

APPENDIX
WEST CENTRAL HIGH SCHOOL
STUDENT HANDBOOK
2016-17

- Infectious Diseases Affecting School Attendance.
- JFCH-JFCI-Alcohol Use-Drug Abuse-Chemical Abuse by Student
- JFH-Student Complaints-Grievances
- JFJ and JFJ-E Bullying Prevention
- JFJ-Student Bullying
- JHFD-Student Parking Lot

Some Infectious Diseases
Affecting School Attendance

- **Chicken Pox** - Rash begins as red bumps that develop into blisters. The blisters then dry and form a scab. Cases must be excluded from school until all scabs are dry and there have been no new pox for 2 days (usually 5-6 days)
- **Common Cold** - Children with fevers above 100.4 degrees, severe coughs, severe nasal drainage, or fatigue making them unable to complete the normal classroom tasks, should not attend school until symptoms have resolved.
- **Diarrheal Disease** - exclude while symptomatic only if person is unable to practice independent hygiene.
- **Fever** – Any child noted to have a fever above 100.4 degrees during the school day, will be sent home due to contagiousness. Parents will be expected to pick up their child as soon as possible. Children should be fever free (without fever reducing medication) for 24 hours before returning to school. A child may also be sent home by the school nurse or office staff, regardless of fever, if exhibited symptom deems this action appropriate.

Some Infectious Diseases Affecting School Attendance (continued)

- **Head Lice** - Anyone can get lice. Head lice are found on the hair of the head, especially behind the ears and at the nape of the neck. They attach each egg (nit) to a hair shaft with a gluey substance. Head lice are communicable by direct contact, and sharing personal items such as combs, brushes, or towels. Symptoms include itching, the presence of lice or nits, or a secondary infection. Exclude child from school if live lice are present. Student may attend if nits are present but will be sent home if lice are present. All contacts should be inspected.
- **Impetigo** - A disease characterized by pustules (crusted sores with oozing) appearing on face, neck and hands - occasionally on body. Exclude from school as long as lesions are draining and until treated with an appropriate topical antibiotic (at least 24 hrs)
- **Influenza** – This is a respiratory disease with symptoms of sudden onset of fever, headache, chills, muscle aches and pains, sore throat, cough, fatigue, stomach ache, and occasional vomiting and diarrhea. The child is contagious one day before symptoms start, and for 5-7 days after onset of symptoms.
- **MRSA (Methicillin-resistant Staphylococcus aureus) and other antibiotic resistant bacteria infections** - exclude only if confirmed MRSA or other antibiotic resistant bacteria is present from a wound in which drainage is occurring and cannot be covered and contained.
- **Pink Eye** - Redness of the eye together with itching are present. The most obvious symptom is a discharge of pus. Once on antibiotic eye drops, children may return to school the next day.
- **Ring Worm** - Ring worm usually begins with a small red scaly patch and gradually increases in size. Infected area should be covered when child is in school. Inspection of all contacts should be made.
- **Strep Throat, Scarlet Fever, Scarletina, Scarlet Rash**- Children having strep infections may return to school 24 hours after treatment is initiated.
- **Shingles (Herpes zoster)** - shingles is the reactivation of the chickenpox virus already present in the body, which is characterized by a painful skin rash with blisters, typically in a limited area on one side of the body, often in a stripe. No exclusion is necessary if lesions can be covered. If lesions cannot be covered, exclude until rash or lesions have crusted over.

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

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

Policy JFCJ - WEAPONS

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

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

Improving America's Schools Act of 1994, P.L. 103-382, page 59

Adopted 6-26-95 Amended 6-25-01, 6-23-03 West Central School District

POLICY-JFH

Student Complaints/Grievances

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

Definition

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

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

Procedure

- A. General comments – grievances are processed through four steps: counselor, principal, superintendent, the West Central School Board for review. At levels 1, 2 and 3, a conference is to be held within five (5) school days of the date of filing of the complaint at that level. The burden of proof is upon the student to show that a rule is unfair, is discriminatory, or that an unfair procedure (lack of due process) has occurred. The final resolution of the grievance is to be in writing and designed to provide the student with a basis for resolution for the program as originally stated in the complaint.

POLICY-JFH
Student Complaints/Grievances (continued)

B. Student Grievance Procedure –

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

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

West Central School District Adopted 2-27-89

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

POLICY JFH-E - Student Grievance Form

A copy of Student Grievance Form is available on the West Central School District website.

POLICY JFJ

Bullying; Prevention and Education

- The West Central School Board supports a secure school climate conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior.
- The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.
- Bullying is defined as any written, verbal, or electronic expression, physical act or gesture or a pattern thereof, which is intended to cause distress upon any person in the school environment. For purposes of this policy the school environment includes school buildings, grounds, vehicles, busses, bus stops and all school-sponsored activities and events.
- A person who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.
- The Superintendent, or designee, shall develop a comprehensive program to address bullying at all school levels.
- The program shall be aimed toward accomplishing the following objectives:
 1. To foster a community of mutual respect.
 2. To send a clear message to students, staff, parents and community members that bullying will not be tolerated.
 3. To train staff and students in taking pro-active steps to prevent bullying from occurring.
 4. To implement procedures for immediate intervention, investigation, and confrontation of people engaged in bullying behavior
 5. To initiate efforts to change the behavior of people engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
 6. To foster a productive partnership with parents and community members to help maintain a bully-free environment.
 7. To support victims of bullying by counseling.
 8. To help develop peer support networks, social skills and confidence for all.
 9. To recognize and praise positive, behaviors on a regular basis.

Adopted 4-10-06 Revised 6-29-09, 6-24-13

WEST CENTRAL SCHOOL DISTRICT

POLICY JFJ-E Implementing - Bulling Prevention

Available on the WCSD Website

POLICY JHFD STUDENT PARKING LOT USE

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

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

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

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

WEST CENTRAL SCHOOL DISTRICT Reviewed 1-14-13