



APPLETON WEST

MISSION STATEMENT FOR APPLETON WEST HIGH SCHOOL

With a strong sense of tradition, Appleton West High School will develop academically accomplished graduates who are prepared for success in the global community. Our challenging programs, conducted in a climate of intellectual curiosity, tolerance, and duty, will cultivate graduates who are dedicated to living with integrity and serving their community.

2018-19 SCHOOL CALENDAR AT A GLANCE:

To help you plan your activities throughout the school year, please check Appleton West Website for Calendar of Events

BELL SCHEDULE 2018--2019

7:00-7:47 a.m.	0 Hour(Optional)
7:55-8:43 a.m.	1st Hour
8:48-9:35 a.m.	2nd Hour
9:40-10:18 a.m.	Flex
10:23-11:10 a.m.	3rd Hour
11:15-12:02 p.m.	4th Hour
12:07-12:54 p.m.	5th Hour
12:59-1:46 p.m.	6th Hour
1:51-2:38 p.m.	7th Hour
2:43-3:30 p.m.	8th Hour

TWO HOUR LATE-START BELL SCHEDULE FOR 2018-19

9:55-10:36 a.m.	1st Hour
10:41-11:18 a.m.	2nd Hour
11:23-12:00 a.m.	3rd Hour
12:05-12:42 p.m.	4th Hour
12:47-1:24 p.m.	5th Hour
1:29-2:06 p.m.	6th Hour
2:11-2:48 p.m.	7rd Hour
2:53-3:30 p.m.	8th Hour

GRADING

Report cards at Appleton West High School are marked under a system of five grades. What follows is the Appleton Area School District's grading scale and the general characteristics of those indicated letter grades:

A+ 97-100	A 93-96	A- 90-92
B+ 87-89	B 83-86	B- 80-82
C+ 77-79	C 73-76	C- 70-72
D+ 67-69	D 63-66	D- 60-62
		F 59 and below

ATTENDANCE POLICY

Schools are required by State Statutes (S.118.15 & 118.16) to observe the compulsory education law which requires all students to attend school regularly until the end of the school term, quarter, semester of the school year in which the child becomes 18 years of age. Regular attendance is an important element for success and is the responsibility of parents/guardians and the students.

Consistent and persistent willful violation of the school attendance policy will result in appropriate disciplinary action and possible legal referral.

1. **“Truant”** means a pupil who is absent from school without an acceptable excuse for part or all of any day on which school is held during a school semester.
2. **“Habitual Truant”** means a pupil who is absent from school without an acceptable excuse for part or all of five (5) or more days in which school is held during a school semester. The law provides options to the court which result in significant consequences to the truant individual. These can include monetary forfeitures, up to \$500.00 (plus court costs), the immediate or subsequent suspension of a driver's license upon its receipt by the student for up to 1 year, referral, an order for the student to participate in a counseling, community service, or supervised work program. (S.118.163)(Chapter 10, Section 10, Appleton Municipal Code)
3. **“Consequences for Unexcused Absences”**

Days Unexcused	Consequences
1-3	1-3 detention are given
4	Civic Lesson with Truancy Judge
5	Truancy Conference w/parents, student and Associate Principal
6	Truancy citation and involvement with TRAC (truancy runaway assessment center)

REPORTING AN ABSENCE

The parent or legal guardian may call the school at 832-4108 as early as possible but before 2:00 PM each day a student is absent to provide the school with notification of the absence and the reason for absence. Any calls received after that time may not be accepted. 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.

TARDINESS TO CLASS

Regarding attendance, students must not only make every effort possible to attend each of their classes, but must arrive on time for their classes as well. For students who arrive late each period, an effort will be made to differentiate between excused and unexcused tardiness to their classes. Tardiness to class by definition means being no more than ten (10) minutes late to class. Tardiness to class may result in parental contact and/or disciplinary consequences.

1. "Consequences for Tardiness to Class"

Tardy	Consequences
3	Verbal Warning
6	Remediation
9	Civic Lesson and Remediation
12	Truancy Conference and Remediation
13	Truancy Ticket/Truancy Court

EXCUSED ABSENCES

According to Wisconsin law, students are expected to attend school except for **LEGAL EXCUSED ABSENCES** (S.118.16) established by the local board of education. Students are permitted to make up all assignments missed and receive full academic credit due to the following reasons for legal absences.

1. Student illness
2. Severe illness or death in the student's immediate family
3. Medical emergency, quarantine, or communicable disease
4. Religious observances
5. Impassable roads or extreme weather conditions

UNEXCUSED ABSENCES

Students who miss school for other than a legal excuse are in violation of the state's compulsory attendance law. Unless listed above in the section on excused absences, student's absences are considered **ILLEGAL** and are therefore recorded as **UNEXCUSED ABSENCES**. Students may not be allowed to make up schoolwork missed due to an unexcused absence. The following are examples of illegal, unexcused absences:

1. **Unlawful detention:** When a child is absent from school, for other than legal reasons, with parental knowledge or consent (stated or implied), it is unlawful detention.
2. **Truancy:** A child who is sent to school, whose parent(s) or guardian(s) expect him/her to be in school, but who does not attend for other than lawful reasons, is considered truant. This includes oversleeping, shopping, car problems, concert attendance, babysitting, working at home, or runaways (S. 118.16).
3. **Illegal employment:** Keeping any child of compulsory age from school for work or service of any kind, unless accompanied by a legally issued employment certificate, is illegal. If this is done by the student's parent(s), or with the knowledge of the parent(s), is also unlawful detention.
4. **Excessive excused absences:**
Student who are absent from school with an excused absence for 10 or more days during a school semester are considered to have excessive excused absences. A written statement from a physician may be required in situations where a pattern of excessive excused absences from school has occurred. Absences not accounted for in this manner will be considered unexcused.

CLEARING UNEXCUSED ABSENCES

If a student's absence is marked as Unexcused but should be considered Excused, he/she is given 24 hours after returning to school to clear the absence in question with staff in the Student Services Office. **UNEXCUSED ABSENCES NOT CLEARED WITHIN 24 HOURS AFTER NOTIFICATION OF THE STUDENT OR PARENT WILL REMAIN UNEXCUSED ON THE STUDENT'S RECORD.** If the student's absence is marked Unexcused but should only have been considered tardy, the student is responsible for providing the office with a note or e-mail from the teacher within 24 hours indicting the absence as only tardy.

PREARRANGED ABSENCES

Any student who knows in advance that he/she will be absent from school for an excusable reason must obtain a Prearranged Absence Form in 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 Prearranged 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 school work missed prior to leaving or submit the assignments to the appropriate teacher immediately upon returning to school.

HOMEWORK WHEN ABSENT

When a student is absent for less than two days, it is the student's responsibility to obtain homework assignments by contacting his/her classmates. If a student is absent for two or more days, the parent may contact the Student Services Office to obtain assignments. 24 hours notice is needed 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 missed work. An alternative makeup assignment may be provided in lieu of the original assignment.

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, 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. 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

Upon a student's late arrival at school in the morning, (within the first ten (10) minutes of the school day, the student should go directly to his/her class. The teacher will mark the student tardy or contact student services to let them know the student has arrived late. 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 class has started. a or at any time during the day he/she must first sign in at the counter in the Student Services Office before reporting to class. A pass will be issued upon his/her signing in. 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.

INCLEMENT WEATHER

Inclement weather sometimes causes school to be cancelled or postponed for the day. This is especially true in the winter with snow and ice storms. Local radio and television stations are provided with cancellation news. Unless it is stated that public schools in Appleton are cancelled or postponed for the day, school will be held as usual and at the usual time. School may be delayed only if buses are running late. Students that drive themselves or are dropped off by others need to be to school on-time.

Students/Parents are advised to listen to the following radio/TV stations for **NO SCHOOL** or **LATE START** announcements: WHBY 1150, WAPL 105.7, WNAM 1280, WUSW 96.9, WOZZ 93.5, WROE 94.3, WOSH 1490, WVBO 103.9, WSGC 1050, WEMI 91.9, WGEE 1360, or WIXX 101.1, WBAY-Channel 2, and WLUK-Channel 11.

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 a responsible and productive member of our society. Since part of the mission of West is to prepare student for success in the global community, our behavior expectations reflect those same expectations. Violations may result in teacher reprimands, conferences, parental contact, detentions, and/or exclusion or removal from class. In addition to disciplinary actions by teachers, student may also be subject to administrative reprimands, conferences, parental contact, detentions, 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:

1. **Physical or verbal assault or harassment to/on another person**
2. **Committing racist acts or racial slurs against another person or organization**
3. **Cheating or stealing from another person or belongings from the Appleton Area School District**
4. **Lying or withholding information from authorities**
5. **Vandalism of another person's property or property belonging to the Appleton Area School District**
6. **Blatant disruptions or the enticement of others to be disruptive**
7. **Any gang and/or gang-related activities; this also includes the wearing of gang-related clothing or accessories**
8. **Possession or use of a weapon**
9. **Possession, selling, purchasing or under the influence of drugs or alcohol**
10. **Possession, selling, or using any form of tobacco products, including smokeless tobacco**
11. **Tampering with the school fire alarm or security system, or making a bomb threat**
12. **Tardiness, truancy**

- 13. Littering**
- 14. Disrespectful to other individuals or use of inappropriate, and/or abusive language**
- 15. Defiance of staff and staff directives**

BULLYING AND HARASSMENT POLICY

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 includes aggressive and hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. This behavior may include but is not limited to physical and verbal assaults, nonverbal or emotional threats or intimidation, 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, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap in its education programs or activities is also prohibited by law and Board policy.

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.

Student harassment is defined as any behavior toward students based in whole or part on a prohibited discrimination factor which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment. Harassment based on race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, or emotional or learning disability or handicap is also prohibited by law and Board policy.

Students who engage in any form of bullying or harassment behavior at school, or at a school sponsored activity, will be subject to disciplinary action in accordance with Board policy. This action may include off campus behavior that causes substantial disruption to the educational environment. Consequences and sanctions for such actions, including retaliating against someone for reporting bullying behavior, may include parent notification, suspension, expulsion, or referral to law enforcement officials for possible legal action. Student services staff will support the identified victim. Students shall be annually informed of this prohibition through the parent/student handbook.

Disclosure and Public Reporting

Appleton Area School District schools will distribute this policy annually to all students enrolled in the District, their parents, and/or guardians and employees. The District will provide a copy of the policy to anyone who requests it.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. The Bullying Behavior Report Form will be used for written reporting.

The District will also keep data on the number and types of reports made under this policy. The results of each investigation will verify the details made in the complaint. In addition, an annual record of all sanctions will be kept. No individuals will be named in the annual report and the data will be used to develop prevention programs and strategies relative to the policy.

Cross References:

Nondiscrimination on the Basis of Handicap/Disability, 112.1
Programs for Disabled Students, 342.1
Use of District Telecommunication Systems, 363.2 (522.7)
Student Nondiscrimination Complaint Procedure, 411.2-Rule
Sexual Harassment, 411.1; Violence & Intimidation, 443.7
Safe Schools: Policy & Prevention Strategies, 443.9

Legal References: Wisconsin State Statutes 118.13, 118.195, 118.20, 118.164, 120.12(26), 120.13(1)

PI 9, Wisconsin Administrative Code, Title IX, Education Amendment of 1972, Title VI, Civil Rights Act of 1964, Section 504, Rehabilitation, Act of 1973, Americans with Disabilities, Act of 1973, Individuals with Disabilities Education Act Civil Rights Act of 1991

Adoption Date: April 14, 2008; Amended Date: January 24, 2011

443.71-Rule

BULLYING PROCEDURE

All school members and school officials who observe or become aware of acts of bullying are required to report these acts to the building administrator/designee. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to the building administrator/designee.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. The Bullying Behavior Report Form will be used for written reporting.

Reporting Procedures

If bullying or harassment occurs, students are encouraged to take the following steps:

1. Clearly say “stop” to the person whose behavior is unwanted and report to a trusted adult.
2. Speak with a trusted adult at school, such as a teacher or counselor, social worker, psychologist, nurse teacher, or administrator.
3. When reporting to an adult, include the following information:

- a. The name of the person and specific unwanted behavior
 - b. Describe the nature of the bullying or harassment
 - c. Give the date(s) of the event
 - d. Tell briefly what happened and note all incidents of bullying or harassment that may have taken place.
4. A building administrator/designee may make an appropriate person(s) aware of the situation to discuss the case and determine the follow-up. All efforts will be made to handle the situation in a discreet manner and maintain appropriate confidentiality. The building administrator/designee will also inform students of the prohibition against retaliating against another student for reporting an incident.
 5. Any employee who witnesses bullying between students must intervene by giving a verbal warning. In some cases it may be necessary to provide a report of bullying incidents to a building administrator/designee.
 6. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedures for Investigating Reports of Bullying

The building administrator/designee will begin the investigation of a report of bullying within one school day. This investigation will include an interview of the person(s) involved and a collection of the information that will determine the facts and seriousness of the report. Parents and/or guardians of all people involved in the bullying incident will be notified prior to the conclusion of the investigation. The District shall maintain confidentiality of the report and related student records to the extent required by law. The Bullying Investigation Form will be used.

Adoption Date: April 14, 2008; Amended Date: January 24, 2011

CLOSED CAMPUS

West High School has a closed campus for Freshman and Sophomores the entire time school is in session. Junior and Seniors are allowed to leave campus during their lunch hour. On regular school days this means that students may not leave the school building from 7:55AM-3:30 pm unless authorized in writing by office staff or authorized through the Senior Privilege or Junior open Lunch programs. 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 authorizations from office staff will be subject to disciplinary action.

CAMPUS OPTION AND JUNIOR/SENIOR PRIVILEGE

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.

A) 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 locations on campus. Signing out and failing to go to specified areas will result in loss of Campus Option privileges for the remainder of the semester.

B) 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.

C) Juniors may earn Junior Privilege the second semester and have the same options as listed above for seniors.

STUDENT DRESS

In an effort to keep the learning environment appropriate to a work setting, student dress must conform to the following minimum standards:

- **Headgear (including hoods) may not be worn in the school building.**
- **Jackets, coats and gloves may not be worn in the building during school hours**
- **Students must wear appropriate footwear in and around school at all times.**
- **No pants can be worn below the waist (undergarments may not be visible)**
- **Students may not wear scanty or revealing clothing. Examples may include but are not limited to: short skirts or revealing shorts (must have 4 inch inseam), clothing that exposes midriffs or undergarments**
- **No garments which advertise or promote alcohol, tobacco products, or other drug may be worn**
- **No attire or accessory which by its design, use, or intended use, could cause bodily harm, property damage, or intimidation to other persons, may be worn. Examples may include but are not limited to: chains, leather straps, pet collars and spikes**
- **No gang-related attire is allowed**
- **Body markings or tattoos that do not meet the above standards must be fully covered**

Since styles change the administration reserves the right to determine what is inappropriate for the learning environment.

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, by a case by case manner.

DETENTION

Detention is a means used by the staff and administration to maintain proper discipline. Primarily it is to serve as a reprimand and as a deterrent for further violation of school policies and procedures. Detention time is scheduled daily from 3:35 p.m. to 4:15 p.m. and during the lunch hours. At detention class/school related work is done. Additional detention time can be served during hours before school when approved by 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 as 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, student 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. 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: Student 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 which 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 switch blade 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). 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

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

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 POLICY

No one shall threaten the use of, possess, use or store a weapon or look-alike weapon on school property, in a school facility, in a school vehicle, or at any school-sponsored function.

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, knives and martial arts equipment.

Items not designated as weapons will also be considered as weapons under this policy if they are used to cause bodily harm, or have the intent of causing bodily harm or property damage, or to intimidate other persons.

The following are two exceptions to this policy:

- 1. A weapon in the possession of and under the control of law enforcement or military personnel acting in his or her official capacity.**
- 2. A weapon used or handled by an individual in a legal manner as part of an approved school program and authorized by the Superintendents or designee.**

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. Expulsion is mandatory for a period of not less than a year for possession of a firearm as defined in Section 921 of Title 18 of the United States Code. (S 120.13, 948.60, 948.605, 948.61).

VIOLENCE & INTIMIDATION

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)

GANGS & GANG ACTIVITY

Gang activity in the Appleton Area School District schools or on school property is prohibited. The Appleton Area School district defines a gang as an organized association, either formal or informal, of two or more persons with common sign, symbols and other identifying factors, who individually or collectively engage in criminal activity.

Gang criminal activity includes, but is not limited to; intimidating or threatening others, participating in and/or enticing others to participate in any form of physical violence involving persons or property.

A gang member is an individual meeting any two or more of the gang-related criteria. These include self admission of gang membership, witness testimony, correspondence such as notes, letters, tapes, etc. of gang membership, paraphernalia or photographs of gang activities, gang-related tattoos, gang-related clothing or colors, and/or association with known gang members.

Gang activity includes, but is not limited to, the display or possession of gang symbols; soliciting others for membership, requesting payment of dues, insurance, or other forms of protection from any individual; intimidating or threatening any individual; and/or inciting others to participate in any form of physical violence involving persons or property or other criminal activity.

Gang identifiers which may change periodically will not be allowed to be displayed by anyone at any Appleton Area School District school at any time including after-school events or school-sponsored activities. Students may not display or wear any sign, gesture, insignia, symbol, and color, combination of colors or combination of clothing, wearing apparel or accessories which have been designed as gang identifiers. Some examples of gang identifiers include, but are not limited to, 5-6 point stars, arrows, pitchforks, crowns, identifying numbers or groups of names or initials. The list of identifiers may be updated at any time. **Violation of this policy may result in notification of parents and/or guardians and/or law enforcement officials; suspension; recommendation for expulsion.**

SEXUAL HARASSMENT STUDENT POLICY

The Appleton Area School District maintains and ensures a learning and working environment free of any form of sexual harassment or intimidation toward or between students, employees, school board members, parents, volunteers, independent contracted service workers, and applicants for employment. It is, therefore, the policy of the district that neither students nor employees will be allowed to engage in any form of sexual harassment or intimidation toward students or school employees.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, uninvited telephone calls, or letters, and other verbal, visual or physical conduct of a sexual nature. Sexual harassment also includes, but is not limited to, unwelcome sexual flirtations, advances or propositions, verbal abuse of

sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, unusually degrading words used to describe an individual, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes or physical contact.

No employee or student shall threaten or insinuate either explicitly or implicitly, that a student's refusal to submit to sexual advances will adversely affect that person's school performance, employment, work status, evaluation, wages, advancements, assigned duties, shifts, or any other condition of employment or career or educational development. Similarly, no employee or student shall promise, imply or grant any preferential treatment in connection with another student engaging in sexual conduct. Any employee or student who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy, will be subject to appropriate response, which may include suspension or expulsion for students.

Any student or any parents/guardians who believe their student has been subjected to sexual harassment should report the incident(s) to the building principal/designee. If a student or parent is not comfortable with making a complaint to the principal/designee, the complaint may be made to a teacher, counselor, social workers, psychologist or nurse with the understanding that incidents must be reported to the administration for review and action. The employee receiving the complaint shall report the complaint to the principal/designee and the Assistant Superintendent for School Services. No retaliation or intimidation directed towards anyone that originates a complaint or participates in any way in an investigation will be tolerated.

Third party witnesses are strongly encouraged to report observed incidents of sexual harassment to the administration. Every effort will be made, when requested, to maintain the confidentiality of witness identity unless the witness is requested to testify at the hearing.

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

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 832-4108 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 person 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 test, or in any way enable students to cheat
- To engage in cyber-bullying-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 cyber bullying or maintaining or posting material to a web site 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 7:00 AM until 4:30 PM Monday through Thursday and 7:00 AM to 3:30 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 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 pass in the designated box.

SEARCH AND SEIZURE

The school and its officials retain the right to conduct searches in accordance with Board of Education policy and Wisconsin law. Among the reasons for initiating a search are suspicions of concealing alcohol, illicit drugs, disruptive material, weapons, contraband, or other items, which pose a danger to health, safety, or an educational environment. Discovery of illegal materials will result in a legal referral and appropriate disciplinary consequences, which can include suspension and/or expulsion. Designated school officials, employees or agents may search a student's locker, backpack, purse, or other containers which could conceal other aforementioned illegal materials with the consent of the students, without notifying the student and without obtaining a search warrant. This also extends to any vehicle parked on school property.

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. Police action will be taken against violators who are reported. 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. The neighbors of our school have a right to resent 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.**