

**2020-21**  
**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**  
**Ms. Johnson - Activities Director**  
**Mrs. Lupkes - Counselor**  
**Neville Smith - School Resource Officer**  
**Jody Driscoll - Administrative Assistant**

**705 E 2nd Street, Hartford, SD 57033**

**Telephone: (605) 528-6236**

**[www.westcentral.k12.sd.us](http://www.westcentral.k12.sd.us)**

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## Welcome

Your success in school is directly proportional to your **effort**.  
**WORK HARD, BE HONEST, and LEARN A LOT!**

## WC 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.

## West Central High School Staff

|                    |                                     |
|--------------------|-------------------------------------|
| Kendra Benedetto   | English/Language Arts               |
| Vince Benedetto    | Social Studies                      |
| Rebecca Berry      | Special Education Teacher           |
| Nancy Boerboom     | Educational Assistant               |
| JoAnne Bohl        | Social Studies                      |
| Steffani Burwitz   | Chemistry/Physics                   |
| Amanda DeLaney     | Educational Assistant at Sequel     |
| Jami Dubs          | Special Education Teacher           |
| Kelley Eggebraaten | Educational Assistant               |
| Daniel Eye         | Instrumental Music                  |
| Kayla Fonder       | Educational Assistant               |
| Josh Freier        | English/Language Arts/Theater       |
| Laurie Gratz       | Vocal Music                         |
| Elianna Isaac      | Physical Science/Chemistry          |
| Scott D. Johnson   | Social Studies at Sequel            |
| James Kiley        | Social Studies at Sequel            |
| DaNaan Kistler     | Librarian                           |
| Patrick Kleinjan   | Alternative Education               |
| Tony Lanham        | Math                                |
| Amy Lupkes         | Counselor                           |
| Lana Main          | Business Ed./Computers              |
| Barry Matthies     | Physical Education                  |
| Janel Merkwon      | Math                                |
| Greg Munce         | Computer/Business                   |
| 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 Teacher at Sequel |
| David Tuch         | Art                                 |
| Brian Voss         | Industrial Technology.              |

## Regular Schedule

|   |               |
|---|---------------|
| Period 1                                | 8:30 - 9:17   |
| Period 2                                | 9:21 - 10:07  |
| Pledge/Announcements                    | 10:11-10:14   |
| Period 3                                | 10:14 - 11:00 |
| Period 4                                | 11:04 - 12:22 |
| 1st Lunch                               | 11:03 - 11:28 |
| 2nd Lunch                               | 11:30 - 11:55 |
| 3rd Lunch                               | 11:57 - 12:22 |
| <b>DEAR 12:26-12:38, SRB 12:38-1:00</b> |               |
| Period 5                                | 1:04 - 1:50   |
| Period 6                                | 1:54 - 2:40   |
| Period 7                                | 2:44 - 3:30   |

## Friday - Early Release Opportunity

|   |                    |
|---|--------------------|
| Period 1  | 8:30 - 9:17        |
| Period 2  | 9:21 - 10:07       |
| Period 3  | 10:11 - 10:57      |
| Period 4  | 11:01 - 12:19      |
| 1st Lunch   | 11:00 - 11:25      |
| 2nd Lunch   | 11:27 - 11:52      |
| 3rd Lunch   | 11:54 - 12:19      |
| <b>QUIET STUDY/DEAR (with 5th period) 12:23-12:35</b> |                    |
| Period 5  | 12:35 - 1:20       |
| Period 6  | 1:24 - 2:09        |
| Period 7  | 2:13 - 3:00        |
| <b>ER</b>   | <b>3:00 - 3:30</b> |

### **9:00 Late Start**

(2nd & 4th Tuesdays of the month)

|           |               |
|-----------|---------------|
| Period 1  | 8:30 - 9:17   |
| Period 2  | 9:21 - 10:07  |
| Period 3  | 10:11 - 10:57 |
| Period 4  | 11:01- 12:19  |
| 1st Lunch | 11:00 - 11:25 |
| 2nd Lunch | 11:27 - 11:52 |
| 3rd Lunch | 11:54 - 12:19 |

### **QUIET STUDY/DEAR (with 5th period) 12:23-12:35**

|           |                    |
|-----------|--------------------|
| Period 5  | 12:35 - 1:20       |
| Period 6  | 1:24 - 2:09        |
| Period 7  | 2:13 - 3:00        |
| <b>ER</b> | <b>3:00 - 3:30</b> |

### **In-Service & Early Out**

|            |               |
|------------|---------------|
| 1st Period | 8:30 - 9:03   |
| 2nd Period | 9:07 - 9:40   |
| 3rd Period | 9:44 - 10:17  |
| 4th Period | 10:21 - 10:54 |
| 5th Period | 10:57 - 12:16 |
| A-Lunch.   | 10:57 - 11:22 |
| B-Lunch.   | 11:24 - 11:49 |
| C-Lunch.   | 11:51 - 12:16 |
| 6th Period | 12:19 - 12:52 |
| 7th Period | 12:56 - 1:30  |

## 2 Hr. Late Start

|            |               |
|------------|---------------|
| 1st Period | 10:30-11:04   |
| 2nd Period | 11:07-11:41   |
| 3rd Period | 11:44 -1:03   |
| Lunch A.   | 11:44 - 12:09 |
| Lunch B.   | 12:11 - 12:36 |
| Lunch C.   | 12:38 - 1:03  |
| 4th Period | 1:06 - 1:40   |
| 5th Period | 1:43 - 2:17   |
| 6th Period | 2:20 - 2:53   |
| 7th Period | 2:56 - 3:30   |

## Assembly Schedule

8:30 - **Report to 1st Period** for attendance; wait for dismissal; students will be called to Assembly

|            |             |
|------------|-------------|
| 1st Period | 9:50-10:30  |
| 2nd Period | 10:34-11:14 |
| 3rd Period | 11:17-12:36 |
| A-Lunch    | 11:17-11:42 |
| B-Lunch    | 11:44-12:09 |
| C-Lunch    | 12:11-12:36 |
| 4th Period | 12:39-1:19  |
| 5th Period | 1:23-2:03   |
| 6th Period | 2:07-2:47   |
| 7th Period | 2:51-3:30   |



## Absence and 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 student's **permanent record**.
- **School officials** determine if an absence is (1) exempt, (2) excused, or (3) **not** excused.

## How to handle an absence

### 1. ILLNESS

- A. Parent calls the HS office before 9:00.
- B. Student checks teacher's website for work. Do not wait until you return to find out assignments.
- C. When student returns to school
  1. Get **absence pass** from HS office.
  2. **Show** absence pass to your teachers; find out details about assignments and missing work.
  3. **Get** assignments and assessments done in timeframe set by/with your teacher.
  4. General guideline (**not always true**) students have 1-2 days to make up work. Teacher discretion.

### 2. ABSENCE (known/planned in advance) -includes school activities: Absence will only be excused if student follows the process:

- Parent calls the HS office **BEFORE** the absence. (Coach/advisor will notify office for school activity)
- Student gets 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 office** (or coach/advisor) **BEFORE** the absence/activity occurs.

## Codes for Absences

### (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 HS office **within 2 days**.
  - Funerals/Religious Observations
  - Court Appointment (during appoint. 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)
- Suspension from School (assigned by admin)
- When absences (excused and/or not-excused) exceed 10 or more per year, student's absence is considered **excessive**

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 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

## Attendance - What is Required?

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

Attend School **94% or more** "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**)

Attend School **91-93%** of the days "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** of the days "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)

## **Absences: Consequences for missing too much school**

### CONSEQUENCES AT SCHOOL:

#### **1. Letters and Making up Time:**

- 4 absences: letter is sent home reminding parents of WC policy.
- 7 absences: letter is sent when students have missed 7 times in one or more classes **OR** 7 days.
- Student may request attendance review by committee comprised of principal, counselor, and faculty member after 6 absences.
- Extenuating circumstances - this review committee may provide options for student to make up time to possibly regain credit.
- Student will be required to serve detention, Study Table, Saturday School, or to make up time as arranged with HS administration.

#### **2. Lose Credit:**

**If a student accumulates more than 6 absences from a class per semester**, a student may be removed from the class (regardless of the grade). If removed from a class, the student's grade is WF (withdraw fail) and no credit is given.

### LEGAL CONSEQUENCES:

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

## **Backpacks and Coats**

Backpacks and coats must be left in locker during the school day. Bring hoodie/sweatshirt (store in locker) in case the school is cool.

## **Beverages, Gum, Candy, Food**

Beverages, gum, candy should be limited to commons area. Students may have water in class. Do not have beverages near 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 previous school year(s)**.
- Superintendent, or designee, has developed **comprehensive program** to address bullying at all school levels. See appendix for details.

## Cell Phones and Electronic Devices

- Cell phones (other electronic devices) are NOT ALLOWED during class. This is an opportunity to limit distractions. **Students are expected to store their phone (electronic device/watch) in the teacher's phone-storage.**
- Students who check out for restroom, etc, may NOT take their phone.
- Any cell phone that is not stored properly during class will result in phone being confiscated, assigned detention(s), and phone must be picked up at the end of the day.
- Students will be reminded to limit phone distractions in hallways and lunch area. 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. 9

## 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 device 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 TWO: (1) determined by teacher (grade reduction and **possible** recovery option). (2) discipline consequence (Saturday School, Study Table, suspension, or other consequence)

## Class Load

Students must have **ALL** class periods filled with offerings from West Central High School. **PRIOR** to registering for **non-WCHS** coursework, request approval from WCHS Admin (principal/counselor)

## Code of Conduct - Athletics and Activities

- Participating in the following 5 major areas or types of conduct any time during the calendar year will be a Code of Conduct violation.
  1. Use or possession of chewing **tobacco**, smoking tobacco, or any nicotine delivery device. (Includes vaping)
  2. Use, possession, or Under the Influence of **alcoholic** beverages.
  3. Use, possession, 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 Code of Conduct violation.

— Continued on next page

- Any student who is **disruptive or uncooperative** in any West Central activity may be subject to **dismissal from that activity for the remainder of the season**.
- Student misconduct may include **social networking activities**, internet postings, electronic or other forms of communication that negatively represent themselves, 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 such a violation.
- Coaches/Advisors will distribute and review Code of Conduct expectations at the **beginning of a new season**.
- Students must be in attendance **THREE hours prior to activity dismissal** to participate in extra-curricular events. (Ex: for an evening activity, a student must be in school the last 3 hours that day)
- Students must maintain regular school **attendance** to participate in activity without limitations.
- Students must maintain **academic eligibility** as defined in the WC Code of Conduct.

### **Computer Violation (AUP)**

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 an Acceptable Use Policy (AUP) offense 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.
- 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.

### **Career-Technical Education CTE at West Central HS**

- **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, Fashion Design, Nutrition, Careers, Human Development, and Relationships
- **Technology** – Multi-media, Web Design, Animation, Computer I, and 3-D Programming
- **Business** - Accounting, Marketing, Business, Econ, Business Law

### **Dances at West Central**

- Sponsors must be a school organization and have 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 guest will be required.
- Guest 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 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.
- Student must be **ready to read** when bell rings. Plan ahead!
- Book must be a physical book; no electronic readers/computer
- Disruption of DEAR will result in consequence for Classroom Disturbance. On-going disruption and lack of cooperation will result in further consequence.

## **Detention**

**Before School 7:35 - 8:05**

**After School 3:35-4:05**

- Students will serve detention in the office or an assigned classroom, and must be supervised by a teacher.
- Detention is time for reading, study hall, make up work, missing assignments. Students must be working/reading - school related work. No wasting time.
- Study/reading materials required. No passes, no locker, no restroom, no meetings. Plan Ahead!

## **Disruption of School or Classroom**

- Students are expected to conduct themselves in a manner that is **respectful** of the HS staff, teachers, and other students; conduct must be **civil in language, tone, and behavior**; students must be receptive to redirections, corrections, and other points of view.
- Arguing with authority will not be tolerated.
- Engaging in behavior that substantially or repeatedly interrupts either the teacher's right to teach, any student's right to learn, or disturbs the general decorum of school is considered a school or classroom disruption and **will** result in disciplinary measures.
- Disruption of school is a serious issue and will also be reported to law enforcement.



## 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 cause a disruption in school. Here are some general guidelines:

- **Yoga pants**, spandex shorts/pants, leggings, tights & similar clothing should be **covered** by shorts, pants, skirt, or long top that extends to fingertips when student's arms are relaxed at his/her side.
- No **sheer** 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 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.

### GUIDELINES:

1. All Dual Credit Courses **must be approved** by the high school **counselor PRIOR TO** registration with a university/technical school.
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 WCHS **counselor or principal** for information & approval.

### **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](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](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. Thank you.

### ER (Early Release) on Friday

- Early Release on Friday is a privilege for students who maintain academic, behavior, and attendance standards.
- Students on Restricted and/or other academic, behavior, or attendance list(s) are **not** eligible for early release.
- STUDENTS must have missing & late work turned in **BY 5:00 PM THURSDAY EVENINGS.**
- There is NO guarantee that a teacher will get assignments graded and entered into Infinite Campus before the grade reports are run on Thursday nights. Hand your work in ON TIME - and don't wait until the last minute to take care of late assignments.
- If a student is scheduled to stay during ER, a teacher will NOT check with another teacher to see if you have turned in late/missing work on Friday. Student must stay for ER if told to stay.
- A student who skips ER (or argues with ER teacher) will be assigned Wednesday Study Table or Saturday School.
- Uncooperative students will become **ineligible** for early release.
- Parental request/excuse for ER must be approved in advance by the HS principal.
- Appointments during ER will only be excused if a doctor's note is provided the following school day.

### Grade Level Classification

0 - 5.5 = Freshman  
6.0 - 11.5 = Sophomore  
12 - 17.5 = Junior  
18+ = Senior

### GPA and 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 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 Honor student at graduation.

## Grading Scale at WCHS

WCHS Students will be graded according to this grading scale:

|                  |                |                 |               |
|------------------|----------------|-----------------|---------------|
| <b>A+</b> 98-100 | <b>A</b> 95-97 | <b>A-</b> 92-94 |               |
| <b>B+</b> 89-91  | <b>B</b> 86-88 | <b>B-</b> 83-85 |               |
| <b>C+</b> 80-82  | <b>C</b> 77-79 | <b>C-</b> 74-76 |               |
| <b>D+</b> 71-73  | <b>D</b> 68-70 | <b>D-</b> 65-67 | <b>F</b> 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 minima 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 & 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 (<http://westcentral.k12.sd.us>) on Mrs. Lupkes' website.
- Student **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 area, based on academic and/or workplace experience & related credential.
  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 student.

## 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 grade level, teacher, & subject
- Students should have a set time and place at home to study.
- Parents can support student's learning experiences by showing interest in subjects, placing limits on distractions, and providing clear expectations and motivation
- 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.  
Students should make arrangements with teacher in advance.

### Hours - WCHS 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 or coach.
- Student behavior must be appropriate or privileges will be restricted

### In-School Suspension (ISS)

- Students assigned to ISS will serve the time in the office.
- ISS rules are posted in each room; student is responsible for reading and following the rules.
- **No phones** or other electronic devices are allowed in ISS.
- Students are permitted to use computers when directed by a classroom teacher. Computer use may/will be restricted.
- Computer use during ISS is frequently monitored by Tech staff.
- Students will receive credit for work completed and submitted **on time** to the teacher.
- Parents will be notified when a student is suspended.

### Internships

- Provides valuable hands-on experience in a career field to Seniors.
- Students are assigned 1-2 class period(s) for a supervised, unpaid work experience - approved by Mrs. Lupkes
- Each internship site has a set of learning goals.
- Students provide their own transportation.
- Students planning to intern 1<sup>st</sup> semester need to fill out an application in April; those planning to intern 2<sup>nd</sup> semester need to apply in Nov.
- Application does not guarantee placement since worksites reserve the right to accept or reject candidates.

### 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.**
- Teacher 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, counselor, and/or principal, the student will receive a disciplinary referral. **Teacher** will contact parent.

## Leaving School Without Permission

- Students **must** obtain permission from the 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 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.
- Student's responsibility to keep it locked and in order at all times.
- Students are not permitted to affix stickers or adhesives.
- 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 are allowed the open lunch privilege. However, open lunch **may be taken away** if student violates any/other school rules.
- If Seniors have open lunch but return to school before the lunch period is over - **they must remain in the commons**.
- No milling around in the hallway, restrooms, classrooms is allowed.
- Students **(including seniors on open/closed lunch)** are **NOT** allowed in the hallways or classrooms during lunch periods. Classes are in session and hallway disturbances disrupt classes.
- Ninth, 10th and 11th grade students who live within walking distance of school may **request** to walk home for lunch. Requires signed consent form from parent and principal approval.
- 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).
- Students who are eating at home or a restaurant should use their entire lunch period for that purpose. Return to school on time - tardy after lunch is unexcused.

## 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 of Medication**

- 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      OR  
705 E. 2<sup>nd</sup> St.  
Hartford, SD 57033  
605-528-3217

Kansas City Office  
U.S. Dept. of Education  
Office for Civil Rights  
8930 Ward Parkway,  
Suite 2037  
Kansas City, MO 64114  
Phone: 816-268-0550  
Fax: 816-823-1404;  
TDD: 877-521-2172  
[OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

*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.

## 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 for assignments on teachers' websites or contact teachers through email to ask for assistance.
- Students are expected to complete all work **by the due date**; partial or full credit will be given if work is turned in by the due date.
- If assignments aren't done on time - a zero may be assigned.
- Students may **not** participate/attend practice or activities while assigned to OSS.
- Student may **not** be on any WC district property during OSS.

## 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. Make sure there is a line on each side of your car.
- 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.
- Loitering and uncooperative behavior is **not** allowed and will result in disciplinary consequences.
- Students may NOT park in the Library/Admin lot or Becker Center/MS parking lot during school hours
- **BE AWARE:**
  - 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.

**Be Safe and Be Responsible... for yourself and others.**

## **PBIS (Positive Behavior Intervention & Support)**

- Positive behavioral interventions and supports (**PBIS**) is one way for schools to encourage good behavior.
- With **PBIS**, students learn about behavior through direct teaching, redirection, and positive reinforcements.
- The emphasis of a PBIS program is a focus on prevention and improvement more than punishment.
- The **purpose** of school-wide **PBIS** is to establish a **climate** in which appropriate behavior is the norm.

**WCHS STUDENTS ARE EXPECTED TO  
(1) BE RESPECTFUL, (2) BE RESPONSIBLE, and  
(3) BE SAFE in everything they do.**

## **Planners (assignment notebooks)**

- 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 Devices - 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.

## Restricted List

- The Restricted List is intended to motivate students, eliminate negative behaviors, and modify negative attitudes that adversely affect success at school.
- Students may be **added** to the Restricted List at any time.
- Names will only be **removed** at the beginning of each quarter and midterm - at the discretion of the Principal.
- Negative behaviors from previous years or semesters will result in names being added to the Restricted List promptly when negative behaviors surface again.
- The Principal will determine if a student's name will stay or be removed from Restricted List. (input from teachers/counselor)
- Restricted List is assigned for one/more of the following reasons:
  - Missing/late assignments.
  - Attendance issues.
  - Frequency in hallways during classes
  - Skipping ER, frequent absences, or disturbances in ER
  - Lack of effort
  - Failing grade(s),
  - Frequently on D/F list
  - Behavior issues
  - Inconsistent commitment or refusal to follow to school rules

## Safety

- All WCHS staff & 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 8:00-11:00**

- Sat. School is expected to be served within 2 weeks.
- Sat. School takes **precedence** over all extra curricular activities.
- Sat. 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.

PLEASE DO NOT CALL THE SCHOOL  
IF NO REPORT IS HEARD OVER RADIO OR TV STATIONS.  
Students should report to school.

### **School Office**

- Students should **not** be in the office unless they have a specific, official purpose for being there. Disruptions interfere with office staff ability to do their job.
- Students on Open Block may not use the office as a gathering area.
- Only students with permission are allowed behind the counter.

### SRB: Student Responsibility Block

- 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. Plan Ahead.
- Computers are **only** to be used for school assignments- restrictions are the discretion of the **teacher**.
- Students who disrupt SRB will be assigned consequence for a classroom disruption.
- 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 on file in the principal's office.
- 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- Wednesday After School

#### After School on Wednesdays 3:35-5:05

- Students assigned Study Table must use the time make up missing work, receive extra instruction from a teacher, or complete assignments. No wasting time.
- Conflicts between Study Table and Extra-Curricular Activities must be resolved **PRIOR TO** Study Table.
- Examples of BEHAVIOR issues that will be assigned Study Table:
  - Lack of effort, missing assignments; multiple failing grades;
  - Frequent or habitual tardiness; unexcused absences;
  - Disruptive behavior class or insubordination;
  - Multiple misbehaviors/incidents
- If a student skips Study Table, a consequence will be assigned.
- Study/reading materials required. No passes, no locker, no restroom, no meetings. Plan Ahead!

## Summer School

- Generally, NO Summer School is offered for WCHS students.
- Transfer credit from another school's summer program is only available with permission from WC Administration (Principal or Counselor) **PRIOR** to enrolling in another district's course.

## Suspension

### (1) In-School Suspension-ISS

- Students assigned to ISS will serve the time in the office.
- ISS rules are posted in each room; student is responsible to know the rules.
- **No phones** or other electronic devices are 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 or partial 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

- 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.

### (3) 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' website for assignments or contact teachers (email) to request assistance.
- Students are expected to complete all work by the due date; if assignments aren't done on time - a zero may be assigned.
- Full or partial credit will be assigned if quality work is 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 person who detained them **before** returning to next class.

## **TAT - Teacher Assistance Team**

- 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

## **Teachers' Work Room**

- The teacher work room is off limits to students.
- To retrieve a document from the printer in the Teachers' Work Room - ask your teacher to 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 according to/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. (also for absence school administration has not approved)
- Once a student has accumulated a certain number of unexcused (excessive) absences, the student will be referred to law enforcement.

### **LEGAL CONSEQUENCES:**

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

## 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.
- Disciplinary actions are identified in **WCSD Policy JFCJ**. Refer to the appendix in the handbook for details.
- Appropriate disciplinary action will be taken and law enforcement will be notified.

## 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.

## Wednesday Study Table

### After School on Wednesdays 3:35-5:05

- Students assigned Study Table must use the time make up missing work, receive extra instruction from a teacher, or complete assignments. No wasting time.
- Conflicts between Study Table and Extra-Curricular Activities must be resolved **PRIOR TO** Study Table.
- Examples of BEHAVIOR issues that will be assigned Study Table:
  - Lack of effort, missing assignments; multiple failing grades;
  - Frequent or habitual tardiness; unexcused absences;
  - Disruptive behavior class or insubordination;
  - Multiple misbehaviors/incidents
- If a student skips Study Table, a consequence will be assigned.
- Study/reading materials required. No passes, no locker, no restroom, no meetings. Plan Ahead!

**Appendix**  
**West Central High School Student Handbook**  
**2020-21**

Page - Title

|       |   |
|-------|---|
| 33-34 | Infectious Diseases Affecting School Attendance |
| 35    | JFCH-JFCI Alcohol Use-Drug Abuse-Chemical Abuse |
| 36    | JFCJ - Weapons                                  |
| 37    | JFH - Student Complaints-Grievances             |
| 38    | JFJ and JFJ-E Bullying Prevention               |
| 39    | JHFD-Student Parking Lot                        |

## Some 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.
- **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)

— continued on next page.

- **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.

**POLICY JFCH-JFCI**  
**Alcohol Use/Drug Abuse/Chemical Abuse**  
**by Student**  
**(Narcotics, Drugs, Alcoholic Beverages,**  
**and Controlled Substances)**

Student and parent members of the school community are expected to be aware of and understand these policies and comply with them.

- A copy of the policy will be provided to all students and parents through our student handbooks or posted on the school website.
- This policy is in effect on property owned, leased, or maintained by West Central School District, at all school sanctioned activities on and off campus, and in vehicles parked on school property.
- A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of narcotics, drugs, or alcohol, materials/substance represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school.
- Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of illegal drugs.
- Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.
- The building principal or designee may use a Passive Alcohol Sensor (PAS) if there is reasonable suspicion of alcohol consumption or possession.
- If the PAS indicates probable consumption, the student will be asked to take a breathalyzer test given by a law enforcement official to refute or confirm alcohol consumption.
- Consequences for violations of this policy are found on the discipline grid.
- Procedures include, but are not limited to, notification of parents, short-term/long-term suspension, expulsion, notification of law enforcement, and recommendation for professional help for the student.
- **Refer to School Board Policy JFCH/JFCL.**

## Policy JFCJ - WEAPONS

- State and federal laws, as well as board policy, **forbids** the bringing of dangerous or illegal weapons to school or school sponsored activities.
- Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police.
- Appropriate disciplinary or legal action or both shall be pursued by the building principal.
- A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or bodily harm.
- No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions.
- Exceptions are weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at fire ranges, gun shows, and authorized supervised school training sessions for the use of firearms and the ceremonial presence of unloaded weapons at color guard ceremonies.
- Any violations shall be reported to local law enforcement authorities.
- Any student bringing a firearm to school, except as provided by law, shall be expelled for not less than twelve months and will be referred to law enforcement authorities.
- The superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis.
- This policy shall be implemented in a manner consistent with IDEA and Section 504.
- For the purpose of this portion of this policy, "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

LEGAL REF: SDCL 13-32-4.2; 13-32-7; 22-1-2

Improving America's Schools Act of 1994, P.L. 103-382, page 59  
Adopted 6-26-95 Amended 6-25-01, 6-23-03 West Central School District

## **POLICY-JFH**

### **Student Complaints/Grievances**

It is the policy of the West Central School District #49-7 not to discriminate in any of its policies and programs on the basis of age, race, sex, religion, national origin, disability, sexual orientation and other human differences, or to violate any of the Title I of the Elementary and Secondary Education Act of 1965 as amended.

#### **Definition**

A grievance is defined as a complaint by a student with a member of the staff or administration alleging one or more of the following unfair practices:

- 1) that a school rule is unfair
- 2) that a school rule or regulation discriminates between students based on age, race, sex, religion, national origin, disability, sexual orientation and other human differences.
- 3) that an unfair procedure has been used in arriving at a punishment

#### **Procedure**

- A. General comments – grievances are processed through four steps: counselor, principal, superintendent, the West Central School Board for review. At levels 1, 2 and 3, a conference is to be held within five (5) days.

B. **Student Grievance Procedure** –

If a student has a grievance, he/she should present in writing to:

- **LEVEL 1** (Counselor): The school counselor should schedule an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The counselor must hold a conference within five school days after the date of filing.
- **LEVEL 2** (Principal): If a student is not satisfied with the resolution made at level one, he/she may appeal in writing to the principal for discussion of said grievance. The principal must hold a conference within five school days after the date of filing.
- **LEVEL 3** (Superintendent): If a student is not satisfied with the resolution made at level two, he/she may appeal in writing to the superintendent for a conference and discussion of said grievance. The superintendent must hold a conference within five school days after the date of filing.
- **LEVEL 4** (School Board): Complaints that remain unresolved following any action of the superintendent may be referred in writing to the school board. The Board will review the grievance no later than the next board meeting. The Board's decision will be final unless an appeal is requested.

**West Central School District Adopted 2-27-89**

Revised 8-23-93; 7-28-97; 10-8-12

**POLICY JFH-E - Student Grievance Form** is available on the West Central School District website.



## **POLICY JFJ**

### **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 written, verbal, or electronic expression, physical act or gesture or a pattern thereof, which is intended to cause distress upon any person in the school environment. For purposes of this policy the school environment includes school buildings, grounds, vehicles, busses, bus stops and all school-sponsored activities and events.
- A person 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, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.
- The Superintendent, or designee, shall develop a comprehensive program to address bullying at all school levels.
- The program shall be aimed toward accomplishing these objectives:
  1. Foster a community of mutual respect.
  2. Send a clear message to students, staff, parents and community members that bullying will not be tolerated.
  3. Train staff and students in taking pro-active steps to prevent bullying from occurring.
  4. Implement procedures for immediate intervention, investigation, and confrontation of people engaged in bullying behavior
  5. Initiate efforts to change the behavior of people engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
  6. Foster a productive partnership with parents and community members to help maintain a bully-free environment.
  7. Support victims of bullying by counseling.
  8. Help develop peer support networks, social skills and confidence for all.
  9. Recognize and praise positive, behaviors on a regular basis.

Adopted 4-10-06 Revised 6-29-09, 6-24-13 Reviewed 6-27-16  
WEST CENTRAL SCHOOL DISTRICT

Policy JFJ-E Implementing Bullying Prevention  
available on the WCSD Website.

## **POLICY JHFD**

### **Student Parking Lot Use**

A parking lot is provided for students to park their vehicles on the south side of the high school building during the school day. Students are expected to follow all parking rules and regulations as stated below:

1. Students should park between the painted lines. If there is not a line on both side of the vehicle, it is parked illegally.
2. Students are not to park in handicapped zones unless they have the proper authorization to do so and are subject to local, state, and federal laws.
3. Students will **NOT** park in areas marked “visitor,” “authorized vehicles only” or “bus parking.”
4. The fire lane on the south side of the Becker Center is not a through fare.
5. The speed limit in the parking lot is **5 MPH**.

Any student violating the above regulations will be subject to the following consequences:

1. First offense: Student warned, often in writing, by principal.
2. Second offense: Vehicle reported to school resource officer and will be treated as insubordination on the discipline matrix.
3. Third and subsequent offenses: vehicle is towed and student is responsible for the towing charge.

**WEST CENTRAL SCHOOL DISTRICT** Reviewed 1-14-13