

A large, light gray watermark of a Trojan helmet with a plume of feathers is centered in the background of the page.

2017-18
**WEST CENTRAL
HIGH SCHOOL
HOME OF THE TROJANS**

WEST CENTRAL MISSION STATEMENT

**To prepare all students for learning and living
in a changing world.**

**Mr. Berens - Superintendent
Mrs. Jensen-Principal
Mr. Boyens, Activities Director/Dean of Students
Mrs. Lupkes, Counselor
Jody Driscoll - Administrative Assistant**

705 E 2nd Street, Hartford, SD 57033

Telephone: (605) 528-6236

www.westcentral.k12.sd.us

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WELCOME

Your success in school is directly proportional to your efforts.
WORK HARD!

PBIS (Positive Behavior Intervention & Support)

In all you do
Be Respectful, Be Responsible, and Be Safe.

West Central School District COLLECTIVE COMMITMENTS

The West Central School District will provide a positive, stimulating environment where all students will maximize their potential. Educational opportunities will:

Provide a safe and positive learning environment.

Actively engage in professional development.

To Give each student what he or she
needs to be successful.

Provide Equal opportunities to learn for all
students.

Integrate Technology so students learn skills
relevant to our world.

Hold both staff and students to High expectations.

Actively build positive Relationships with families.

Reinforce and Redirect behaviors in positive ways.

West Central School Song

Cheer, Cheer for West Central High -
Lift up your voices unto the sky
Help our team to victory -
Go team, let's have a scoring spree
We love our colors: blue and white -
They stand for valor, courage and might.
Loyal TROJAN FANS are we.
So bring home a victory.

TEACHING FACULTY

Kendra Benedetto	English/Language Arts
Nancy Boerboom	Educational Assistant
JoAnne Bohl	Social Studies
Jennifer Burwitz	Physical Science/Chemistry
Amanda DeLaney	Educational Assistant
Daniel Eye	Instrumental Music
Laurie Gratz	Vocal Music
Jane Hamze	Science
Jessica Janssen	Special Education
Andrea Johnson	Computer
Scott D. Johnson	Sequel
James Kiley	Sequel
DaNaan Kistler	Librarian
Patrick Kleinjan	Alternative Education
Amy Lupkes	Counselor
Lana Main	Business Ed./Computers
Kimberly Marcell	English/Language Arts
Barry Matthies	Physical Education
Janel Merkwan	Math
Kent Mueller	Social Studies
Allen Nash	Sequel Math/Science
Jamie Nelson	Math
Ben Olson	Sequel Math/Science
Linda Petersen	Agriculture Education
Jeff Peterson	Science
Jennifer Poulos	Family/Consumer Science
Karin Renner	English/Language Arts
Kim Schmidt	Spanish
Cindy Schumacher	English/Language Arts
Jacob Sittig	Math
Wade Tirrel	Social Studies
Rebecca Tschetter	Special Education
David Tuch	Art
Brian Voss	Industrial Technology
Kelley Ziegler	Educational Assistant

REGULAR SCHEDULE

Block 1	8:30-9:55
SRB (Study)	9:59-10:27
Block 2	10:30-12:20
A Lunch	11:01-11:26
B Lunch	11:28-11:51
C Lunch	11:53-12:20
Block 3	12:24-1:50
DEAR	1:53 -2:05
Block 4	2:05-3:30

PLC 9:00 START SCHEDULE

Block 1	9:00-10:27
Block 2	10:30-12:20
A Lunch	11:01-11:26
B Lunch	11:28-11:53
C Lunch	11:55-12:20
Block 3	12:24-1:50
DEAR	1:53-2:05
Block 4	2:05-3:30

FRIDAY SCHEDULE

Block 1	8:30-9:45
AM-SRB	9:50-10:15
Block 2	10:19-12:06
A-Lunch	10:47-11:12
B-Lunch	11:14-11:39
C-Lunch	11:41-12:06
DEAR	12:09-12:20
Block 3	12:20-1:46
Block 4	1:50- 3:05
PM-SRB	3:05-3:30

2 HR. LATE START

Block 1	10:30-11:36
Block 2	11:39-1:13
A Lunch	11:39-12:04
B Lunch	12:07-12:32
C Lunch	12:35-1:00
Block 3	1:15-2:21
Block 4	2:24-3:30

IN-SERVICE & EARLY OUT

Block 1	8:30-9:35
Block 2	9:38-10:43
Block 3	10:47-11:52
Block 4	11:54-1:13
A Lunch	11:54-12:19
B Lunch	12:21-12:46
C Lunch	12:48-1:13
Return to Class	1:15-1:30

ASSEMBLY SCHEDULE

8:30 - Report to 1st Block-attendance; wait for dismissal Around 8:40 - report to Assembly

Block 1	10:00-11:13
Block 2	11:16-12:58
A-Lunch	11:39-12:04
B-Lunch	12:06-12:31
C-Lunch	12:33-12:58
Block 3	1:01-2:14
Block 4	2:17-3:30

ATTENDANCE

- **South Dakota Law gives responsibility for regular attendance to students and parents.** Students must be in attendance for all classes; school should be the number one priority. Parents are expected to support that expectation.
- Attendance is a part of each student's permanent record.
- School officials must know the whereabouts of students during the school hours. **Parents are expected to call by 9:00 AM with information about a student's absence.**
- **School officials** will determine whether a student's absence is exempt, excused, or unexcused

IF YOU ARE ABSENT

1. **ILLNESS - NOT known in advance**
 - Parent calls the HS office before 9:00.
 - When possible, student checks teacher's website for assignments. Do not wait until you return to find out assignments.
 - **When you return to school**
 - Get an absence pass from the High School office.
 - Show absence pass to your teachers and find out assignments.
 - Make-up assignments in a timeframe set by (with) your teacher.
 - General guideline: students have two days to make up work. Work with your teachers.
2. **ABSENCE (known in advance)-includes school activities**
These absences excused ONLY if:
 - Parent calls the HS office before absence. (Coach will notify office for school activity)
 - Student gets a make up slip and has it signed by ALL of your teachers, and
 - The make-up slip handed into office (or coach/advisor) before the absence/activity occurs.

HOW ARE ABSENCES RECORDED? Exempt, Excused, or Not Excused.

1. **Exempt**

- **DOES NOT** count against student's attendance.
- Examples:
 - School-sponsored activities
 - Doctor/Dentist Appointments verified by a note (only time of appointment and short travel time). Note must be given to HS office within 2 days.
 - Funerals/Religious Observations
 - Court Appointments (during appointed time and travel time)
 - 1 College Visit (Sr. year-with note from college admissions)

2. **Excused**

- Count **against** student's attendance record.
- Approximately two days allowed for make-up work (or similar teacher's policy).
- Examples:
 - Doctor/Dentist Appointment (no doctor's note)
 - Illness - called in by parent
 - Parent Request (limited number available)
 - Weather Related absences
 - Additional college visit (note from college admissions)
 - Suspension from School

3. **Not Excused**

- Not approved by the admin and/or not known by parents.
- Any portion of the day counts as a violation.
- May be coded as "Excessive Absence" when absences exceed 9 per semester and 18 per year
- Examples:
 - skipping school/class
 - oversleeping
 - missing a class to work on homework in another class
 - leaving school (for any reason) without permission
 - Excessive Absence

ABSENCES

ACCEPTED vs. EXCESSIVE

- Students are required to attend school until age 18 according to South Dakota law (13-27-1).

WEST CENTRAL ATTENDANCE:

- 80% of West Central HS Students attend in “Acceptable” category
- 20% of West Central HS students are considered At Risk or Chronically Absent (almost 80 students)

94% “Acceptable Attendance”

- Under normal circumstances, students are expected to attend school 94% or more of the days school is in session.
- 94% attendance (fewer than 10 days absent per **year**)

91-93% “At Risk”

- At greater risk of being disconnected from peers, experiencing learning gaps, and dropping out.
- 90-93% Attendance = 10-14 days absent per **year**. (about 12% of WC students)

90% or less “Chronically Absent”

- High risk of serious health issues in adulthood, disconnected, gaps in learning, and high rate of dropping out.
- less than 90% attendance = more than 14 days absent per **year**. (about 8% of WC students)

WHAT HAPPENS IF I MISS TOO MUCH SCHOOL?

CONSEQUENCES AT SCHOOL:

- WCHS is on a **BLOCK** schedule. Each BLOCK represents 2 class meetings, so missing a BLOCK is equal to missing 2 class periods.
- 4 absences: When a student has 4 absences from a class, a letter will be sent home notifying parents of WC absence policy.
- 7 absences: Another letter will be sent when students have missed 7 times in one class.
- After the 6th absence, the student may request an attendance review by a committee comprised of the principal, counselor, and one faculty member.
- In cases with extenuating circumstances, this review committee may provide options for the student to make up time for regaining credit.
- Student will be required to serve detention, Saturday School, or make up time.

WILL I LOSE CREDIT? More than 6 absences from a class per semester, student may be removed from the class (regardless of the grade). If removed, the student's grade is WF (withdraw fail), and no credit is given.

LEGAL CONSEQUENCES:

- 12 days: If a student has missed 12 or more days of school attendance within 60 days of school, the School Resource Officer can write a truancy citation (ticket) for excessive days of absence.
- 17 days: If absences continue, a second citation (ticket) can be issued at 17 days of absence.
- 22 days: If a student misses 22 days or more in one school year, law enforcement can work with State's Attorney for petition of a Court date.

BACKPACKS AND COATS

Both must be left in student's locker during the school day. It is recommended that students bring a hoodie, sweatshirt, or fleece to leave in his/her locker in case the school is cool.

BEVERAGES, GUM, CANDY, FOOD

ONLY allowed in commons area..
Students may have water in class.

BULLYING PREVENTION AND EDUCATION

- The West Central School Board supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior.
- The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.
- Bullying is defined as any **recurring** written or verbal expression, physical act or gesture, or a pattern thereof, which is intended to cause distress upon one or more students in the school environment.
- Bullying can include the use of electronic devices. This kind of bullying often begins outside the school day but a if disruptive effect is caused at school, officials will take action to remedy the situation.
- The school environment includes school buildings, grounds, vehicles, bus stops and all school-sponsored activities and events.
- A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities.
- The severity and pattern of the bullying behavior shall be taken into consideration when disciplinary decisions are made.
- The Superintendent, or designee, has developed a comprehensive program to address bullying at all school levels.
- **See the appendix** of this handbook for its details.

CELL PHONES, ELECTRONIC DEVICES

- Cell phones and other electronic devices are to be turned off and preferably left in the locker or in a car during the school day. (Includes Seniors on Open Block)
- Cell phones are NOT permitted in the classroom. Cell phone will be confiscated, detention(s) assigned, and phone must be picked up at the end of the day.
- Students will be reminded to put away phone in hallways and classrooms. Ongoing violation will result in phone being confiscated and detention(s) assigned.
- Students will not be called from their classes to answer the phone except in emergencies.
- Students may NOT use cell phones in class and then identify it as an emergency. Make arrangements with HS office to take call if necessary.
- Students must have permission to use office and classroom phones.

CHEATING

- If a student has acted dishonestly in regard to a project, homework assignment, quiz, or test. (ex: copying, using non-allowed electronic device or notes, plagiarizing, etc.) - the student will be subject to strict disciplinary consequences (including computer restrictions).
- Cheating applies to both actions: Taking information that is not yours AND giving your work to someone else.
- Extra credit will NOT be offered to recover points lost through cheating.
- Classroom consequence determined by teacher. (grade reduction and recovery option)
- Discipline consequence will be assigned in the office according to the discipline grid.

CODE OF CONDUCT

- Students will follow the guidelines presented in the West Central High School Code of Conduct and Penalty Code for all school activities.
- Participating in the following 5 major areas or types of conduct any time during the year shall constitute a violation of the Code of Conduct.
 1. Use of or possession of chewing **tobacco**, smoking tobacco, or any nicotine delivery device.
 2. Use of or possession of or Under the Influence of **alcoholic** beverages.
 3. Use of or possession of or Under the Influence of mood altering substances not prescribed by a physician, or possession of **drug** paraphernalia.
 4. A **felony or misdemeanor** (other than a minor traffic violation).
 5. Out-of-School **Suspension** for any reason

In addition, any behavior unbecoming the standards delineated in the student handbook or the West Central policy manual may constitute a violation of the Code of Conduct.

Any student who is disruptive or uncooperative in any West Central activity program may be subject to dismissal from that activity for the remainder of the season. Student misconduct may also include social networking activities, internet postings, electronic or other forms of communication that negatively represent themselves, their teams, coaches, or West Central. This type of conduct is subject to discipline and/or suspension. Coaches, Activity Director, Principal, and/or Superintendent will handle these violation.

- A copy of these rules will be distributed to all students.
- Coaches will review Code of Conduct expectations at the beginning of a new season.
- Students must be in school their last two contact periods of the day to participate in extra-curricular events. (Example: for an evening activity, a student must be in school the afternoon of that day)
- Students must maintain regular school attendance to participate without activity limitations.
- Students must maintain academic eligibility as defined in the WC Code of Conduct.

COMPUTER VIOLATIONS

Refer to the **Laptop Handbook** for a complete set of guidelines.
Laptops are for school approved uses ONLY.

1. Laptops (battery charged) must be brought to school each day.
2. Students will not purposefully disconnect their laptop from the network - results in Computer Violation and restrictions.
3. Using another student's computer (with or without permission) is considered a violation.
4. If damage occurs to your laptop - report it to the Tech Staff immediately.
5. If an offense occurs somewhere on the Discipline Grid (ex. vandalism) that also involves a computer, restrictions on computer use will be imposed in addition to any other assigned consequence.
6. Violations of the Computer Handbook are considered a violation of Acceptable Use Policy (AUP) and will result in consequences according to the Discipline Grid.

CAREER-TECHNICAL ACADEMY CTE in SIOUX FALLS

- Application for Sioux Falls Career Technical Academy may be obtained from the WCHS counselor's (Mrs. Lupkes) website.
- Admission to SF CTE Academy may require prerequisite classes.

CAREER-TECHNICAL EDUCATION CTE at WCHS

- **Agriculture** – Floriculture, Horticulture, Animal Science, Natural Resources, Bio-Technology, and Agriculture Leadership
- **Architecture and Construction** – Introduction to Technology, Production Technology, Computer-Aided Drafting, Carpentry, and Building Trades
- **Family and Consumer Science** – Independent Living, Food Management, and Family Relations
- **Technology** – Multi-media, Web Design, Animation, Computer I, and 3-D Programming
- **Business** - Accounting, Entrepreneurship, Intro Business, Econ

West Central DANCES

1. Sponsors must be a school organization and approved by principal
2. Sponsorship includes securing chaperones, providing workers, arranging for the music, getting music approved, clean-up, etc.
3. Dances are open to West Central students; however, one guest from outside the school provided permission is obtained from administration by the end of the school day prior to the dance. (permission forms available in HS office). ID may be required.
4. Guest must be under the age of twenty-one.
5. Once students leave the dance, they will not be allowed to return.
6. Students should dress appropriately for a school function and behave appropriately. Inappropriate behavior may result in removal from event.

DRESS CODE

In the interest of cleanliness, decency, and good taste, West Central reserves the right to place restrictions on a student's dress and grooming when considered inappropriate for school, create a danger to the students' health and safety, interfere with the educational process, or cause a disruption in school. Here are some general guidelines:

- **Yoga pants**, spandex shorts/pants, leggings, tights and similar clothing must be covered by shorts, pants, skirt, or long top that extends past fingertips when student's arms are relaxed at their side.
- **Hats /caps** may not be worn in school buildings during school day.
- **Coats and jackets** may not be worn during the school day (keep them in locker) .
- No apparel/articles that promote or suggest **alcohol, tobacco products or drugs** are allowed in school.
- Apparel or articles containing messages/ lettering/ pictures that convey **profane/offensive meanings, racially insensitive, or relate to sex** (including sexual symbolism or innuendo, ex. "hooters" or sexually themed messages), **assault weapons or violent themes, race, gangs, or cults** are not allowed.
- All **pants, shorts, skirts**, etc. must be worn so that the top rim of the garment sits at the hipbone.
- **Shorts and skirts** should be worn in good taste (and in consideration of appearance while sitting down)
- **Shorts and skirts** must extend past the fingertips, when the student's arms are relaxed at their side.
- Tops and bottoms must conceal all **undergarments; midriff** must be covered.
- Pocket chains hanging or spiked jewelry are not allowed.
- Footwear must be worn in buildings at all times
- No pajama pants or slippers

DEAR - DROP EVERYTHING & READ

- Monday-Friday - the first 12 minutes of an Afternoon Block
- To help their students become more fluent readers, increase interest in adolescent/adult literature, improve vocabulary.
- DEAR involves all staff and students reading for pleasure for 12 min.
- **NO passes or hallway activity** during DEAR time.
- Students must be ready to read when the bell rings.
- Book must be a physical book - no electronic readers/computer.

DETENTION

BEFORE SCHOOL 7:30 - 8:00

AFTER SCHOOL 3:35-4:05

- Students will serve detention in the office, a classroom, or during ELT and must be supervised by a teacher.
- Detention is time for SSR (Silent Sustained Reading), study hall, make up work, missing assignments.
- Study/reading materials required. No passes, no locker, no restroom, no meetings.

DUAL CREDIT

The Department of Education, the Office of the Governor, and the South Dakota Board of Regents have combined efforts to create an opportunity for 11th and 12th grade students to enroll in university or technical institution courses at greatly reduced cost. These courses can be taken either online or on-campus (if schedule works within WC schedule), and can count toward high school graduation requirements as well as college or technical institution credits.

WC GUIDELINES:

1. All Dual Credit Courses **must be approved** by the high school counselor prior to registration with the university or technical institution.
2. **Juniors** may take 1 Dual Credit Course in their fall semester and up to 2 Dual Credit Courses in their spring semester.
3. **Seniors** may take up to 2 Dual Credit Courses in their fall semester and up to 3 Dual Credit Courses in their spring semester.
4. **Contact the WCHS counselor or principal for information and approval.**

DUAL CREDIT - MORE INFORMATION:

More information can be found by searching the links below.

- The South Dakota MYLIFE Dual Credit Homepage:
<http://www.sdmylife.com/students/advanced-education-opportunities/>
- Dual Credit Flyer: http://www.sdmylife.com/files/Dual_Credit_Flyer_4.25.14.pdf
- Dual Credit FAQs: http://www.sdmylife.com/files/Dual_Credit_FAQ-Student_4.25.14.pdf

EXCESSIVE AFFECTION

No more than holding hands, thank you.

EXTENDED LEARNING TIME (ELT)

- Meets 3:30-4:30 on most school days
- Students assigned Extended Learning Time must use the time for studying and making up missing assignments.
- Conflicts between ELT and Extra-Curricular Activities must be resolved **prior to** ELT.
- Examples of BEHAVIOR issues referred to ELT:
 - Lack of effort, missing assignments; multiple failing grades;
 - frequent or habitual tardiness; unexcused absences;
 - disruptive behavior in school; insubordination;
 - multiple misbehaviors/incidents
- If a student misses or skips ELT, additional time will be assigned.

GRADE LEVEL CLASSIFICATION

0 - 6.0 = Freshman
6.5 - 12.5 = Sophomore
13 - 18.5 = Junior
19+ = Senior

GPA & WEIGHTED GRADES

- Grade Point Average is figured on 4.0 scale. A=4, B=3, C=2, D=1
- **AP and college/dual credit classes** are weighted and figured on 5 point scale: A=5, B=4, C=3, D=2
- Honor rolls are compiled each nine week grading period. Students have an opportunity to attain one of these three.
 - A+ Honor Roll greater than 4.0
 - A Honor Roll 3.75-4.0
 - B+ Honor Roll 3.40-3.74
 - B Honor Roll 3.00-3.39
- Students attaining **cumulative** GPA of 3.50 or higher through the 7th semester of high school are noted as Honor students at graduation.

GRADING SCALE

Students will be graded according to the following grading scale:

A+ 98-100	A 95-97	A- 92-94		
B+ 89-91	B 86-88	B- 83-85		
C+ 80-82	C 77-79	C- 74-76		
D+ 71-73	D 68-70	D- 65-67	F 0-64	

I-Incomplete Incomplete is given to those students whose assigned work is not completed due to an excused circumstance.

Incomplete work must be completed within two weeks.

W-Withdraw Withdrawal from a class within the time frame allowed or through special circumstances approved by principal. Grade (W) assigned.

WF-Withdraw Fail Withdrawal from class beyond the allotted time or for reasons associated with unacceptable progress, attendance or behavior. WF failing grade is assigned.

GRADUATION REQUIREMENTS

- AT WCHS, 24 units of academic credit are required for graduation. The 24 units must include the following:
 - **4 units** of English;
 - **3 units** of Social Studies including World Geography, World History, US History and Government; s
 - **3 units** of Math including Algebra I, Geometry and Algebra II (unless a waiver is approved for to exclude either Geometry or Algebra II);
 - **3 units** of Science including Physical Science, Biology and Physics or Chemistry;
 - **1 unit** of Fine Arts;
 - **1/2 unit** of PE;
 - **1/2 unit** of Health;
 - 1/2 unit** of Computers;
 - 1/2 unit** of Personal Finance;
 - 1 unit** of CTE or World Language
- Refer to the Course Description Book online for more details (<http://westcentral.k12.sd.us>) on Mrs. Lupkes' website.
- A student must fulfill all graduation requirements in order to participate in the graduation ceremony

HEALTH POLICIES

- Student health & safety are primary concerns of all school personnel.
- A physician's note explaining symptoms or contagious concerns may be requested prior to a student's return to school.
- **See details regarding "Infectious Diseases Affecting School Attendance" in the appendix at the end of this handbook.**

HOMEWORK POLICY

- The amount of homework varies with the grade level, the teacher, and the subject involved.
- It helps if students have a set time and place at home to study.
- Parents can show interest in a student's homework to provide the opportunity to share in learning experiences.
- Bringing home large amounts of homework may mean a student is not using his/her school time properly. Consult the teacher if a concern arises in this matter.
- Teacher assistance is available before and after school most days. Make arrangements in advance to be sure.

HOURS - SCHOOL BUILDING

- Doors open to students at 7:00 AM; students must be in the commons if **not** under supervision of a teacher.
- Commons supervision officially begins at 8:00.
- Students are not allowed in the building after 4:15 PM unless supervised by a teacher.

IN-SCHOOL SUSPENSION (ISS)

- Students assigned to ISS will serve the time in an assigned room in the office.
- ISS rules are posted in each room.
- No phones allowed in ISS.
- Students are permitted to use computers when directed by the classroom teacher. Computer use may/will be restricted.
- Students will receive full credit for all work completed and submitted on time to the teacher. Parents will be notified when ISS is assigned to a student.

INTERNSHIP

- Provides valuable hands-on experience in a career field of interest identified by the student.
- Students are assigned one block in their schedule for a supervised, unpaid work experience.
- Each internship site has a set of learning goals students will work towards accomplishing.
- Students provide their own transportation.
- Students planning to intern 1st semester need to fill out an application in April; those planning to intern 2nd semester need to apply in November.
- Application does not guarantee placement, since worksites reserve the right to accept or reject candidates.

LACK OF EFFORT

- Refers to students who are not meeting expectations of reasonable effort, failing to do homework, or not completing in-class work/ assignments as defined by the teacher.
- Teacher may also expect the student to stay after school or come in early the next morning to complete the assignment.
- If the student's attitude/effort does not improve after attempts by teachers, counselor, and principal, the student will receive a disciplinary referral from the teacher.
- Teacher will make a contact with parent.

LEAVING SCHOOL

- Students must inform **HS office staff** before leaving school.
- If student leaves without checking out, the absence is unexcused.
- All underclassman (and seniors who are not in open block or open lunch) are required to stay inside the school building during school hours (unless class is outside).

LOCKERS

- Each student is assigned a locker for the storage of books, school supplies, and coats.
- Student's responsibility to keep it locked and in order at all times.
- Students should not share combination with anyone.
- Lockers are school property and subject to search at any time.
- Students have no expectation of privacy with respect to all items placed in the school's lockers.
- Administration may occasionally conduct searches of lockers using law enforcement drug dogs.

LUNCH

- All students, except seniors with open lunch, will remain **in the HS commons** during the lunch period.
- Seniors may have open lunch privilege.
- Open lunch privilege may be taken away if student violates any/other school rules.
- Students (**including seniors on open/closed lunch**) are not allowed in the hallways during lunch periods - other classes are in session, and hallway disturbances may disrupt classes.
- Ninth, 10th and 11th grade students who live within walking distance of the school and have a signed consent form from their parents, may be allowed to walk home for lunch. Requires principal approval.
- During the period of time when lunch is being served in accordance with federal regulations, no carbonated beverages will be sold or consumed in the area where lunch is being served.
- Food items from outside restaurants are not allowed in school commons during lunch (Pizza Ranch, Subway, Qdoba, etc).

MEDICATION AT SCHOOL

The “Request and Authorization for Medication” form may be obtained from the school nurse or at <http://wcnurse.wikispaces.com/Forms>.

Over-the-counter Medication:

- Should be provided by the parent
- If the medication is not prescription or is not taken for an ongoing condition, a physician’s signature is not required. (i.e. cough drops, Tylenol, etc.). Students may have one day’s dosage in his/her possession each school day.
- The school will not supply OTC medication for student use.

Prescription Medication:

Students will not be permitted to take prescription medication at school, whether self-administered or assisted-self-administered, without parent/guardian **previously** completing the “Request & Authorization for Medication” form.

1. Self-administration

A student may be responsible for taking his/her own oral medication without assistance from school personnel. **Prior to each school year** and upon parent request, a “Request & Authorization for Medication” form must be completed by the parent. Medication is to be kept in the original pharmacy labeled container.

2. Assistance With Self-administration

A student may be responsible for taking his/her own medication with/without assistance after school personnel have determined that the following requirements are met:

- **Prior to each school year**, the student, school personnel and parent/guardian enter into an agreement which specifies the conditions under which medication may be taken by completing a “Release and Authorization for Medication” form. Obtain this form from the school nurse.
- Students should be able to identify the appropriate medication, know the frequency and time of day for which medication should be taken.
- School personnel establish a policy for the safe storage of self-administered medication, while providing accessibility if the student’s health needs require it. In the case of an inhaler or other preventive or emergency medication, whenever possible, a backup supply of the medication should be readily available.
- With parental/guardian and student permission, school personnel may inform appropriate teachers and administrators that the student is taking a medication.

MEDICATION AT SCHOOL (CONTINUED)

Handling, Storage, and Disposal

- A parent/guardian/responsible adult will deliver to the school all medications to be administered by school personnel. The medication must be in a pharmacy or manufacturer labeled container, with student's name, dosage and frequency noted on the container
- School personnel receiving the medication should document the quantity of medication delivered. The parent verifies the quantity by his/her signature.
- In extenuating circumstances, the medication may be delivered by another person, provided school personnel are notified in advance by the parent/guardian of the arrangement and the quantity of medication being delivered to the school.
- All medications should be returned to student/parent at the end of the school year. Any medication not recovered within a week of the last school day will be disposed of.

NATIONAL HONOR SOCIETY SELECTION PROCESS

- National Honor Society is an organization which recognizes students who excel in the areas of scholarship, service, character, and leadership.
- Juniors (13.0 or more WC credits) and seniors (19+ WC credits) with a **cumulative GPA of 3.75 or above** are eligible for NHS. GPA's are reviewed after the first semester of the current year.
- Eligible students are notified and given a Student Activity Information Form to fill out. The activity form (available to all faculty) allows the student to give information about his/her leadership roles and responsibilities, service activities, community involvement and service, and co-curricular activities. There is a specific deadline for handing in this form. If a student does not hand in an activity form, it is assumed that the student is not interested in being considered for the NHS.
- An invitation to become a member does not guarantee selection to National Honor Society. A candidate must follow the process and be accepted by the faculty committee.

NONDISCRIMINATION STATEMENT

The West Central School District #49-7 does not discriminate in its employment policies and practices, or in its educational programs (including career and technical education programs) on the basis of race, color, creed, religion, age, sex, disability, sexual orientation, national origin, ancestry, or other human differences.

Inquiries specifically concerning the application of Title VI, Title IX, or section 504 may be referred to:

- Title VI (discrimination based on national origin/race) Special Services Director.
- Title IX (discrimination based on gender) Activities Director.
- Section 504 (discrimination based on disability) Special Services Director.

Inquiries concerning the application of Title VI, Title IX, or Section 504 may be referred to the Special Services and Activities Director at:

West Central School District
705 E. 2nd St.
Hartford, SD 57033
605-528-3217

OR

Kansas City Office
U.S. Department of Education
Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3302
Phone: 816-268-0550
Fax: 816-823-1404; TDD: 877-521-2172
E-mail: OCR.KansasCity@ed.gov

Note: This is a “public notice” announcement published prior to the beginning of each school year in the school newsletter.

OPEN CAMPUS

- Open campus is defined as one period in a senior student's schedule, where he/she is not required to register for a class.
- Students must leave campus or go to an approved area in the building during this time.
- Open campus is a privilege to be earned by WCHS Seniors who wish to have one open period, and not a right granted to every senior.
- School administration reserves the right to revoke open campus privileges for any student at any time for academic concerns or misbehavior during school or at any school function, whether at home or away.
- Students must achieve and continue to hold a minimum GPA of 2.0 with no failing class grades AND TWO of the following items during the prior semester to be eligible.
 1. Students must have achieved proficient or advanced level, as defined by the SD Dept. of Education, on the Dakota Step or Smarter Balance Test.
 2. Students must not have office referrals that result in the minimum assignment of Saturday School.
 3. Students must not have excessive tardiness or unexcused absences that may also result in the assignment of a Saturday School.

OUT-OF-SCHOOL SUSPENSION - OSS

- OSS is the denial of the opportunity to attend school for a period of time, usually one to ten days, and is assigned by the Principal or in some situations the Superintendent.
- Students must contact teachers (email) to get assignments.
- Students are expected to complete all work by the due date; if assignments aren't done on time - a zero may be assigned.
- Partial-full credit will be given if work is turned in by the due date.
- Students may not participate in practice nor activities while in OSS.

PARKING LOT

- Located in the front/ east of the main entrance is for student parking. Students are expected to follow all parking rules and regulations. **A ticket or disciplinary consequence may be issued for parking lot violations and parking lot privileges may be revoked.**
 - Students should park between the painted lines. If there is not a line on both sides of the vehicle, it is likely parked illegally.
 - Students may NOT park on the grass, in areas marked for visitors, the disabled areas marked for authorized vehicles only, areas marked L-V (Library-Visitor), or areas marked for bus parking.
 - Students may not park in the Library-area parking lot.
 - Students must enter and exit the lot from HWY 38 or from the service road off 2nd St.
 - Students may not park in the West parking lot (Becker Center/ MS side of building) during school hours **without authorization** and a parking pass from the WCHS office.
 - The speed limit in school parking lots is 5 mph. No speeding or driving inappropriately as both will endanger the safety of others.
 - Loitering and uncooperative behavior (includes before and after school) in the parking lot will be referred for disciplinary consequences.
- West Central reserves the right to search student vehicles parked on school property at all times.
- Administration will, from time to time, conduct searches of cars/ parking lot using law enforcement drug dogs.

PLANNERS/ORGANIZERS

- All students will be given ONE student planner (no charge) which contains a student handbook, schedules, everyday organizer, and hall pass.
- Students must carry the Planner with them at all times.
- Most classroom teachers will check the planners regularly.
- All teachers/students will use the planner as a check out system.

RESPECT FOR SCHOOL PROPERTY

- We take great pride in the cleanliness of our building and expect all staff, students, and community to demonstrate responsible and respectful behavior toward our facility.
- Students are expected to pick up after themselves in all school areas and use the wastebaskets that are placed throughout the building.
- Students must not mark school furniture, walls, ceiling, floor, or equipment with pen, pencil, marker or any other instrument.
- Students must not tamper with fire alarms, fire extinguishers, or any electrical systems.
- Anyone who willfully destroys school property through vandalism, arson, or larceny or creates a hazard to the safety of others, will be referred to the proper law enforcement authorities and face suspension and/or expulsion.

RESTRICTED LIST

- Restricted list is intended to motivate students to modify behaviors/issues that negatively affect success at school.
- Restricted list will be reviewed at the beginning of each quarter and at midterm only.
- Restricted list is assigned for one/more of the following reasons:
 1. Missing/late assignments.
 2. Attendance Issues.
 3. Lack of effort, failing grade(s), frequency D/F list.
 4. Behavior issues.

SAFETY

- All WCHS staff and students are responsible for a SAFE school environment.
- Students shall not carry or possess guns, knives, or any other instruments, which may be construed as weapons while on school property or at any school activity.
- Any student bringing a dangerous weapon to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities.
- Superintendent shall have the authority to recommend to School Board that the expulsion requirement be modified case-by-case.

SATURDAY SCHOOL 8:00-11:00

- Students assigned Saturday School will have a choice of two Saturday dates following the violation.
- If a student is assigned **two** Saturday Schools, he/she may choose two of the next three Saturdays following the violation.
- Saturday School takes precedence over all extra curricular activities.
- Saturday School is time for SSR (Silent Sustained Reading), study hall, make up work, missing assignments. Students must bring their study/reading materials to Saturday School.
- Computers will only be used for school assignments. Computer use may be restricted. Students must bring reading material along.
- Students will sign a contract with an explanation of all the rules for Saturday School. Any student who fails to comply with any of these rules, will leave and no credit will be given for time served.
- Any student assigned to more than three Saturday Schools during a semester may be required to attend the next regularly scheduled School Board meeting with his/her parents/guardians to discuss the problematic behavior -
- Behaviors commonly assigned Saturday School: Lack of Effort; Missing Assignments; Multiple Failing Grades; Frequently Tardy; Unexcused Absences; Disruptive Behavior at School Events; Insubordination, and Multiple Misbehaviors/Behavior Incidents.

SCHOOL CLOSING

- In the event of severe weather or mechanical breakdown, school may be closed or its start time delayed.
- The same conditions may also necessitate early dismissal.
- School closing, delayed starting time, or early dismissal will be announced over the School Reach Service and also the following TV and radio stations: KELO, KSFY, and KDLT TV and KSOO, WSN/KRRO, KXRB/KKLS/ KIKN, KELO radio.
- If no report is heard it can be assumed that school will be in session.
PLEASE DO NOT CALL THE SCHOOL IF NO REPORT IS HEARD OVER RADIO OR TV STATIONS.

SCHOOL OFFICE

- Students should not be in the office unless they have an official purpose for being there.
- Students on Open Block may not use the office as a gathering area.
- Only students who are assigned “HS Office Student Assistant” are allowed behind the counter.

SCHOOL STORE

The School Store is open before and after school - offering beverages, snacks, school supplies, and WC spirit wear.

SRB - STUDENT RESPONSIBILITY BLOCK

- SRB is time for SSR (Silent Sustained Reading), study hall, make up work, missing assignments.
- Students will be assigned an SRB and will stay with the SRB teacher during the assigned time.
- **No passes, no locker, no restroom,**
- Students must bring their study/reading materials to class.
- Computers are only to be used for school assignments- restrictions may be imposed.
- Students who disrupt SRB will be referred to the office for classroom disruption.
- Any meeting be previously approved by administration.

SENIORS in SRB:

- Seniors with Internship or Open Campus during 1st or 2nd Block will not be expected to report to SRB. Poor academic achievement, behavior issues, or attendance concerns will cause student to lose privileges and Closed Campus/SRB will be assigned.

FRIDAY SRB:

- MORNING SRB on FRIDAY will be for ALL students
- **AFTERNOON SRB on FRIDAY** will be required for any student on Restricted and/or other academic, behavior, or attendance list.
- It is the STUDENT’S responsibility to have missing and late work turned in **BY Friday morning at 8:30. If a student is scheduled for Friday PM SRB, teachers will NOT check with other staff to see if a students has turned in late/missing work on Friday. Student must stay in SRB that Friday if he/she is on the list and doesn’t have documentation that all work is turned in.**

STUDENT CLASS LOAD

All students must have ALL blocks filled with offerings from West Central High School or other administratively approved programs.

STUDENT DUE PROCESS

- Students are entitled to due process and West Central does provide a process of appeal on judgments made by those in authority.
- Grievances should be filed through the proper channels according to board policy JFH on the West Central School District Website.

STUDENT RECORDS

- Student records are on file in the principal's office.
- Parents and students who are 18 years of age or older may view the contents of the student's accumulative record by making arrangements with the building principal or counselor.
- A request for a hearing on the contents of records may be made through the office of the superintendent.

SUMMER SCHOOL

- Credit recovery is offered to West Central students who have failed first and/or second semester classes.
- Classes are offered through the Odysseyware Online format.
- No Fee is charged for West Central Summer School.
- Transfer credit from another school's summer program is only available with permission from WC Administration. Permission must be obtained prior to enrolling in another district's course. Contact the High School Principal with questions.

SUSPENSION

(1) In-School Suspension-ISS

- Students assigned to ISS will serve the time in an assigned room in the office.
- ISS rules are posted in each room.
- No phones allowed in ISS.
- Students are permitted to use computers when directed by the classroom teacher. Computer use may/will be restricted.
- Students will receive full credit for all work completed and submitted on time to the teacher. Parents will be notified when ISS is assigned to a student.

(2) Suspension from Class

- When a student is removed from a class for behavior reasons for the remainder of a semester, the student will be given a withdrawal (WF) grade from the class and no credit given.
- If the student cannot be placed in another class, he/she will be assigned to learning center or a place designated by the building principal.

(3) Out-of-School Suspension-OSS

- OSS is the denial of the opportunity to attend school for a period of time, usually one to ten days, and is assigned by the Principal or in some situations the Superintendent.
- Students must contact teachers (email) to get assignments.
- Students are expected to complete all work by the due date; if assignments aren't done on time - a zero may be assigned.
- Partial-full credit will be given if work is turned in by the due date.
- Students may not participate in practice nor activities while in OSS.

TARDINESS

- Students who arrive late to school must check in through the HS office to receive a late slip.
- Students who are late to class during the school day, will be recorded by the teacher; consequences assigned by the teacher.
- Students detained in office or by another teacher should ask for a pass from the person who detained you before returning to the next class.

TAT - TEACHER ASSISTANCE TEAM

- Students struggling with academics or behavior issues may be referred to the Teacher Assistance Team (TAT).
- WCHS TAT generally consists of teachers, administration, counselor, school psychologist and the child's parents.
- The team will meet and brainstorm ideas for assisting teachers who work directly with the student

TEACHERS' WORK ROOM

- The teacher work room is off limits to students.
- If you print a document to the Teachers' Work Room - a teacher will get it for you.
- If you need to see a teacher who might be in the work room, knock on the door and wait for someone to answer.

TRUANCY

- When a student does not attend school as required by law, he/she is considered "truant." Truancy is any absence (by a student under the age of 18) for part/all of school day(s) during which the school has NOT been notified of the **legal** cause of the absence by the parent/guardian of the absent student.
- Once a student has accumulated a certain number of absences, the student will be referred to law enforcement.

LEGAL CONSEQUENCES:

- 12 days: If a student has missed 12 or more days of school attendance within 60 days of school, the School Resource Officer can write a truancy citation (ticket) for excessive days of absence.
- 17 days: If absences continue, a second citation (ticket) can be issued at 17 days of absence.
- 22 days: If a student misses 22 days or more in one school year, law enforcement can work with State's Attorney for petition to Court.

WEAPONS

- State and federal laws as well as WC School Board policy forbids the bringing of dangerous or illegal weapons to school or school-sponsored activities.
- Confiscated weapons will be reported to student's parent and law enforcement.
- Appropriate disciplinary action will be taken.
- Dangerous weapons, firearms, or item calculated or designed to inflict bodily harm are not permitted.
- Disciplinary actions are identified in **WCSD Policy JFCJ**. Refer to the appendix in the handbook for details.

WEDNESDAY NIGHTS (FAMILY NIGHT)

- In keeping with Board Policy, there are to be no school activities scheduled on Wednesday evening after 6:00 p.m. Teachers will attempt to limit homework assignments on Wednesday nights.
- No formal practices or rehearsals will be regularly scheduled on Sundays or legal holidays. Any deviation from this standard procedure must be cleared through the principal's office.