



Appleton West High School Handbook 2023-2024



BELL SCHEDULE 2023-2024

M/Tu/Wed/Th/F	
Period 1	7:55 am - 8:42am
Period 2	8:46am - 9:33am
SST/Advisory	9:37am - 10:24am
Period 3	10:28am - 11:15am
Period 4	11:19am - 12:06pm
Period 5	12:10pm - 12:57pm
Period 6	1:01pm - 1:48pm
Period 7	1:52pm - 2:39pm
Period 8	2:43pm - 3:30pm

ACADEMIC INTEGRITY POLICY (HIGH SCHOOL)

The Appleton Area School District promotes and expects ethical behavior from all members of our school communities. Honesty and integrity are valued in our schools. At all times, we expect honest, ethical behavior. Cheating includes, but is not limited to, the following activities:

- Knowingly representing the work of others as your own.
- Using, obtaining, or providing unauthorized assistance on examinations, papers, or any other academic work.
- Forging a signature to certify attendance, completion of a course assignment, or any other purpose. Copying materials; allowing another to copy your material; or using unauthorized materials during a quiz, test, project, or homework assignment.
- Removing examinations or parts of examinations without the knowledge or consent of the faculty member.
- Stealing, using, or accepting stolen copies of tests or answer keys.
- Altering a teacher's grade book or computer records. Committing any other violation intended to obtain credit for work that is not your own.

Each teacher will inform their students of the academic consequences of cheating in their particular course. The following consequences may be applied by administration and staff when a student is found to have violated the academic integrity policy. Decisions on disciplinary consequences will be made by the administration with input from key staff as deemed essential and appropriate.

- The teacher will file a discipline referral with the office.
- The teacher will make parental contact in a timely fashion.

- The student may receive a reduced career and life skills grade. Students may face additional disciplinary consequences including, but not limited to: detention, in-school suspension, and out-of-school suspension.
- The student must still complete the academic work.

Repeated office referrals for cheating can result in more serious disciplinary actions up to and including removal from the class where the cheating took place, suspension, and/or expulsion recommendation.

ATTENDANCE POLICY

STUDENT ATTENDANCE

[Find the full policy here, including definitions, habitual truancy information, and make-up assignment procedures.](#)

The Appleton Area School District believes there is a positive relationship between school attendance and student success. It further believes that school attendance is a responsibility shared by students, parents, schools, and the community.

The District, in accordance with State law, requires that all students between six and eighteen years of age (and those students enrolled in 5-year-old kindergarten) attend school regularly during the full period and hours, religious holidays excepted, that the school in which the student is enrolled is in session until the end of the school term, quarter or semester of the school year in which the student becomes 18 years of age, unless they have an acceptable excuse, meet attendance exceptions outlined in state law, or have graduated from high school. Although not required by state law, students in 4-year-old kindergarten are expected to attend 4K programming on a regular basis, and excused and unexcused absences will be determined based on the procedures described in this policy.

Students who are truant and remain on school property may be subject to disciplinary action and possibly reassigned to an alternative educational opportunity to increase engagement and opportunity for success.

REPORTING AN ABSENCE

The parent or legal guardian may call the school at (920) 852-5410 as early as possible but before 2:00 p.m. each day a student is absent to provide the school with notification of the absence and the reason for absence. Any calls after 2:00 p.m. may delay our work in ensuring accurate attendance records. If the absence extends for more than three (3) days, or if the student has a chronic attendance problem, a physician's statement may be required before the student's absences are considered excused.

PREARRANGED ABSENCES

Any student who knows in advance that he/she will be absent from school for three or more days for an excusable reason must obtain a [Request for Student Absence Form](#). This form can be picked up in the Student Services Office. It must be completed, signed by a parent/guardian and returned to the Student Services office at least 24 hours prior to the absence. After the student's parent/guardian has indicated on the form the reason for the absence and the date of the absence, the student must have the form signed by all of his/her teachers and an administrator.

Parents/guardians may also call the absence into the office as with a regular absence, in which case the office staff will complete the parent/guardian portion of the form. A completed [Request for Student Absence Form](#) must be on file in the Student Services Office prior to the absence. Knowing that the absence will be occurring, it is expected that the student will either complete the schoolwork missed prior to leaving or submit the assignments to the appropriate teacher upon returning to school.

HOMEWORK WHEN ABSENT

When a student is absent for less than two days, it is the expectation that the student will obtain homework assignments by contacting his/her classmates and/or checking Canvas. If a student is absent for two or more days, the parent may contact the Student Services Office to obtain assignments. Please allow for 24 hours before assignments can be picked up. Students who miss school due to an illness, a funeral, or any other excused absence, will be given the same number of days to make up missed assignments as the number of days they were absent.

It is the student's responsibility to obtain any missed assignments, schoolwork, or tests from the teacher. Long-term assignments, such as research papers or projects, ought to be due at the time a teacher designates, regardless of short-term absences. Teachers will inform students at the time a deadline is set if an assignment falls into the long-term category.

Students who are UNEXCUSED must be given the opportunity to make up for missed work. An alternative makeup assignment may be provided in lieu of the original assignment. Completion of work in a timely fashion helps students achieve greater success in class.

MEDICAL EXCUSE REQUIREMENT

Data proves that attendance and success in school are directly related; therefore, we will implement the following policy for excessive excused absences. This policy is compliant with state attendance law. If a student is absent due to illness, it will be logged in the attendance system as such. Students will be allowed ten (10) occurrences of illness PER YEAR. After the tenth occurrence, the administration may request that a medical professional's written note be required to excuse the absence.

Without a medical excuse, the absence may be determined unexcused and apply toward truancy (see Habitual Truant). This note must state that a specific illness caused the student's absence. The administration reserves the right to place a student on a medical excuse list. This is in accordance with Wisconsin State Statute [118.15 \(3\) \(c\)](#), Compulsory School Attendance.

SIGN-IN/SIGN-OUT PROCEDURES

If students are 5 or more minutes tardy to school, sign-in is required in the Student Services Office at that time the student will receive a pass to class. Students who are tardy will be considered unexcused after the first 10 minutes of class time. After the 10-minute time frame, students are to report to student services, sign in, and get a pass for class.

Students will be considered unexcused after 10 minutes of the class has started. If it becomes necessary for a student to leave school during the regular school hours for reasons such as illness, doctor or dental

appointments, court appearances, behind the wheel driver tests, etc., a parent is to call in with an excuse and the student is to sign out in the Student Services Office before leaving the building. Upon returning, the student is again to sign in and will be re-admitted to class with a pass. Failure to follow the procedure may result in an unexcused absence.

ASSIGNED LOCKS FOR STUDENT LOCKERS

Student's will be assigned the same locker freshman through senior year . The school wide expectation is that lockers must be properly locked at all times. A fee of \$7.00 will be charged for lost locks. This fee can be reimbursed if the lock is found and brought to student services.

INCLEMENT WEATHER

When the weather is bad, the Appleton Area School District [follows a process](#) for deciding if schools will be open or closed. The District must make a decision that is the best for all students. We encourage and strongly support you in making the decision that is best for your child(ren). You are always the best judge of your child's health and safety.

If you do decide to keep your child(ren) home on a day when school is in session, please be sure to contact your child's school to report the absence.

On days when the weather is inclement, listen to any local radio or television station for information about school closings. You can also check the district's website and the district's social media. The district will also utilize Infinite Campus alerts with robocalls, emails, and text messages, or a combination in an effort to reach all families. [Please ensure that your Infinite Campus notifications settings are up to date.](#)

BEHAVIORAL EXPECTATIONS

By the time a student has reached high school, it should be quite clear what the behavioral expectations are for students. The behavioral expectations for West students are very similar to those for being responsible and productive individuals in our community. Since part of the mission of West is to prepare students for success in the global community, our behavior expectations reflect those same expectations. Violations may result in teacher reprimands, conferences, parental contact, mandatory academic and attendance connection times , and/or exclusion or removal from class.

In addition to disciplinary actions by teachers, students may also be subject to administrative reprimands, conferences, parental contact, mandatory academic and attendance times, suspension, and/or expulsion from school. Finally, the educational program and options for any student may be changed and limited if the student is not performing at an acceptable level. The following behaviors will not be tolerated at Appleton West and at school-sponsored activities, and will result in disciplinary action:

- Physical or verbal assault or harassment to/on another person
- Committing racist acts or racial slurs against another person or organization
- Cheating or stealing from another person or belongings from the Appleton Area School District
- Lying or withholding information from authorities

- Vandalism of another person's property or property belonging to the Appleton Area School District
- Blatant disruptions or the enticement of others to be disruptive
- Possession or use of a weapon
- Possession, selling, purchasing, or under the influence of drugs or alcohol
- Possession, selling or using any form of tobacco products, including smokeless tobacco, nicotine or vape products
- Tampering with the school fire alarm or security system, or making a bomb threat
- Tardiness, truancy
- Littering
- Disrespectful to other individuals or use of inappropriate, and/or abusive language
- Defiance of staff and staff directives

Thank you for being an important partner in helping our students meet expectations.

DISTRICT STUDENT HARASSMENT POLICY 411.1

[Find the full policy here, including definitions of different types of harassment and reporting procedures.](#)

The Appleton Area School District (AASD) will not tolerate student harassment in any form and will take all necessary and appropriate action to prevent, remediate and eliminate it, up to and including discipline of the offenders.

The District's policy is to maintain and ensure learning and working environment free of any form of harassment or intimidation, including verbal, non-verbal, physical, unwelcome conduct or behavior, sexual, bullying, cyber-bullying or other forms of harassment toward and between students, employees, School Board Members, parents, volunteers, independent contracted service workers and applicants for employment. The District is committed to providing a safe, secure, and healthy environment that allows all students to maximize their learning potential.

Any student who believes he/she/they has been the subject of harassment based on, in whole or in part, sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression, or physical, cognitive, emotional or learning disability, which interferes with his/her school performance or creates an intimidating, hostile or offensive school environment shall report the matter in accordance with the [District's Student Nondiscrimination Policy, 411.2 complaint procedures, 411.2 Rule.](#)

DISTRICT BULLYING POLICY 443.71

[Find the full policy here, including information on reporting procedures.](#)

The Appleton Area School District is committed to providing a safe, secure, and healthy environment that allows all students to maximize their learning potential. The Board of Education considers bullying to be detrimental to the health and safety of students and disruptive to the educational process and is prohibited.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying includes aggressive and hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied and is behavior that is repeated over time rather than an isolated incident. This behavior may include but is not limited to physical and verbal assaults, nonverbal or emotional threats or intimidation, harassment, social exclusion and isolation, extortion, use of computer or telecommunications to send messages that are embarrassing, slanderous, threatening or intimidating (cyber-bullying).

Bullying may also include teasing, put-downs, name-calling, rumors, false accusations, and hazing. Bullying based on sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, cognitive, emotional or learning disability in its education programs or activities is also prohibited by law and Board policy. In addition, the District prohibits bullying or discrimination on the basis of gender identity and gender expression.

Bullying behavior is prohibited in all schools, buildings, properties, educational environments as well as on any school grounds or school buses. This includes any property or vehicle owned, leased, contracted, or used by the AASD such as public transportation regularly used by students to go to and from school and to school-sponsored events.

BULLY & INCIDENT REPORTING

Students, parents, school staff, or any community members can submit a school safety concern or threat via SPEAK UP, SPEAK OUT's website, mobile phone application, or toll-free number. We recommend typing in "AASD" into the search field to see all AASD schools.

- [Submit a tip now](#)
- You may also make a report using your smartphone by downloading the SPEAK UP, SPEAK OUT app from the [Apple Store](#) and [Google Play](#)
- or by calling 1-800-MY-SUSO-1 to speak to a resource center analyst.

Call 911 if this is an emergency or a crime in progress.

This system can be used to identify not just threats to schools, but also other daily safety concerns students encounter, such as bullying, drug use, self-harm, suicidal thoughts, and more. How do you know if someone might need help? Most SUSO tips fall into one of three categories - click on a category below to learn more.

- [A Classmate Is Being Bullied Or Bullying Someone Else](#)
- [A Classmate Might Hurt Themselves](#)
- [A Classmate Might Hurt Others](#)

PHONE/ TECHNOLOGY EXPECTATIONS

West allows cell phone usage in common areas during lunch and passing time.

Terror Phone/Electronic Expectations

- Phones are put away during class time.
- Earbuds, headphones are put away during Instructional and group work time.
 - Use the phone holders (located near the teacher instruction space)
 - Or
 - Keep stored away in your backpack or locker
 - *(Teachers may grant permission for earbuds/headphones during independent work time to be used with their district issued ChromeBook.)*
- Phones are to be left in the classroom when using a hall pass.
 - Use the phone holders (located near the teacher instruction space)
 - Or
 - Keep stored away in your backpack or locker
- ChromeBooks are to be used for instructional purposes only as directed by the teacher.
- No Phones in the Restrooms or locker rooms. ([Under State Statute:175.22](#))
 - Phones are to be stored in your backpack or moved to the phone holder (located near the teachers instructional space) during restroom breaks.

Violation 1

- Violators will keep cell phones in the phone caddy for the entirety of the class. Teacher will call home.

Violation 2

- Office Discipline Referral will be submitted by the teacher. Teacher will call home again. As a courtesy the Student Services team may call home to ask for your help.

Violation 3

- Office Discipline Referral and Guardian and Student Conference with a Student Services team member to create a plan for the students phone. This may include keeping the phone at home or storing it in the Student Services office each day for the entirety of the day for a stipulated amount of time.
- Phones will be held in the office until the end of the day each day until the conference is held and a plan is created.

CLOSED CAMPUS

West High School has a closed campus for freshmen the entire time school is in session. Sophomores, Juniors, and Seniors are allowed to leave campus during their lunch hour.

On regular school days, this means that freshmen must be in the school building from 7:55 AM-3:30 PM in designated areas per individual student schedules. Sophomores and Juniors may only leave campus during their scheduled lunch period. Seniors may leave campus during their designated lunch period and in addition if authorized in writing by office staff authorized through Senior Privilege. Senior Privilege is only one additional hour per day as designated on the students schedule.

Authorization to leave school grounds is given by office staff under certain circumstances and according to specified procedures. Students who do leave school grounds without authorization from office staff will be subject to disciplinary action.

OTHER EARNED PRIVILEGES

Junior/Senior Campus Option and Junior/Senior Privilege are offered to 11th and 12th-grade students. Essentially, these program options provide junior and senior students the opportunity to learn to make decisions about how to use non-class time wisely within the school or outside the building. Students found to be in unauthorized places during non-class hours, and who are not in school-related programs or who have not followed their chosen option as specified below, will be assigned to a study hall for the remainder of the semester. Parents or school personnel reserve the right to revoke either the Senior Privilege or the Campus Option Privilege at any time during the school year where just cause to do so has been shown.

- Juniors or Seniors with a Campus Option must first check-in with their assigned teachers during open hours and then either remain in that setting or sign out and go to other designated locations on campus. Signing out and failing to go to specified areas will result in the loss of Campus Option privileges for the remainder of the semester.
- Senior Privilege allows seniors to leave during any one open hour (not including their one lunch hour). Seniors who have Senior Privilege may leave the building and the school grounds immediately after the previous class hour and are not to be loitering on or about the campus. Seniors, with permission from a staff member, may remain on campus. Failure to abide as specified will result in assignment to Study Hall on a daily basis for the duration of the semester.
- Juniors may earn Junior Privilege the second semester and have the same options as listed above for seniors.

AASD STUDENT DRESS CODE EXPECTATIONS

Appleton Area School District's student dress code supports equitable educational access. It is written in a manner that does not reinforce stereotypes and that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Appleton Area School District expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the district's intent to sustain a community that is inclusive of a diverse range of identities. The school district is responsible for ensuring that student attire does not contribute to a hostile or intimidating atmosphere for any student. Students are responsible for knowing the student dress code and for complying during school hours and school activities.

We believe that:

- All students should be able to dress comfortably for school and engage in the educational environment.
- All students and staff should understand that they are responsible for maintaining their own personal distractions without regulating individual students' clothing/self expression.

- Student dress code enforcement should not result in unnecessary barriers to school attendance/access to education.
- School staff should be trained to understand the dress code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

The goals of the AASD dress code are the following:

- Maintain a safe learning environment.
- Allow students to wear clothing of their choice that is comfortable, allows them to express themselves (religion, self-identified gender, etc.) without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless actions, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Students must wear the following items of clothing at all times:

1. A shirt (with fabric in front, back, sides, under arms)
2. Pants/jeans or the equivalent (ex: skirt, shorts, sweatpants, leggings, dress, etc.)
3. Shoes/appropriate footwear

Students cannot wear:

1. Violent language or images
2. Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity)
3. Hate speech, profanity, pornography
4. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized group
5. Accessories that could be considered dangerous or could be used as a weapon
6. Any item that obscures the entire face
7. Undergarments as clothing

Failure to comply with dress code expectations will result in a phone call home for additional clothing which meets the dress code expectations. In addition, students will be offered school clothing to change into so they are able to meet dress code expectations.

LIGHTERS & MATCHES

Students have no appropriate reason for carrying a cigarette lighter and/or matches on the West High School campus. That being the case, any cigarette lighters and/or matches discovered by staff will be permanently confiscated.

CODE OF CLASSROOM CONDUCT: REMOVAL OF STUDENT FROM CLASS

A teacher may remove a student from the teacher's class if the student violates the District's Code of Classroom Conduct or is dangerous, unruly, or disruptive, or exhibits behavior that interferes with the ability of the teacher to teach effectively.

The primary purpose of this policy is to establish and maintain a school environment that is conducive to teaching and learning. The policy is intended to supplement rather than replace effective classroom management and student disciplinary policies and practices that exist at each school.

Ultimately, no student will be removed from a teacher's class for repeated behavior-related issues if due contact(s) have not been made with the parents by the student's teacher. Extreme cases will be handled, however, in a case-by-case manner.

Academic and Attendance Connection

Academic and Attendance Connection is a means used by the staff and administration to maintain appropriate discipline which connects attendance to academic success.. Primarily it is to serve as a mandatory learning opportunity and as a deterrent for further violation of school policies and procedures. Academic and Attendance Connection time will be assigned during lunch hours. During Academic and Attendance Connection reflection work, missing class work and grade checks will be completed by the students with assistance from school staff. Additional Academic and Attendance Connection time can be served during hours before school when approved by the administration.

IN-SCHOOL SUSPENSION

A student may be assigned to in-school suspension when the student has violated a school policy, refused to cooperate with school expectations, rules, and/or detention policy. ISS can also be an option for a student who has a record of chronic attendance problems or misbehavior. The in-school suspension is intended to provide the student with a time-out from the regular daily routine to focus on the choices the student has made that resulted in this type of disciplinary action.

OUT-OF-SCHOOL SUSPENSIONS

State statutes permit the out-of-school suspension of students ([S.120.13](#)) for up to five (5) days for misconduct. As a general rule, students may be suspended if they defy the authority of Appleton West High School staff, disrupt the orderly operation of the school, or interfere with the right of other students to learn. A suspended student may not be on any school district property unless suspended in school, nor attend any school function during the term of their suspension. Students who commit an illegal offense while at West or during a school-sponsored activity, are subject to suspension from school, as well as legal charges. Following are some illegal acts prohibited at West:

Alcohol: Students may not purchase, possess, or consume any alcoholic beverage ([S.125.07](#) and [125.09](#)) Students in possession of under the influence of alcoholic beverages, in addition to suspension and legal charges, may also be referred for possible expulsion.

Battery: A student causing bodily harm to another, by an act done with intent to cause bodily harm to that person harmed, is guilty of a misdemeanor ([S. 940.19](#))

Disorderly Conduct: Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance is guilty of disorderly conduct ([S. 947.19](#))

Drugs: It is illegal for any person to possess a controlled substance unless it is obtained from a valid prescription ([S. 161](#)). Students found to be in possession of illicit drugs will be referred for possible expulsion.

Harassment: A student who engages in repeated acts to intimidate a person by strikes, shoves, kicks, or otherwise subjects the person to physical contact, or threatens to do the same, is in violation of the law ([S. 947.01](#))

Hazing: No person may intentionally or recklessly engage in acts of forced activity that endangers the physical health or safety of the student for the purpose of initiation or admission with any organization operating in connection with a school ([S. 948.51](#)).

Obscenity: A student who imports, prints, advertises, sells, has in possession, offer for sale, publishes, exhibits, or transfers commercially any lewd, obscene, or indecent written matter, picture, sound recording, or film, or who has in possession with intent to transfer to a person under 18 years of age any of the above materials or whoever makes any lewd, obscene, or indecent drawings or writings in school is guilty of a felony by state statutes ([S. 944.21](#) and [S. 944.23](#)).

Possession of a Dangerous Weapon: Any person (except a police officer) who goes armed with a weapon or switchblade knife in any school building or on school property is guilty of a Class A misdemeanor ([S. 941.235](#) and [S. 941.24](#) and [S. 948.61](#)).

Possession/Discharge of Fireworks: No person shall sell, use, discharge, or explode any fireworks in a school building or on school property ([S. 167.10](#)).

Slander/Libel: State statute prohibits intentionally defaming another person, whether a student or staff member. This includes anything that exposes the other person to hatred, contempt, ridicule, or disgrace in their line of work ([S. 942.01](#)).

Theft: No student may intentionally take and carry away, use, transfer, conceal, or retain possession of moveable property of another person without the other's consent ([S. 943.20](#))

Tobacco: State statute prohibits the possession of tobacco products by a minor ([S. 48.983](#)). The use of tobacco products on school district property by any person is a violation of state statute ([S. 120.12](#)).

Vandalism: Any student who intentionally causes damage to a school building and/or school property is guilty of a misdemeanor ([S. 943.01](#)).

EXPULSION

The Appleton Board of Education may, on referral from a school administrator and after an expulsion hearing, expel any student who is found to be a detriment to the school environment due to the following reason: repeated refusal or neglect to obey the rules; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engage in conduct while at school or while under the supervision of school authority which endangered the property, health, or safety of others; engage in conduct while not at school or while not under the supervision of school authority which endangered the property, health, or safety of others at school or under the supervision of school authority; endangers the property, health, or safety of any employee or school board member of the school district ([S. 120.13](#)).

Students who engage in such actions will be considered by West High School's administrative team for recommendation to the school district for expulsion from school.

ALCOHOL & OTHER DRUGS

[Find the full policy here.](#)

No student or employee of the Appleton Area School District shall knowingly possess, use, distribute, or be under the influence of alcohol, controlled substances, or any other mood-altering chemicals while on school property or during school-sponsored activities. The possession, use or distribution of drug paraphernalia, look-alike drugs, non-alcoholic beer/beverages, or any substance misrepresented as alcohol or a mood-altering drug is also prohibited on school property or during school-sponsored activities. A student may be required to submit to a breath test to determine the presence of alcohol if a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy.

Violation of this policy or refusal to submit to a required breath test for the presence of alcohol will result in disciplinary action which may include: School disciplinary consequences; notification of law enforcement officials; notification of parents/guardians or legal custodians; notification of co-curricular advisors and the athletic director; notification of the district superintendent or designee; suspension and/or expulsion.

Use of prescription or over-the-counter medication in compliance with Board Policy 453.4 (Medication Administration to Students) shall not be considered a violation of this policy. Secondary distribution of any prescribed drug on school property or during school-sponsored activities is prohibited.

Smoking and the use of other tobacco products by students and employees are prohibited on all school property ([S. 48.983](#), [118.257](#), [118.45](#), [120.12](#), [120.13 \(1\)](#), [125.02 \(8m\)](#), [125.07](#), [125.09](#), (2), and [Chapter 961](#)).

TOBACCO PRODUCTS

[Find the full policy here.](#)

State law ([S. 48.983](#)) prohibits the use or possession of tobacco products by a minor. In addition, state law ([S. 120.12](#)) prohibits the use of any tobacco products in school buildings, on school grounds, or in school vehicles, this includes electronic cigarettes. This ban on the use of tobacco products also extends to all school-sponsored activities and functions conducted off school grounds.

Students who violate the law will be referred to the police for legal consequences that may include fines and court appearances. Violations of school rules regarding the use and possession of tobacco products while on school property or attending school functions will result in disciplinary action. All West students are offered voluntary participation in a smoking cessation program on a regular basis.

WEAPONS ON SCHOOL PREMISES

[Find the full policy here.](#)

No person, including someone with a CCW (Carrying a Concealed Weapon) license, shall use or possess a firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon as defined under section 948.605 (Gun-Free School Zones Law) and 948.6 of the state statutes, in school buildings and other buildings owned, occupied or controlled by the

school district, on school premises, in school-provided transportation, or at any school-sponsored or school-supervised activity, except as otherwise specifically authorized in this policy. A weapon is defined as any object that by its design, use or intended use could cause bodily harm or property damage or intimidate other persons. Weapons include but are not limited to firearms (whether loaded or unloaded and whether operational or not), look-alike weapons (e.g. Airsoft guns), knives, sprays, martial arts equipment, razors, leather tools, metal knuckles, etc. Other objects not designed as weapons but used in a manner that cause intimidation or bodily harm to a person, as well as property damage, are considered weapons under this policy. Such items include but are not limited to: chains, pencils, belts, sprays, and laser pens.

The following are exceptions to the policy prohibition:

- A weapon in the possession of and under the control of law enforcement or military personnel acting in their official capacity.
- Any qualified current law enforcement officer who is off duty or any qualified former law enforcement officer may possess a properly licensed firearm provided that the individual meets all applicable conditions specified in the state and federal gun-free school zone laws.

- Although permitted, the Board generally discourages the intentional presence of such firearms and strongly encourages such individuals to notify the District Administrator, building principal, or other activity supervisor of their possession of any such firearm in order to avoid misunderstandings should the presence of the weapon be identified by another person.
- The firearm is not loaded and is encased or in a locked firearms rack that is on a motor vehicle.
- A person who is a CCW licensee or an out-of-state CCW licensee may possess a firearm within 1,000 feet of the grounds of a school, but not in or on school grounds.
- A weapon used or handled by an individual in a legal manner for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.

On a case-by-case basis, the Board may give advanced approval allowing an exception to this policy for a specific event or activity, provided that the request for such an exception is also consistent with the discretionary exceptions authorized under state law.

Possible consequences for a student violating this policy:

- Suspension from school
- Referral to law enforcement officials or juvenile justice system
- Recommendation for expulsion

Law enforcement officials shall be contacted to help deal with a weapons situation, which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff shall attempt to diffuse and control the situation in the safest manner possible, until law enforcement officials can be summoned.

VIOLENCE & INTIMIDATION

[Find the full policy here.](#)

No one shall threaten—verbally, non-verbally, or physically—the safety of another person through the use of intimidation or violence. Such conduct is prohibited on school property, in a school facility, in a school vehicle, at any school-sponsored function, or while traveling to and from school.

Intimidation is defined as behavior or repeated acts which cause fear or physical or psychological discomfort, including, but not limited to, physical contact or verbal or nonverbal threats or gestures.

Violence is defined as aggressive behavior which subjects a person to unwanted physical contact including, but not limited to, striking, shoving, or kicking.

Possible consequences for violation of this policy include application of approved school disciplinary practices and procedures; notification of law enforcement officials; notification of parents, guardians, or legal custodians; notification of Superintendent or designee; suspension from school; recommendation for expulsion. ([S 120.13](#), [120.44](#), [947.013](#))

SEXUAL HARASSMENT STUDENT POLICY

[Find the full policy here.](#)

The Appleton Area School District (AASD) will not tolerate student harassment in any form and will take all necessary and appropriate action to prevent, remediate and eliminate it, up to and including discipline of the offenders. The District's policy is to maintain and ensure learning and working environment free of any form of harassment or intimidation, including verbal, non-verbal, physical, unwelcome conduct or behavior, sexual, bullying, cyber-bullying or other forms of harassment toward and between students, employees, School Board Members, parents, volunteers, independent contracted service workers and applicants for employment. The District is committed to providing a safe, secure, and healthy environment that allows all students to maximize their learning potential.

Any student who believes he/she has been the subject of harassment based on, in whole or in part, sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression, or physical, cognitive, emotional or learning disability, which interferes with his/her school performance or creates an intimidating, hostile or offensive school environment shall report the matter in accordance with the [District's Student Nondiscrimination Policy, 411.2 complaint procedures, 411.2 Rule.](#)

Any student who believes he/she has been the subject of harassment of any kind, including sexual harassment, shall report the matter in accordance with the reporting procedures identified in this Policy. If the alleged harasser is the person to whom complaints would normally be reported, the harassment complaint should be reported to the next higher administrative authority. If a student is not comfortable making the report to that person, he/she may report the complaint to another adult employee of the District and that person will ensure the harassment complaint is properly filed. All harassment reports and complaints shall be taken seriously and investigated in a timely manner. There shall be no retaliation against students for filing complaints or reports under this policy or participating in the investigation of a complaint under this policy.

School staff members and school officials who observe or become aware of acts of harassment should report these acts to the building administrator/designee. Any other person, including a student who is either a victim of the harassment or is aware of the harassment, is encouraged to report the conduct to the building administrator/designee.

STUDENT USE OF TWO-WAY COMMUNICATION DEVICES AND/OR ELECTRONIC DEVICES

[Find the full policy here.](#)

The Appleton Area School District recognizes the legitimate safety purpose that students and parents have in providing students with cellular phones and other two-way communication devices. The Appleton Area School district also recognizes the legitimate education right that students have to learn and engage in school activities without distraction or disruption from the use of two-way devices or other personal electronic equipment.

Students may use electronic devices during school hours in non-instructional areas of the school building. Such devices can be appropriately used in the commons, hallways (during passing time only), and other areas of campus, unless specifically denied as per teacher/staff directive. Exceptions to this policy can be made as deemed necessary and appropriate by the teacher or staff member in charge of a designated classroom or teaching area. Student violators will submit their device as requested by staff, and it may be held by the teacher and/or held in the Student Services office. Appleton West High and/or Appleton Area School District accept no responsibility for lost or stolen electronic devices. Refusal to comply with this policy can result in disciplinary consequences as deemed appropriate.

If parents need to contact their son or daughter, please do not text them. This could lead to confiscation of the cell phone if it goes off in class. Instead, please contact Student Services at (920) 852-5410 and a message can be delivered to the student. Principals are authorized to establish school rules and acceptable use guidelines for limited, non-disruptive use of an electronic communication device during the school day in the school building or during school activities for safety, medical, vocational, or other legitimate uses.

The inappropriate use of personal cell phones or other digital devices by students while on campus is subject to disciplinary action. Students may not share or post personal information about or images of any other student or staff member without permission from that student or staff member. The inappropriate use of cameras or electronic communication devices includes but is not limited to the following examples.

Cameras or electronic communication devices shall not be used:

- In areas where one would reasonably expect privacy, i.e. locker rooms, bathrooms, etc.
- To communicate test answers, photograph tests, or in any way enable students to cheat
- To engage in cyberbullying-placing cell phone calls or sending text messages that ridicule, threaten or harass another student.

The inappropriate use of the Internet, personal cell phones, and other digital devices by students while off campus is subject to disciplinary action if engaging in cyberbullying or maintaining or posting material to a website or blogging that threatens a likelihood of disruption in school or results in disruption in school. Also, students involved in activities that interfere with the rights of other students to participate fully in school or extracurricular activities will be in violation of this policy.

Violation of this policy by students will result in disciplinary action which may include: revocation of district technology use privileges; application of school disciplinary practices and procedures; notification of law enforcement officials; notification of parents/guardians or legal custodians; notification of the activities director and/or co-curricular coaches/advisors; notification of the District Superintendent or designee; suspension from school; recommendation for expulsion. ***Unauthorized items may be confiscated and held by school officials for return to parent(s)/guardian(s) of the students, retained for disciplinary reasons, or turned over to law enforcement officers.***

LIBRARY MEDIA CENTER

The Appleton West Library Media Center (LMC) provides access to materials for research, independent study, and leisure reading. The LMC is open from 7:05 AM until 4:45 PM Monday through Thursday and 7:05 AM to 3:40 PM on Fridays.

- Students may obtain passes from one of their classroom teachers to come to the LMC from Study Hall if they have a specific research assignment requiring the use of the LMC resources
- Students may come to the LMC from class with a pass for research, or to check out books.
- All students entering the LMC independently (not as part of a class) except Senior/Junior Privilege, students need to sign in at the Circulation Desk. Students from class or study hall must also leave their passes in the designated box.

SEARCH OF LOCKERS, DESKS, AND OTHER STORAGE AREAS

[Find the full policy here.](#)

All lockers, desks, and other storage areas provided for student use remain the property of the Appleton Area School District. At no time does the Appleton Area School District relinquish its exclusive control of these areas.

A search of lockers, desks, and storage areas may be conducted by a District administrator, school administrator, or a school employee designated by the District administrator or school administrator as determined necessary and appropriate. This search can be conducted without the consent of the pupil, without notifying the pupil and without obtaining a search warrant. A police school liaison officer or other law enforcement official at the request of or in conjunction with the District administrator or school administrator may also conduct searches.

No student shall lock or otherwise impede access to any locker, desk, or storage area except with a lock provided or approved by the District. Unapproved locks will be removed. Any unauthorized item(s) found in lockers, desks, and other storage areas may be removed. Items removed may be held by school officials for return to the parent(s)/guardian(s) of the student, retained for disciplinary proceedings, or turned over to law enforcement officials.

STUDENT PARKING

Students have two (2) options for parking;

1. Parking on Winnebago Street (approximately 100 spots) or Badger Avenue (approximately 35 spots)
2. Parking in the student lot on the corner of Linwood Avenue and Winnebago Street. This lot has 350 available spaces.

Two (2) hour parking in the neighborhood area is restricted and students will not be allowed to leave school to move vehicles. All traffic regulations must be obeyed. All parking spaces in the Staff Parking Lot and behind the building are assigned to school personnel. Violators may be ticketed by the Appleton Police Department.

NEIGHBORHOOD RELATIONS

Property adjoining the school grounds, like all residential property is private; therefore, littering and trespassing are not permitted. We will work in conjunction with the Appleton Police Department to establish positive neighborhood relations. Just as important as our legal responsibilities are our responsibilities to Appleton West High School, as any action by an Appleton West High School student reflects upon the whole school.

It is important that we are good neighbors in our community. Neighborhood relationships are important.

The neighbors of our school have a right to pursue any infringement upon their rights. Let us be good representatives of our school. STUDENTS CANNOT LITTER THE STREET OR CAMPUS AND MUST STAY OFF THE NEIGHBORS' LAWNS.