

Appleton West High School

Parent Handbook

2018/2019

This handbook contains information needed to begin the 20185-2019 school year, as well as information that will be applicable for the rest of the year. This handbook, along with all newsletters, is available on our website at www.aasd.k12.wi.us/west.

Phone numbers to make note of:

West (General Information)	832-6219
Attendance/Student Services Office	832-4108
Guidance Office	832-4120
Athletic Secretary/Bookkeeper	832-6219
Principal's Secretary	832-6219
Renaissance School	832-5708

Appleton West Administrative Team

The administrative team is made up of the principal, and three associate principals. Each of the team members has definite responsibilities. The administrative team works with staff in developing the school's vision, programs, discipline, policies, and procedures. The following is a description of the roles of the administrative team at West High School.

PRINCIPAL – Mark McQuade – 832-6219, ext 7543

Instructional Leadership
 Supervision/Evaluation of Professional Staff in Math, Science and Tech Ed
 Management of Physical Facility & Custodial Staff
 Budget Development/Management
 Coordination of Administrative Team & Professional Staff

ASSOCIATE PRINCIPAL - CURRICULUM AND INSTRUCTION – Todd Kadolph – 832-6219, ext 7544

Curriculum Development
 Supervision/Evaluation of Professional Staff in Phy Ed, Health, English, Social Studies, Art, Business, Food Science and Music
 Data Processing:
 Grade Reporting
 Student Scheduling
 Master Schedule
 Supervision of Counseling Services Related to Student Scheduling

ASSOCIATE PRINCIPAL - STUDENT SERVICES – Cheryl Klinger – 832-6219, ext 7402

Attendance and Student Records Supervision
 Student Discipline
 Supervision of Counseling Services Related to Student Services
 Supervision/Evaluation of Professional Staff in World Language, Counseling, Special Ed and At-Risk
 Administrative Council Member
 Building Consultation Team Coordinator
 Sophomore Academic Achievement

ASSOCIATE PRINCIPAL – ACTIVITIES Jim McClowry – 832-6219, ext 7545

All co-curricular programs
 Sporting activities
 and clubs



Counseling Department

The Counseling Department offers services to each student to aid in academic success in school, to help better understand strengths and limitations, to identify interests, and to help plan for attaining realistic goals. The West counselors can help students to: develop positive attitudes, choose courses that match interests and needs, solve personal problems, plan for post-high school education, find part-time and full-time employment, evaluate talents and abilities, and make suitable life decisions.

The Appleton West Counselors offer services which can aid academic success by helping students understand their strengths, limitations, interests, and talents, and show how these influence the attainment of realistic goals. Additionally, the counselors can assist students in making suitable decisions about post-high school life. Any student who wishes to see a counselor should see the Counseling Department secretary to arrange an appointment during the student's free period. Students may also stop by the Counseling Office for assistance during a free period.

GUIDANCE COUNSELORS

Mr. Meidam
Ms. Wagner
Mr. Puls
Mrs. McElderry

Police Liaison Officer (PSL)

A police liaison officer is assigned to West. The officer will be available to help students who have incurred a loss or destruction of property either on or off campus. It is also recommended that students report to the police liaison officer if they have a problem involving (or potentially involving) the police. In addition, the officer will handle investigations and legal issues involving West students.

Infinite Campus (Parent Portal)

As we look to start the 2018-2019 school year, please make sure that you have your logon information for Infinite Campus (parent portal). By utilizing the parent portal, you will be able to get current information on your child's academic progress. Logon information is available in any of our offices.

School Website

We will continue to look for ways to use the website to dispense information to families. Please utilize this resource. If you have any ideas on how we can improve the sight, please let Mr. McQuade know. Following are commonly used websites for Appleton West:

<http://www.aasd.k12.wi.us/west/> West Home Page

<http://www.facebook.com/AppletonWest> West Facebook

<https://twitter.com/#!/appletonwest> West Twitter

<http://www.appletonwestactivities.org/> West Activities

<http://www.aasd.k12.wi.us/cms/One.aspx?portalId=457604&pageId=3739789> District Fine Arts

Daily Schedule

7:00 – 7:47	0 Hour
7:55 – 8:43	1 st Hour
8:48 – 9:35	2 nd Hour
9:40 – 10:18	Flex
10:23 – 11:10	3 RD Hour
11:15 – 12:02	4 th Hour
12:07 – 12:54	5 TH Hour
12:59 – 1:46	6 th Hour
1:51 – 2:38	7 th Hour
2:43 – 3:30	8 th Hour

Steps to Follow if Parents Have a Concern

If parents/guardians have a problem, question, or concern involving a student at West that needs attention, we encourage you to call so we can jointly work through the issue. We feel it is in the best interest of our young people that we maintain an open, honest, and constant flow of communication between home and school.

We recommend the following steps if there is a concern. All West staff members can be contacted by calling 832-6219.

1. Contact the classroom teacher, coach, or advisor. If there is a serious issue, you may wish to schedule a meeting with the teacher, coach, or advisor.
2. If no resolution has been reached, please contact the person who coordinates the specific area of concern:
 - Mr. Todd Kadolph - Associate Principal

- Curriculum, Grading and Scheduling
- Mrs. Cheryl Klinger - Associate Principal
Attendance & Discipline
- Mr. Jim McClowry – Associate Principal -
Activities Co-Curricular Programs

If the concern is of a personal, inter-personal, transition, post-high school option, or other related concerns or questions, call your son or daughter’s guidance counselor.

3. If resolution is still not reached, or the issue is school-wide, please contact Mark McQuade, Principal.
4. For yet unresolved issues, contact the Assistant Superintendent of Schools, Judy Baseman, at 997-1471.
5. Unresolved issues may be appealed to Judy Baseman, the Superintendent of Schools, at 832-6126.
6. The final step in the district appeal process is the Board of Education. Appeal request should be submitted in writing to Sharon Fenlon, President of the Board of Education, AASD Administrative Center, P.O. Box 2019, Appleton, Wisconsin, 54912-2019.

Student Chromebooks

In the beginning of the year, each student will be issued a personal Chromebook device. Most students will take this device home daily, unless prior arrangements are made to keep at school. The Chromebook is attached to a student’s name, just as textbooks are. Students will keep the device from the beginning of the school year to the end, but will receive the same device when they start school again in the fall. Students are expected to take the Chromebook to each class, as they will be used in various ways depending on the subject area.

Students are expected to charge their Chromebook each night at home. The device holds a charge all day if powered overnight, so there is no reason to bring the charger to school. Also, students should keep their Chromebook in the case at all times. Any damages that occur outside of the case voids the accidental damage insurance. Students should also keep their screens free of pens, ear buds, etc. as the screen can crack if there are items in between the screen and keyboard.

The Chromebook is a school device. The number one priority of the Chromebook is to work on school related assignments. Students should recognize that it is not a personal computer and should make good choices when utilizing the Internet. No filter is as reliable as adult supervision! It is the responsibility of the parent or guardian to monitor student use, especially Internet, in the home. It is the responsibility of the user to appropriately use the device, network, and the Internet. All use,

including off campus, is governed by AASD Acceptable Use of Technology Policy 363.

Attendance Procedures

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, or an order to remain home at all times except for attending school or religious worship. (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 the 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.

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.

To be eligible, students must:

- Have a cumulative GPA of 2.0 or better.
- Have passed all classes during the spring semester of the 2014/2015 school year.
- Be in good standing with Student Services.
- Be on pace to graduate.

A) Juniors with 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) Junior/Senior Privilege allows students to leave during any one open hour (not including their one lunch hour). Juniors/Seniors who have 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. Students, 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.

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.

STUDENT VISITORS:

There will be no student visitors allowed at West.

Schedule Changes

The entire hiring process and the procedure of building the master schedule for the entire school is based on the classes that students choose when scheduling. Therefore, the matter of changing a schedule is not taken lightly, and it is only when due cause can be shown that such a request can be granted. The decision will be based on the best interests of the student, along with considerations about the enrollments in the class that the student is requesting to drop and/or the class that the student is requesting to add.

After school begins, a no grade penalty drop will be made only for the following reasons:

- a. An error has been made on your schedule.
- b. A change is needed to meet a graduation requirement.
- c. After the completion of 4-1/2 weeks, a student has one week to request a drop without it affecting their GPA. A no grade penalty drop will be granted only if there is a consensus that a significant effort has been shown by that student.

d. In unusual circumstances, during the second and fourth quarter, an administrative waiver will be considered after consultation with the student, parents, teacher and counselor.

All class drops for reasons not included in a, b, c, or d above will result in the student receiving a grade of “F” for the semester in that class and assignment to a study hall.

If a student wants to add a class, he/she must make an appointment with their counselor before the end of the second week of the semester. The request will be granted only if there is room in the class, the teacher involved approves the addition, and the counselor and parent agree that it is in the best educational interest of the student.

State Mandated Testing

All 9th and 10th grade students in the state of Wisconsin will be required to take the ACT Aspire Test. At West, we will be testing our 9th and 10th grade students in late April and early May. If you have any questions related to this testing program, please feel free to contact Mr. Jon Meidam, Counselor, at 832-4120.

Measures of Academic Progress (MAP)

MAP testing assesses 9th grade students in the areas of mathematics and reading. These tests are administered on the computer in fall and again in spring, and provide staff with immediate results about each child’s general knowledge and skill set in the assessed areas. This information will be used by the staff to help identify students’ academic strengths and/or areas of need, so that instructional programming can be even more closely matched with students’ abilities.

Work Permits

Application for student work permits can be made in the Business Office at Appleton West High School. The following must be presented at the time of application:

1. Certified copy of birth certificate, baptismal certificate, or driver license.
2. Letter from the employer stating the hours to be worked and the duties to be performed.
3. Letter from parent/guardian providing permission for the student to work.
4. Social Security Card. (Social Security number cannot be given from memory or from any document other than a

verification form from the Social Security Office if the original card has been lost or misplaced.)

5. \$10.00 fee. This fee is reimbursed to the student by the employer.

6. In order to do the necessary paperwork, work permit are done between 8:00 am and 2:30 pm Monday through Friday.

Physical Education Pass/Fail Request

Any student electing to have his/her grade for Physical Education not be included in the semester grade average may do so by making this wish known no later than the completion of the first week of classes for the semester during which time the Physical Education class is being taken. A form must be completed by the parent(s)/guardian(s) and filed with the Counseling Office at the time of the request. A request to have the grade not averaged with other grades will not be considered after the completion of the first week of the semester. Forms can be picked up in the Counseling Office.

WIAA Required Physicals

Just a reminder -- if your son or daughter is going to participate in a sport this year, please make arrangements with your family physician now to have physicals completed prior to the first day of practice.

To Parents/Guardians of Freshmen Students

During the semester in Health Class, your son/daughter will have a unit in Family Life education. The main topics covered during this unit are sex roles, sexuality, intimacy, relationships, sexual orientation, pregnancy, labor, birth, planning families, sexual assault and self-protection, sexually transmitted diseases, and AIDS.

The alternative Family Life unit curriculum material and other resources are in our LMC and available for you to preview. Should you find any of this unit objectionable, you have the right to request that your son/daughter opt out from this unit. If you should wish to have your son/daughter opt out for all or part of this unit, you should contact the Student Services Office for an opt-out form. Alternative units will include education on Safety and First Aid, Consumer Health, Environmental Health, and Health Services.

If you have any questions regarding this matter, please feel free to contact your son's/daughter's health teacher. Thank you in advance for your involvement in this cooperative effort to educate your child.

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 on our website <http://www.aasd.k12.wi.us/west/>

Parent/Principal Informal Chat

The Parent/Principal Meetings are an informal opportunity for parents to stay updated on the numerous activities at West. It gives the administrators at West the opportunity to solicit input from parents and to answer questions and address concerns. We have intentionally kept these informal, so if you can't make the entire meeting or if you have to come late or leave early, it is no problem.

The agendas will revolve around the types of items that parents would like to hear more about concerning West and the education of their sons and daughters. The first meeting of the year will be spent reviewing the start of this school year, updating you on future events, and answering your questions.

Parent Advisory Meetings are held in the Library Media Center from 6:30 to 7:45 p.m.

Please mail a request or call the Principal's Office at 832-6219 if you would like to be on the mailing list for reminders and agendas of Parent/Principal Informal Chats.

Parent/Teacher Conferences

Please mark your calendars and plan to attend our Parent/Teacher Conferences on October 18 & 22, 2018 and on March 14 & 18, 2019. Conference details will be available in upcoming newsletters.

Senior Pictures Due

Just a reminder to all seniors that yearbook pictures are due no later than November 1, 2018. Please have pictures delivered to West prior to that date.

Students from other high schools who are in good standing and alumni are certainly welcomed. **Students in middle school cannot be brought as guests.** Any questions on the guest pass procedure can be addressed in the Student Services Office.

Lockers

At the time of registration, each student will be assigned a street locker. After the assignment has been made, the student should proceed to the locker, which is usually located in close proximity to the homeroom. The student

will have a card on which the combination to the lock is printed. He/she should open the locker with the given combination and inspect the locker. If there is a problem with either the lock or the locker, it should be immediately reported to the Student Services Office.

Locker assignments are made for a four-year period. This means most seniors, juniors, and sophomores will have the same locker reassigned and freshmen will receive locker assignments that will be theirs for their entire high school career. For this reason, it is in the student's best interest to take care of the locker. During the course of the year, any problems with either the lock or the locker itself should be reported to the Student Services Office immediately.

The changing or sharing of lockers by students without authorization by the Student Services Office is prohibited and subject to penalty. Only school-based locks are to be used on lockers unless there is a special need for a specialized lock and this needs to be authorized by Student Services. Any students using their own locks will be warned to remove them. Failure to do so will result in having the lock removed by the administration and a new school lock being placed on the locker at a charge of \$10.00. Likewise, any student who loses the lock assigned, will be charged a replacement fee of \$10.00.

The school cannot be responsible for items lost from lockers. Keep lockers locked at all times and do not share your combination with others. It is not advisable to keep valuable items, large sums of money, etc. in student lockers.

Courts have ruled that school authorities not only have the right to inspect lockers, but this right becomes a duty when suspicion arises that something of an illegal nature may be secreted in any school locker, whether occupied or not.

Student Parking

The city approved parking restrictions in the neighborhoods that surround West, which will stop students from parking in the neighborhoods. Students that drive to West will have two options for parking; use the student parking lot, or park on the streets that border West property, which are Badger and Winnebago. The lot, with capacity for 350 cars, is a 4 ½ minute walk to the front doors of West and students will be able to get their own personal space if they would like.

Please be reminded that the city has restricted parking around West. There are many "No Parking" signs posted on the streets surrounding the school. As a result of these restrictions, most of the streets around school now have parking on only one side of the street.

These restrictions are in effect from 7:30 a.m. until

4:30 p.m. Therefore, we would encourage students not to drive to school unless it is necessary. Carpooling should be considered whenever possible. Please also be aware of the following parking restrictions:

1. "No Parking". Never leave a car unattended in a no parking zone. You can drop off or pick up a student in these areas as long as you are there for a limited period of time and do not leave your car unattended.

2. "No Stopping, Standing, Parking - Except for Buses on School Days." These areas are for buses only. Do not pull into these areas even for a moment or **YOU WILL BE TICKETED.**

Behaviors in the neighborhood such as littering, loitering, unsafe driving, or inappropriate language will not be tolerated. If we expect to maintain the parking privileges we presently have, student behaviors, as they relate to our neighbors, must be appropriate at all times. In addition, please remember:

1. Cars and motor bikes are never to be parked behind the auditorium on the northeast side of the school.

2. All parking spaces in the parking lot are assigned to the staff. No students will be allowed to park in the parking lot. Any student parking in this lot will be ticketed by the Appleton Police Department and/or towed at the car owner's expense.

3. Any vehicle brought to school, once parked, is to remain alone and untouched until the time it is moved by its owner at lunch time, for an appointment, or at the end of the school day.

At no time during the school day are there to be students sitting on, sitting in, or congregated around parked vehicles. Violators of this policy will be prohibited from bringing cars to school, thus making available much needed space for other students who are willing to cooperate in this respect.

Student Medication

In compliance with Wisconsin State Law, the Appleton Area School District has adopted a policy on the administration of medications. In order for school personnel to administer medication safely and efficiently, parents/guardians and/or adult students will need to comply with the following requirements.

Prescription Medication:

1. A current Administration of Medication Consent Physician's Statement form and Administration of Medication Consent Parent/Guardian Statement form must be on file in the school office. These forms may be obtained from the school office.

2. The prescription medication must be supplied in the original pharmacy-labeled bottle indicating the correct

dosage and administration instructions. This information must be the same as provided in the above noted forms. Only the amount of medication needed at school shall be contained in the bottle.

Over-The-Counter Medication (Non-Prescription):

1. The parent/guardian must complete an Administration of Medication Consent form.
2. Medication must be supplied in the original container with the student's name written on the container. No more than a ten-day supply may be kept at school.

Self-Medication:

It is permitted, and sometimes necessary, for students to carry and administer their own medication. If a parent wants their child to possess medication for self-administration, the parent should complete an authorization form and talk with the school nurse. Due to a change in state law and district policy, asthma inhalers and controlled substances (such as Ritalin, Adderall, and Codeine) also need physician authorization. Authorization forms are available in the school office. Please contact the school nurse if you have any questions.

NOTE: Self-administration of inhalers require a specific consent form. Please consult with the school nurse. Parent attention to and support of these requirements will be very much appreciated. If you have questions, please contact your school nurse and/or your school secretary. If at all possible, medications should be administered at home.

Health Services

Appleton West offers the services of a registered nurse to its students. The nurse assigned to West are Mrs. Jayne Shea. They coordinate a variety of services for the healthy promotion of students and staff. Students may contact Mrs. Shea through the Student Services Office if assistance with a health concern is desired.

A health room is available in the Student Services Office for students who become ill or injured while at school. The health room is staffed by office personnel, under the supervision of the school nurse. Students may remain in the health room for a maximum of one class period, unless special permission is given to stay longer. Parental permission must be confirmed by school staff in order to allow minor students to leave the campus due to illness or injury.

A few reminders will help to ensure the safety of all students. THESE REMINDERS APPLY TO ALL MEDICATIONS.

1. Ideally, have your student's medication administered at school by one of the trained personnel.
2. Parents should bring in medication refills, rather than sending them with students.
3. Educate your student as to the safety concerns regarding their medications and the potential for its abuse: "Never share your medication with anyone. Medication that is helpful for you might be dangerous for another student."
4. Be aware of how many pills are in your student's medication bottle. As always keep all medications in a safe, monitored location in your home.

These reminders are not meant to alarm or raise unwarranted concern. Caution and good sense will help us all to keep our children safe.

Student Records

The Federal Family Educational Right and Privacy Act requires school districts to provide annual notice of student and parents rights regarding student records; the existence of the Student Records policy and where copies can be obtained; and, of the opportunity to file a complaint with the Family Policy and Regulations Office of the Department of Education.

Parents/guardians have the legal right to review and/or copy contents of the permanent school records of their children. Such review must be made by scheduling an appointment with the principal. If copies are requested, there will be a charge based on actual cost.

Directory Data Notification

If a School Board has designated directory data in accordance with 118.125 of the Wisconsin State Statutes, the District must notify parents, legal guardians or guardians ad litem of the categories of information which the Board has designated as directory data which may be released without the prior consent of the parent, legal guardian or guardian ad litem.

The Appleton Area School District defines directory data as a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, degrees and awards, and school of most recent attendance.

Upon request, the District may release a student's name, address, and school grade of attendance to requesting agencies (such as State technical colleges, State colleges and universities, alumni reunion committees, the United States Military Services (seniors and students who drop out of school), photographers for senior pictures, driver's education facilities, publications sponsored by the Appleton Area School District, etc.)

Upon request, student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, degrees and awards, and school of most recent attendance may also be released to publications sponsored by the Appleton Area School District, area

newspapers, and appropriate private and public sponsored magazines.

Administrators have the discretion to refuse the release of individual student phone numbers and addresses for the safety of the student. **IF PARENTS OR GUARDIANS DO NOT WISH TO HAVE ANY OR ALL OF THE CATEGORIES OF INFORMATION RELEASED, THEY MUST NOTIFY THE SCHOOL IN WRITING.**

Parents/guardians may file a complaint with the Family Policy and Regulations Office of the Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20201 if they feel their rights have been violated.

AASD Notice of Intent to Release

The AASD and West High School may produce or participate in video tape, Internet websites, motion picture, audio records, or still photographic productions. These productions may involve the use of students' names, likenesses, pictures, or voices. These productions may be used for educational or exhibition purposes by the AASD and West High School.

The local media outlets will also ask to take pictures and videos of students, as well as interview students on school property during regular school hours.

You have the right to object to the access of your child on any of the listed circumstances by notifying the school. This notification should be put in writing and sent to the Business Office at Appleton West.

ATODA Classroom Instruction

The Appleton Area School District provides classroom instruction regarding alcohol, tobacco, and other drug abuse (ATODA) to all students in compliance with state and federal law. Parents who wish their child or children to be withdrawn from these instructional lessons and assemblies during the school year should call the school office.

Appleton Area School District Policies and Procedures

For the most recent and up to date policies and procedures for Appleton Area School District, please visit the website at www.aasd.k12.wi.us.