

2022-23

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. Daniel Hoey - Superintendent
Dr. Andrew Barron-Principal
Ms. Andrea Johnson - Activities Director
Mrs. Amy Lupkes - Counselor
Officer Neville Smith - School Resource Officer
Mrs. Jody Driscoll - Administrative Assistant

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.

Schedule

Period 1	8:45 - 9:31
Period 2	9:34 - 10:20
Period 3	10:23 - 11:09
Period 4	11:12 - 12:29
1st Lunch	11:12 - 11:37
2nd Lunch	11:39 - 12:04
3rd Lunch	12:06 - 12:31
	SRB 12:34 - 1:02
Period 5	1:05 - 1:51
Period 6	1:54 - 2:40
Period 7	2:43 - 3:30

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School Expectations

- Students should be safe, be respectful, and be responsible at all times.
- These expectations apply in all school settings--from classroom to co-curriculars.
- School staff address violations of these expectations according to our discipline grid (Appendix A) and with the ultimate goal of teaching our young people how to be safe, be respectful, and be responsible.

Attendance

South Dakota Law gives the responsibility for regular attendance to students and parents.

- Students must be in attendance for all classes; school should be a number one priority.
 - Parental support of regular attendance is expected.
 - Attendance is a part of a student's permanent record.

Codes for Absences

- School officials determine if an absence is
 - (1) exempt
 - (2) excused
 - (3) not excused

1. **Exempt** - does NOT count against student's attendance

Examples:

- School-sponsored activities (school sports, school activities)
- Doctor/Dentist Appointments verified by a doctor's office note (only the time of appointment and short travel time is allowed--NOT all day unless the day is excused by doctor). Doctor's note must be given to the HS office within 2 days.

- Funerals/Religious Observations
- Court Appointment (during appointment time; short travel time)
- 1-2 College Visit -Senior year-must have a note signed by college official

2. **Excused** - does count against student's attendance

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)
- Out-of-school-suspension
- When absences (excused and/or not-excused) exceed 10 or more per semester year, student's absence is considered excessive and not excused.

3. **NOT Excused** - does count against student's attendance

- Not approved by the school admin and/or whether known or not known by parents.
- Any portion of the day counts as a violation.
- "Excessive Absence" when absences (excused and/or not-excused) exceed 10 or more per semester/year.
- Examples: skipping school/class, oversleeping, miss a class to work on homework in another class, leaving school (for any reason) without permission, and excessive absences

How to handle an absence

1. ILLNESS

1. Parents call or email the HS office before 9:00. 605-528-6236 ext 1100
2. Students check the teacher's website for work. Do not wait until you return to find out assignments.

3. Students generally have 1-2 days to make up work at the teacher's discretion.
2. **PLANNED ABSENCE** (includes school activities): The absence will be excused if student follows the process:
 1. Parent calls the HS office before the absence. Coach/advisor will notify the office for school activities.
 2. Students get a make-up slip (in the office, has it signed by all teachers on student's schedule, and the make-up slip is handed in to the coach/advisor before the absence/activity occurs.

Excessive Absences

Consequences for excessive absences include:

Number of Absences	Consequence
6 Absences (per semester)	A letter is sent home reminding parents of WC policy.
10 Absences (per semester)	<p>Administrators will review a student's record and may withdraw a student from a class. Withdrawals from class result in no credit. Alternative pathways to credit will be offered.</p> <p>Any absence beyond 10 per semester is considered excessive. No absence beyond the 10th in a semester can be excused.</p> <p>At 10 unexcused absences per semester, a student is considered truant. The school resource officer may cite students or parents for truancy or refer the student to the State's Attorney's Office for further legal consequences.</p>

Truancy

At 10 unexcused absences per semester, a student is considered truant. The school resource officer may cite students or parents for truancy or refer the student to the State's Attorney's Office for further legal consequences.

Beverage, Gum, Candy, Food

Beverages, gum, candy should be limited to the commons area. Students may have water in class. Do not have beverages near your laptop.

Bullying Prevention & Education

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. Purpose of this policy is to promote a consistent approach and help create a climate in which all bullying is regarded as unacceptable. Bullying is defined as any recurring written or verbal expression, physical act or gesture, or a pattern thereof, 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 if a disruptive effect is caused at school, officials will take action to remedy the situation. 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 including bullying behaviors from the previous school year(s). Superintendent, or designee, has developed a comprehensive program to address bullying at all school levels. See appendix for details.

Cell Phones and Electronic Devices

Cell phones, other electronic devices, earbuds, and headphones will be limited according to the practice that works well in each classroom. Teachers will determine a policy that doesn't distract from teaching/learning in their classrooms. Students must follow the teacher's expectations to put away a phone, device, earbuds, or headphones or store them in the teacher's device storage.

Any cell phone that is not stored properly during class will result in the phone being confiscated, assigned detention(s), and the phone must be picked up at the end of the day. Students will be reminded to limit phone distractions in hallways and lunch areas. Ongoing distraction or violation will result in phone 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. Arrangements must be made ahead of time with HS office staff to take a call if necessary. Students must ask for permission to use WC office/class phones.

Cheating - Academic Dishonesty

If a student has acted dishonestly in regard to a project, homework assignment, quiz, or test. (ex: copying, using non-allowed electronic devices or notes, plagiarizing, etc.) the student will be subject to strict disciplinary consequences (including computer restrictions). Teachers will use professional judgment in making a determination.

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.

Consequences for cheating are:

- determined by the teacher (grade reduction and possible recovery option).
- discipline consequence (Saturday School, Study Table, suspension, or other consequence).
- recorded in Infinite Campus.

Activities Code of Conduct

Please see the Code of Conduct linked on the school website under Activities.

Computer Violation (AUP-Acceptable Use Policy)

Refer to the WCHS LAPTOP HANDBOOK for a complete set of guidelines. Laptops are for school approved uses ONLY.

- Laptops (battery charged) must be brought to school each day.
- Using an individual hotspot is not allowed. Do NOT disconnect from the school wifi)
- Using another student's computer (with or without permission) is considered a violation.
- If laptop damage occurs, or your device is lost or stolen - report to Tech Staff immediately.
- 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 another assigned consequence.
- Violations of the Computer Handbook are registered as an Acceptable Use Policy (AUP) offense and will result in consequences according to the Discipline Grid.

CTE Academy Sioux Falls

Application for Sioux Falls Career Technical Academy may be obtained from the WCHS counselor. This opportunity is for students in junior or senior year. Students will be notified in the previous spring if their application is accepted for the following school year. Admission to SF CTE Academy may require prerequisite classes.

West Central Career & Technical Education

- **Agriculture** – Floriculture, Horticulture, Animal Science, Natural Resources, Vet Science, Biotechnology, and Agriculture Leadership
- **Architecture and Construction** – Introduction to Technology, Production Technology, Computer-Aided Drafting, Carpentry, and Building Trades
- **Human Services**– Independent Living, Careers, Human Development, and Relationships
- **Hospitality and Tourism**–Food Management, Fashion Design, Nutrition,
- **Arts, Audio/Video Technology & Communications** – Multimedia, Web Design, Animation, Computer I, and 3-D Programming
- **Business** - Accounting, Marketing, Business, Econ, Business Law

School Sponsored Dances

Sponsors must be a school organization and have the principal's approval. Sponsorship includes securing chaperones, providing workers, arranging for the music, getting music approved, clean-up, etc. Dances are for West Central High School students. One guest is permitted (a permission form must be submitted to HS administration before the end of the school day prior to the dance). Permission forms available in HS office. ID for guests will be required. Guests must be at least a high school student and under

the age of twenty-one. Once a student/guest leaves a dance, he/she may not return. Students must dress and behave appropriately. School dress code and behavior expectations will result in removal from the event.

DEAR - Drop Everything and Read

- DEAR is regular time set aside for students and staff to READ for pleasure
- Our goal: help students/staff become more fluent readers, increase interest in adolescent/adult literature, and improve vocabulary.
- NO passes or hallway activity during DEAR time.
- Students must be ready to read when the bell rings. Plan ahead!
- Book must be a physical book; no electronic readers/computer
- Disruption of DEAR will result in Classroom Disturbance. On-going disruption and lack of cooperation will result in further consequences.

Detention

Detention will be held from 8:00-8:15 and 3:35-3:50. Students will serve detention in an assigned classroom. Detention is time for reading or completing school work.

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, creates a danger to students' health and safety, interferes with the educational process, or causes a disruption in school. Here are some general guidelines:

- Yoga pants, spandex shorts/pants, leggings, tights and similar clothing should be covered by shorts, pants, skirt, or long top that extends to fingertips when a student's arms are relaxed at his/her side.
- No sheer (see through) garments.
- Tops must conceal undergarments; shoulders and midriff must be covered
- Hats /caps/hoods may not be worn during the school day. Head coverings must be removed when students enter the building. Keep them in your locker during the day.
- Coats-jackets may not be worn during the school day. Keep them in your locker during the day.
- No apparel/articles that promote or suggest alcohol, tobacco, products or drugs are allowed.
- Apparel/articles not allowed: containing messages/ lettering/ pictures that convey profane/offensive, racially insensitive language, relate to sex(ism), sexual symbolism, innuendo (ex. hooters, playboy) or sexually-themed messages, guns, assault weapons, violent themes, racism, gangs, or cults.
- All pants, shorts, skirts, etc. must be worn so the garment's top rim sits up at the hipbone - undergarments covered.
- Shorts and skirts must be in good taste (consider appearance sitting down). Garments should extend to the fingertips when the student's arms are relaxed at his/her side. Extremely short skirts and shorts are not school appropriate.
- Hanging pocket chains or spiked jewelry are not allowed.
- Appropriate footwear must be worn at all times - no slippers.
- No pajama pants.

Students are expected to show respect for themselves, the learning environment, and the West Central Community when they select their apparel for school and school events.

Dual Credit

The SD Department of Education, Office of the Governor, and SD Board of Regents have combined efforts to create an opportunity for Juniors and Seniors to enroll in university or technical institution courses at greatly reduced cost. These courses may be taken either online or on-campus (if college schedule works within WC schedule). Credits will count toward high school graduation requirements (electives) and college/technical institution credits. Dual Credit courses are calculated for GPA on a 4.0 scale.

GUIDELINES:

- All Dual Credit Courses must be approved by the high school counselor PRIOR TO registration with a university/technical school.
- Juniors may take 1 Dual Credit Course in their fall semester and up to 2 Dual Credit Courses in their spring semester.
- Seniors may take up to 2 Dual Credit Courses in their fall semester and up to 3 Dual Credit Courses in their spring semester.
- Contact WCHS counselor or principal for information and approval.
- Students enrolled in Dual Credit Courses must be enrolled in a period Supervised Learning for every two Dual Credit Courses they take.
- Seniors apply to complete Dual Credit independently after the semester begins if they maintain As in all of their classes.
- Students can complete Dual Credit Courses during the summer provided they can do it on their own and with their own device.

DUAL CREDIT - MORE INFORMATION:

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

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.

Excessive Affection

No more than holding hands is school appropriate.

Grade Level Classification

The grade level classification is an indication of being “on-track” for that class’s graduation date and determines students’ participation in class privileges.

0 - 5.5 credits = Freshman

6.0 - 11.5 credits = Sophomore

12 - 17.5 credits = Junior

18+ credits = Senior

GPA and Weighted Grades

- Grade Point Average is figured on a 4.0 scale. A=4, B=3, C=2, D=1
- AP 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 four:
 - 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

- A student who attains cumulative GPA of 3.50 or higher through 7th semester of high school will be noted as an honor student at graduation.
- A student who attains a GPA of 3.75 or higher through 7th semester of high school will be noted as graduating with high honors.
- A student who attains a GPA of 4.0 or higher through 7th semester of high school will be noted as graduating with highest honors.

Grading Scale

WCHS Students will be graded according to this 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 (determined by teacher or administration). Incomplete work must be completed within two weeks.

W - Withdraw - Withdrawal from a class within the allotted time frame (or special circumstances approved by principal). Grade (W) assigned and no credit is earned.

WF - Withdraw Fail - Withdrawal from class past the allotted time or for reasons associated with unacceptable progress, attendance or behavior. Grade (WF) - a failing grade is assigned; no credit is earned.

Graduation Requirements

AT WCHS, 23 credits is the minimum required for graduation. Graduation units must include the following:

- 4 credits of English;

- 3 credits of Social Studies including World Geography, Civics, World History, US History, Government, and elective
- 3 credits of Math- include Algebra I, Geometry and Algebra II Waiver (approval needed) to exclude Algebra II
- 3 credits of Science including Physical Science, Biology and Science elective (chemistry, physics, biotechnology)
- 1 credit of Fine Arts;
- 1/2 credit of PE;
- 1/2 credit of Personal Finance;
- 1/2 credit of Computer Science;
- 1 credit any combination of CTE or World Language
- 1/2 credit Health - needs to be documented on transcript
- 6.5 credits - other electives

Refer to the Course Description Book online for more details.

- Students must fulfill ALL requirements (academic, behavior, attendance) prior to graduation day in order to participate in the graduation ceremony.
- Determination made by the HS Principal.

Graduation Endorsements

The South Dakota Department of Education proposed changes to HS graduation requirements. By fall 2020, schools are required to offer these 3 endorsements:

1. Advanced: coursework consistent with entrance requirements for postsecondary education at a SD university.
2. Advanced Career: career experience in concentrated areas, based on academic and/or workplace experience & related credentials.
3. Advanced Honors: advanced rigorous, academic coursework consistent with SD Opportunity Scholarship.

More information:

<http://doe.sd.gov/gradrequirements/documents/FAQS-041718.pdf>

Hallway Passes

A hallway pass during class should be on a limited basis. Passing time between classes should be used to take care of restroom, locker needs, and socializing. Plan ahead. Students must leave cell phones in the classroom when using a hallway pass during class. A swift return to class is expected. Hallway pass may be limited /restricted. Teacher will notify the student.

Health Policies

Student health and 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 grade level, teacher, and subject. Parents can support student's learning experiences by showing interest in subjects, placing limits on distractions, and providing clear expectations and motivation. Teacher assistance is available before and after school most days. Students should make arrangements with the teacher in advance.

Hybrid Classes

Hybrid classes have both online and in-person components. Teachers set a class meeting schedule that students must follow for attendance.

Hours of Operation - Building Hours

- Doors open to students at 7:00 AM; students must be in the commons if not under supervision of a teacher.
- Commons supervision begins at 8:00.
- The school day starts at 8:45.
- Students are not allowed in the building after 4:15 PM unless supervised by a teacher or coach.

Lack of Effort

Refers to students who do not meet expectations of reasonable effort, fail to do homework, or do not complete in-class work/assignments as directed/defined by the teacher. Teachers may expect the student to stay after or come before school next morning to complete the assignment. Other consequences may be assigned. If the student's attitude/effort does not improve after attempts by teachers, counselors, and/or principal, the student will receive a disciplinary referral. Teacher will contact parents.

Leaving School without Permission

Students must obtain permission from the HS office staff before leaving school. If a student leaves without checking out, the absence is unexcused. All underclassmen (and seniors who are not in open period or open lunch) are required to stay inside the school building during school hours (unless accompanied by a teacher or with a class).

Lockers

- Students are assigned a locker for storing books, school supplies, coats, and other things necessary at school.
- The student is responsible for keeping it locked and in order at all times.
- Students are not permitted to affix stickers or adhesives.

- Students should not share the 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 high school commons during the lunch period.
- Seniors are allowed the open lunch privilege when they are in good standing. The principal may remove open lunch as a disciplinary consequence or as part of a plan for student success.
- If seniors have open lunch but return to school before the lunch period is over - they must remain in the commons.
- Students (including seniors on open/closed lunch) are not allowed in the hallways or classrooms during lunch periods.
- During the period of time when breakfast or lunch is being served (in accordance with federal regulations) no carbonated beverages will be sold or consumed in the area where lunch is served.
- In keeping with lunch regulations, food items from outside restaurants are not allowed in the school commons during lunch (Pizza Ranch, Subway, Get 'N Go, McDonalds, etc).

Medication at School

The “Request and Authorization for Medication” form may be found on the West Central Home Page under “District Links for Parents” column. Forms may also be obtained from the HS office.

Over-the-counter (OTC) Medication:

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

Prescription Medication:

Students are not permitted to take prescription medication at school, whether self-administered or assisted-self-administered, without parent/guardian previously completing “Request & Authorization for Medication” form. The form must also be signed by the physician.

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 or HS Office Staff.
 - 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.

3. 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.

Non-discrimination Clause

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 concerning the application of Title VI (discrimination based on national origin/race), Title IX (discrimination based on gender), or Section

504 (discrimination based on disability) 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

U.S. Dept. of Education
Office for Civil Rights
Kansas City Office
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114
Phone: 816-268-0550 Fax: 816-823-1404

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

National Honor Society Selection Process

- NHS is an organization which recognizes students who excel in 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.

Open Period

Open Period is one period in a senior's schedule that 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 not a right. Eligibility will be checked at midterm and quarter's end. School administration reserve the right to revoke open campus privileges for any student at any time for academic, attendance, or behavior issues/concerns. Supervised learning will be assigned.

- Considerations for Open Campus:
- No failing grades (including last qtr/semester of junior year)
- Student must achieve and hold a minimum GPA of 2.0 with no failing grades.
- Students must achieve basic, proficient, or advanced level on Smarter Balance Tests during junior year.
- Students must not have serious or excessive behavior issues.
- Students must not have excessive tardiness/absences.

Parking Lot

Students must park in the parking lot in the front/ east of the main HS entrance. Students are expected to follow all parking rules and regulations. Students must park between the painted lines. Students may not park on the grass, any yellow curb area, nor in parking spots reserved for SRO, visitors, or handicapped. Students must enter and exit the lot from HWY 38 or from the service road off 2nd St. The speed limit in

school parking lots is 5 mph. No speeding or inappropriate driving, as both endanger the safety of others.

- 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.
- A ticket or disciplinary consequence may be issued for parking lot violations and parking privileges may be revoked.

Planners

Each student is given ONE planner (no charge) which contains a student handbook, schedules, organizer, and hall pass. Students must carry the Planner with them at all times. Students are expected to READ the entire WCHS students handbook.

Recording Device Limitations

Students are NOT allowed to record or photograph anyone in school without their permission.

Teacher or admin permission is required to photograph or record during class or in school.

Reminder: It is illegal to record anyone in a locker room or restroom.

Respect School Property

We take pride in the cleanliness of our building and expect all staff, students, and community members to demonstrate responsible and respectful behavior toward our West Central facilities and property. 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 damages/destroys school property through vandalism, arson, or larceny or creates a hazard to the safety of others, will be referred to law enforcement and face suspension and/or expulsion.

Safety

All WCHS staff and students are responsible for a SAFE 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. Anyone who knows about a weapon at school must report it immediately to admin, teacher, or law enforcement. Any threat to WC students or staff (in school or on social media) should be reported immediately to administrator, teacher, or law enforcement. Students & staff must report any threat to school safety immediately.

Saturday School - If deemed necessary.

Saturday School is expected to be served within 2 weeks. It takes precedence over all extra curricular activities. Saturday School is time for reading, study hall, make up work, missing assignments. Students must bring their study/reading materials to Saturday School. Plan ahead! Computers will only be used for school assignments. Computer use may be restricted (teacher discretion). Students must bring along reading material.

Any student who fails to comply with Saturday School rules, will face consequences (which may include being sent out of SS) and no credit will be given for time served. Additional consequences will be assigned. Any student assigned to more than three Saturday Schools during a semester

may be required to attend the next regularly scheduled School Board meeting (or administrative meeting) with his/her parents/guardians to discuss the problematic behavior.

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 School Reach Service and local TV-Radio. If no report is heard it should be assumed that school is in session.

School Resource Officer

The School Resource Officer (SRO) is a deputy with the Minnehaha Sheriff's Department. The SRO supports the safe operation of the school by building relationships with students, supporting the mission of the school, and enforcing the law. The SRO follows Minnehaha Sheriff's Department policies and school policies. When investigating incidents on behalf of the school, the SRO may conduct interviews and searches of students without parent permission.

Student Responsibility Block (SRB)

SRB is time for independent reading, study hall, make up work, missing assignments. Students are expected to stay with their assigned to SRB teacher. No passes, no locker, no restroom; students must bring study/reading materials to SRB. Computers are only to be used for school assignments—restrictions are the discretion of the teacher. Any meeting during SRB must be approved by administration.

SENIORS SRB: Seniors with Internship or Open Campus directly before or after SRB will not be expected to regularly report to SRB. Students must communicate with their assigned SRB teacher. Poor academic achievement, behavior issues, or attendance concerns will result in loss of Open privileges and attendance in SRB will be required/assigned.

Student Records

Student records are held digitally in the student information system. These records contain information related to grades, attendance, discipline, and student services support. Parents and students who are 18 or older may view a student's cumulative record by making an appointment 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.

Study Table - Wednesdays 3:35-5:05

Study Table is an opportunity for students to receive extra instruction from a teacher or complete assignments. It is offered as needed.

Summer School

Summer school is offered when staffing and funding allows. Transfer credit from another school district's summer program is available with permission from WC principal or counselor.

Suspension

In School Suspension (ISS)

- Students assigned to ISS will serve the time in the office.

- ISS rules are posted in each room; students are responsible for reading and following the rules.
- Students are permitted to use computers when directed by a classroom teacher. Computer use may/will be restricted.
- Students will receive credit for work completed and submitted on time to the teacher.
- Parents will be notified when a student is suspended.

Suspension from Class

- If a student's behavior frequently or consistently interferes with classroom rules/expectations, a student may be temporarily or permanently removed from a class for behavior reasons.
- If permanently removed - withdrawal-fail (WF) grade is assigned and no credit given.

Out-of-School Suspension-OSS

- OSS denies the opportunity for a student to attend school (and school activities) for a period of time, usually one to ten days, and is assigned by the Principal or in some situations, the Superintendent.
- Students must check teachers' websites for assignments or contact teachers (email) to request assistance.
- Students are expected to complete all work by the due date.
- Full credit will be assigned to work turned in by the due date.
- Student may not participate or attend practice/activities during OSS.
- Student may not be on any WC premises during OSS.

Tardy

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 (detention) are assigned by the teacher. Students detained in office or by another teacher should ask

for a pass from the person who detained them before returning to the next class.

Teacher Assistance Team (TAT)

Students struggling with academic or behavior issues may be referred to the Teacher Assistance Team that consists of teachers, administrator, counselor, school psychologist and student's parents. The TAT Team will meet to brainstorm ideas for assisting teachers who work directly with the student.

Teacher's Work Room

The teacher work room is off limits to students. If you need to see a teacher who might be in the work room, knock on the door and wait for someone to answer.

Weapons

State and federal laws, as well as WC School Board policy, forbids bringing dangerous or illegal weapons to school or school-sponsored activities. Dangerous weapons, firearms, or items calculated or designed to inflict bodily harm are not permitted. Confiscated weapons will not be returned and will be reported to student's parent and law enforcement. Appropriate disciplinary action will be taken and law enforcement will be notified.

Disciplinary actions are identified in WCSD Policy JFCJ. Refer to the appendix in the handbook for details.

Wednesday Night - 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. Wednesday After

School Study Table will be required for students who are failing multiple classes and also for those who are academically ineligible. 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.

West Central Student Section Expectations

Students must cheer in a manner which represents West Central well and in a way that is consistent with being respectful, being responsible, and being safe. This is done by following these rules:

Be Safe

1. Remain in the designated student section at all times.

Be Respectful

1. Cheer positively for the West Central team
2. Do NOT target particular players
3. Do NOT use names or personalization
4. Cheering must be about the game, not about people.
5. Fans cannot use offensive or vulgar language while cheering.
6. Students must treat officials respectfully even when disagreeing with a call
7. Students should never target or talk to an official.

Be Responsible

1. Students are responsible for cleaning up the designated student section at the end of the game.
2. When we are hosting home games, it is our responsibility to be gracious and kind hosts.
3. When we are visiting games, it is our responsibility to be gracious and kind guests.

We want our students to cheer and support our teams, but we must follow these rules to ensure we are doing so in a positive and respectful manner.

Ejection from Athletic Event (Student / Adult)

Any student, school personnel, or member of the general public ejected from an interscholastic home or away contest must follow the below guidelines for attendance:

1. **First Ejection** - unable to attend the next upcoming event (in that activity)
2. **Second Ejection** - unable to attend the next 2 upcoming events (in that activity)
3. **Third Ejection** - unable to attend any interscholastic contest for 1 calendar year from the date of incident.

A sport official, school official, or law enforcement has the authority to eject individuals from an interscholastic contest. Participant ejections will be covered by the SDHSAA.

Homecoming Activities

Homecoming is a tradition in many schools where Alumni are invited back to celebrate the school's existence. In many schools, homecoming is centered around one or more activities. It is critical to remember that the point of homecoming is to celebrate the school. Therefore, the following guidelines and expectations have been established to ensure a positive and successful homecoming week.

- Parade - The point of the parade is to promote the school, the teams, and the organizations within the school.
 - There should be absolutely NO political advocacy on the part of any student, group, or coach/advisor.
- Remember, every student is a representative of the West Central School District. It is important that students follow

the standards and expectations outlined within the student handbook.

Infectious Diseases That Affect School Attendance

Chicken Pox - Rash begins as red bumps that develop into blisters. The blisters then dry and form a scab. Cases must be excluded from school until all scabs are dry and there have been no new pox for 2 days (usually 5-6 days)

Common Cold - Children with fevers above 100.4 degrees, severe coughs, severe nasal drainage, or fatigue making them unable to complete the normal classroom tasks, should not attend school until symptoms have resolved.

Covid-19 - Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) is a newly identified (2019) pathogen. Common symptoms: fever, chills, headache, sore throat, smell and taste disorders, shortness of breath, and cough. Stay home if symptoms are severe. ASAP, report symptoms to school personnel and follow established “screening” process. Student must follow quarantine and safety guidelines. Potential safety precautions: frequent hand washing, wear face covering, social distance (6 ft), and cover mouth when coughing.

Diarrheal Disease - exclude while symptomatic only if person is unable to practice independent hygiene.

Fever – Any child noted to have a fever above 100.4 degrees during the school day, will be sent home due to contagiousness. Parents will be expected to pick up their child as soon as possible. Children should be fever free (without fever reducing medication) for 24 hours before returning to school. A child may also be sent home by the school nurse or office staff, regardless of fever, if exhibited symptom deems this action

appropriate.

Head Lice - Anyone can get lice. Head lice are found on the hair of the head, especially behind the ears and at the nape of the neck. They attach each egg (nit) to a hair shaft with a gluey substance. Head lice are communicable by direct contact, and sharing personal items such as combs, brushes, or towels. Symptoms include itching, the presence of lice or nits, or a secondary infection. Exclude child from school if live lice are present. Student may attend if nits are present but will be sent home if lice are present. All contacts should be inspected.

Impetigo - A disease characterized by pustules (crusted sores with oozing) appearing on face, neck and hands - occasionally on body. Exclude from school as long as lesions are draining and until treated with an appropriate topical antibiotic (at least 24 hrs)

Influenza – This is a respiratory disease with symptoms of sudden onset of fever, headache, chills, muscle aches and pains, sore throat, cough, fatigue, stomach ache, and occasional vomiting and diarrhea. The child is contagious one day before symptoms start, and for 5-7 days after onset of symptoms.

MRSA (Methicillin-resistant Staphylococcus aureus) and other antibiotic resistant bacteria infections - exclude only if confirmed MRSA or other antibiotic resistant bacteria is present from a wound in which drainage is occurring and cannot be covered and contained.

Pink Eye - Redness of the eye together with itching are present. The most obvious symptom is a discharge of pus. Once on antibiotic eye drops, children may return to school the next day.

Ring Worm - Ring worm usually begins with a small red scaly patch and gradually increases in size. Infected area should be covered when child is in school. Inspection of all contacts should be made.

Strep Throat, Scarlet Fever, Scarletina, Scarlet Rash - Children having strep infections may return to school 24 hours after treatment is initiated.

Shingles (Herpes zoster) - shingles is the reactivation of the chickenpox virus already present in the body, which is characterized by a painful skin rash with blisters, typically in a limited area on one side of the body, often in a stripe. No exclusion is necessary if lesions can be covered. If lesions cannot be covered, exclude until rash or lesions have crusted over.

Referenced District Policies

Policy JFCH-JFCI - Alcohol Use-Drug Abuse-Chemical Abuse by Students

Policy JFCJ - Dangerous Weapons in the School

Policy JFH - Student Complaints/Grievances

Policy JFJ - Student Bullying

Policy JHFD - Student Parking Lot Use

Appendix A: Discipline Grid

	Level A	Level B - Multiple Offense	Level C - Ongoing offense	Level D - Excessive
Class One-Attendance (per sem)				
Tardy to school or class	Warning	1-3 detention and/or consequence double/increase	2-3 detentions and/or ; consequence double/increase	3-4 detentions; No ER or Open; Sat. School; consequence double/increase
Unexcused absence (Per class), Skipping or not expeditiously completing detention or S.S. Leaving Building/School without checking out	1-3 detention and/or consequence double/increase	2-3 detentions and/or ; consequence double/increase	3-4 detentions; No ER or Open; Sat. School; consequence double/increase	2 Sat. School; No ER or Open; consequence double/increase
Class Two - Behavior (per year)				
<ul style="list-style-type: none"> - Technology (AUP) Violation Computer, - Cell Phone, Electr.Device (calculator, watch, etc) - Inappropriate clothing/attire; - Inappropriate language; - Uncooperative; - Lack of effort 	1-3 detention; and/or ; phone (device) pick up at end of day; change clothing,	2-3 detentions; No ER or Open; phone pick up at end of day; electronic restriction (including phone) change clothing,	Sat. School; electronic restriction/removal (including phone); No ER or Open; change clothing;	Multiple Saturday Schools; ISS 1-3 days electronic restriction/removal (including phone); No ER or Open; change clothing; parent contact
- Behavior that is disruptive, disrespectful, interferes with teaching and learning, or unacceptable (school,	2-3 detentions and/or ; No ER or Open; in class consequences	3 detentions and/or (s);Saturday School and/or suspension from class (1-3 days); No ER or	ISS 1-3 days and/or suspension from class; No ER or Open; parent contact	OSS 2-3 days long-term or permanent suspension from class; No ER or

activity, bus, parking lot); - Insubordination - Forgery - Cheating (includes sharing, electron device use, plagiarism) includes giving & receiving. Pornography Recording a person without his/her permission		Open; in class consequences		Open; parent contact;
	Sat. School and/or suspension from class (1-3 days); No ER or Open; and in-class consequences; parent contact	2 Saturday Schools; No ER or Open; and/or suspension from class (2-5 days); and in-class consequences; parent contact	ISS 1-3 days and/or suspension from class, No ER or Open; parent contact	ISS/OSS 3-5 days and/or suspension from class; No ER or Open; parent contact
Class Three-Safety (per year)				
- Aggressive/disrespectful/offensive language and/or action (directed at a person); - Instigating - Harassment, Bullying, Intimidation, Racism. - Gross Insubordination - Ongoing or Multiple Class Two Issues	ISS/OSS 1-3 days; No ER or Open; and/or suspension from class, parent contact	ISS/OSS 2-3 days and/or suspension from class; No ER or Open; parent contact	ISS/OSS 5 days; long-term or permanent suspension from class; No ER or Open; parent contact	OSS 5-10 days and/or referral to Superintendent for reassignment, No ER or Open; parent contact
- Tobacco, nicotine products, vape	ISS/OSS 2-3 days; No ER or Open; refer to law enforcement, refer to chemical dependency counselor, parent contact;	ISS/OSS 3-5 days; No ER or Open; refer to law enforcement; No ER or Open; parent contact	ISS/OSS 5-8 days; No ER or Open; refer to law enforcement; refer to Supt. for possible long-term suspension; parent contact	ISS/OSS 10 days; No ER or Open; refer to law enforcement; refer to Supt. for possible long-term suspension; parent contact
- Physical Aggression, Fighting, - Disorderly/disruptive conduct - Ongoing or repeated Disruptive Issues - Threatening behavior/words or communication - Hazing - Theft	ISS/OSS 2-3 days; no ER or Open; refer to law enforcement, parent contact	ISS/OSS 3-5 days, No ER or Open; refer to superintendent for long-term suspension/expulsion; law enforcement; parent contact	ISS/OSS 5-10 days: No ER or Open; refer to law enforcement, referral to Superintendent for possible long-term suspension or expulsion, parent contact	OSS 8-10 days No ER or Open; Refer to Superintendent for long-term suspension or expulsion, refer to law enforcement, parent contact
Class Three-Safety - Continued	Level A	Level B - Multiple Offense	Level C - Ongoing offense	Level D - Excessive
- Disruption of School - Trespassing - Vandalism, graffiti - Defacing school and/or personal property - not limited to books, computer, electronic files, database, furniture, lockers, windows, etc. - Tampering with Computer Network.	ISS/OSS 2-3 days; No ER or Open; Refer to law enforcement; parent contact; restitution	ISS/OSS 3-5 days, No ER or Open; refer to law enforcement when necessary; parent contact; restitution	OSS 5-10 days; No ER or Open; refer to law enforcement; parent contact; restitution	OSS 8-10 days; No ER or Open; Refer to Superintendent for long-term suspension or expulsion, refer to law enforcement; parent contact; restitution

Class Four-Illegal (per HS career)				
<ul style="list-style-type: none"> - Setting off false alarm; - Tampering w/building systems 	ISS/OSS 3-5 days; No ER or Open; Refer to law enforcement, parent contact; restitution	OSS 5-8 days; No ER or Open; refer to law enforcement when necessary, parent contact, restitution	OSS 5-10 days No ER or Open; refer to law enforcement when necessary, referral to Supt. for possible long-term suspension or expulsion, parent contact, restitution	Refer to Supt. for long-term suspension or expulsion, No ER or Open; refer to law enforcement, parent contact; restitution
<ul style="list-style-type: none"> - Alcohol (using and/or possession) - Drug (using and/or possession) & paraphernalia, - Under Influence at school/event, - Possessing/setting off fireworks (other dangers) 	OSS 10 days; No ER or Open; refer to law enforcement, chemical dependency counselor, (must provide documentation of compliance) prior to return; parent contact	OSS 10 days No ER or Open; Refer to law enforcement, parent contact	Refer to law enforcement; No ER or Open; Refer to Superintendent for long-term suspension or expulsion, parent contact	Refer to law enforcement; No ER or Open; Refer to Superintendent for long-term suspension or expulsion, parent contact
Class Five-Illegal (per HS career)				
<ul style="list-style-type: none"> - Weapon; - Bomb Threat; - Arson; - Serious bodily injury to students or staff; - Endangering the life of others - Breaking and entering school facilities - Sale or distribution of illegal substances 	OSS 10 day suspension; refer to law enforcement. No ER or Open; refer to the Superintendent for long-term suspension and/or expulsion. Mandatory 12 months expulsion for firearms possession. Parent contact.			
Reminders:				
Appropriate level and consequence will be determined by WCHS Administration.				
Students must serve their consequences expeditiously. General guideline: detention (within a week) and Saturday School (within two weeks); otherwise, consequence will increase.				
Because it is impossible to list every inappropriate behavior that occurs and its possible consequence, administration and staff reserve the right to administer alternative consequences to inappropriate behavior.				
Any questions, concerns, or interpretations regarding West Central High School Discipline should be referred to the HS Principal.				