 8.01(2)(g); 2009 WI Act 160

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. Questions 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 whenever 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/guardians 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/Guardians must notify the 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/guardian and physician consent forms on file with the school administration.

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

Board Policy Reference: po2266

The Board of the School District of West Salem does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment.

The District's Title IX Coordinator(s) is/are: Heidi Horton, Director of Pupil Services, 608-786-1064, 405 East Hamlin Street West Salem, WI 54669 horton.heidi@wsalem.k12.wi.us Crystal Becker, Director of Human Resources, 608-786-5302, 405 East Hamlin Street West Salem, WI 54669 becker.crystal@wsalem.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both. The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at:

<https://go.boarddocs.com/wi/wsalem/Board.nsf/goto?open&id=DH3LAP559B29>. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the District will respond.

NON-DISCRIMINATION POLICY

The Board is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student programs and activities.

Please refer to policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity for further information.

Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact Heidi Horton, Pupil Services Director at (608) 786-0700.

To file a complaint of discrimination contact Heidi Horton, Pupil Services Director at (608) 786-0700. The West Salem School District is an equal opportunity provider and employer.

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/guardian. After turning in the form the student must meet with building administration for approval.

PARKING LOT

Board Policy Reference: po5500, po5515, po5771

Legal Reference: WI Statutes 118.32, 118.325, 948.50; WI Constitution Art. 1 Sect. 11; US Constitution, 4th Amendment

Student parking in the high school parking lot is a privilege and may be suspended or revoked for driving behaviors which are potentially hazardous to others or the property of others and/or other behavior issues.

Student parking in the main high school parking lot is allowed by permit only. Licensed student drivers will be issued a free permit that must be displayed on the driver's side rear window of the vehicle. The permit is good for the duration the student attends West Salem High School. Lost permits will result in a \$5.00 reissue fee. Students parking in the lot without a valid permit will be ticketed by the West Salem Police Department and may lose their privilege to park in the lot. 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). Motor cycles do not have to display a parking sticker but must be registered in the high school office.

Students may only park in designated spots in the lot East of the high school and/or at the Panther Den. Sophomores may be required to park at the Panther Den due to limited space. Student vehicles may be ticketed and/or towed for illegally parking in the above named areas.

The parking lot is off limits during the school day unless the student has been given permission to leave the building from office staff. No loitering (inside or outside parked cars) is allowed in the parking lot during lunch hours, before or after school. To avoid congestion on Mark Street, all students leaving the parking lot between 3:10 and 3:30 must turn left onto Hamlin Street or make a left on Mark Street away from campus. Proper driving etiquette is expected and parking privileges may be revoked.

Students are advised that vehicles parked on school property are subject to search.

POSTER ADVERTISING

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

PUPIL SERVICES

Board Policy Reference: po2411, po2460, po2464, po5310, po5461

Legal Reference: WI Statutes 115.78 et seq., 118.25(3)(4), 118.153 (1), 118.255, 121.02(1)(e); WI Administrative Code PI 8.01(2)(e), PI 26.03(1)(b)(1), PI 11; 28 CFR 35.130, 34 CFR 100.3(b), 106.36, 104.37(b); IDEA, 20 USC 1400 et seq., 20 USC 1232h;

Vocational Educational Guidelines Appendix B, Title 6

Student Services:

The Student Services department consists of two full-time school counselors and one full-time school psychologist, as well as a district-wide school social worker.

School Counselor: The School Counselors at WSHS offer services for all students. The mission of the school counseling program is to: 1) provide a comprehensive, developmental counseling program addressing the academic, career, and personal/social development of all students, 2) be a student advocate who provides support to maximize student potential and academic achievement, and 3) facilitate a support system to ensure all students have access to and are prepared with the knowledge and skills needed to be college, career, and life ready. School counselors are prepared to recognize and respond to student mental health needs, assist students and families seeking resources in crisis response, and provide support and assistance to students and families as they navigate crisis and emergency situations.

School Psychologist: School psychologists apply expertise in mental health, learning, and behavior, to help children and youth succeed academically, socially, behaviorally, and emotionally. They partner with families, teachers, school administrators, and other professionals to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community. School psychologists also facilitate comprehensive special education evaluations for students suspected of having a disability.

School Social Worker: The School District of West Salem has one full time social worker. School Social workers are a link between the home, school and community in providing direct as well as indirect services to students, families and school systems to promote and support students' academic and social success. They help students assess strengths and needs to problem solve and remove barriers to learning, especially those that stem from outside of the school or arise from mental health challenges. Their work may include providing related services for students with IEPs, conducting social developmental histories, and engaging families through home

visits. School social workers act within and between multiple systems levels to provide a continuum of supports to students and systems with a focus on prevention and wellness promotion.

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. Families are strongly encouraged to allow the school nurse to complete an evaluation of the student before committing to excuse or pick up the student. Families are also 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 family. A student may also be referred to the counselor, principal or teacher for the purpose of counseling.

Advanced Learners:

The West Salem School District offers accelerated course tracks for those who meet the qualifications. These options will be discussed during course selection 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.

Special Education

The West Salem School District provides programming for students with disabilities in accordance with state and federal law. Students may be referred for a special education evaluation to determine if they are eligible for special education services. Referrals may be made by parents/guardians, teachers, social workers, or medical professionals. A comprehensive evaluation will be completed by the school psychologist and members of the special education staff. Parent/guardian referrals should be made with the help of the school psychologist.

SCHEDULING

Board Policy Reference: po5200, po5200.01

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. All students must take a minimum of six courses per semester unless given approval from administration.

Dropping a class after the fifth day of the semester will result in the student receiving an “F” for the class. This would also result in the student being moved to silent study hall for a period of time as determined by administration. Dropping a college credit course after the 1st day of the class results in a drop fee of \$50.

The Student Services Office reserves the right to change student schedules. For example: balancing class sizes, changes to master schedule, etc.

Thus, changing course selections after they are made for the upcoming school year is permitted ONLY for the reasons below. Student Services will determine the procedure for actually dropping/adding a class.

1. Scheduling error – for example: a class is listed twice; more than two commons/study hall; missing a prerequisite.
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 Start College Now and Early College Credit, Youth Apprenticeship or Independent Study.
6. All other changes are subject to approval by the student services team and high school administration.
7. Students must follow their Skyward posted schedule until a schedule change has been made by student services. Failure to do so may result in the student having unexcused absences and being assigned lunch detention.

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.

START COLLEGE NOW & EARLY COLLEGE CREDIT

Board Policy Reference: po2271, 2271.01

Legal Reference: WI Statutes 38.12(14), 118.55, 118.57; WI Administrative Code PI 40

Eligible juniors and seniors may participate in the Start College Now and Early College Credit Program. These programs allow 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.

If a student receives a failing grade in a course or fails to complete a course, for which the Board has made payment, the student's parent or guardian, or the student if s/he is an adult, may be required by the Board to reimburse the Board the amount paid on the student's behalf to the extent permitted by law to do so. For the purposes of this paragraph, a grade that constitutes a failing grade for a course offered in the School District constitutes a failing grade for a course taken at a technical college under this section.

STUDENT INSURANCE

Board Policy Reference: po8760

Legal Reference: WI Statute 120.13(2)(a)

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

STUDENT INVOLVEMENT IN DECISION MAKING

Board Policy Reference: po0141.1

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

Board Policy Reference: po2440

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

TECHNOLOGY USE FOR STUDENTS

Board Policy Reference: po5136, po7450, po7450.03, po7540.07

Legal Reference: 2 Code of Federal Regulations 200.313; WI Statutes 947.0125, 948.11; H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

The Board provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students.

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity) when using the District's computer network and/or Internet connection.

All users of District technology resources (and their parents/guardians if they are minors) are required to confirm their agreement to abide by the terms and conditions of this policy by signing the District technology use form or during the annual student registration process.

VISITORS

Board Policy Reference: po9150

Legal Reference: WI Statutes 120.13(35), 301.475(3)(c)

Parents/Guardians are always welcome to visit the 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.

WEAPONS ON SCHOOL PREMISES

Board Policy Reference: po5772

Legal Reference: WI Statutes 120.13(1), 939.22(10), 941.295, 943.13, 948.605, 948.61; 18 USC 921(2)(3), 922; 20 USC 7151

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 a student with a disability 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.

WEDNESDAY NIGHT ACTIVITIES

Board Policy Reference: po5851

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 administrative approval.

WELLNESS POLICY

Board Policy Reference: po8510

Legal Reference: 42 U.S.C. 1751 et seq., 42 U.S.C. 1771 et seq.

The school district has implemented a wellness policy in an effort to ensure and improve the physical well being of our students. The school supports healthy practices by promoting wellness, good nutrition and regular physical activity as a part of the total learning environment. Families are encouraged to bring healthy snacks for classroom celebrations.

WORK PERMITS

Board Policy Reference: po5895

Legal Reference: State Statute 103.70 et seq.; WI Administrative Code DWD 270

Work permits can now be obtained by families. Navigate to www.wsalem.k12.wi.us > High School > Families > Resources.

WORK RELEASE

Seniors can have work release approved on an individual basis for up to one class period by the Principal. After Principal approval, the student will work with student services on necessary schedule adjustments. To maintain work release, students must maintain eligibility for commons and be in good standing regarding attendance and behavior. The Work Release Privilege is designed for students who have the opportunity to work during the regular school day without earning high school credit. The following criteria have been established:

1. The student must be enrolled as a high school senior,
2. The student must be enrolled in the required 6 classes per semester,
3. The student must be eligible for Open Campus, including grades, attendance, and discipline clauses of the Open Campus contract,
4. The student must complete the Open Campus contract and Waiver of Liability,
5. The student must have written documentation signed by the employer, parent(s), and administrator clearly indicating where they will be working during the time they are not at school during the regular school day along with their direct supervisor and contact information,
6. Study halls during which the student may be released from for work must be at either the beginning or end of the school day,
7. Violation of any terms of this work release privilege may result in removal of the privilege, whereupon the student will be required to report to the assigned study hall(s).