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WELCOME to WSHS

AKA Westside

Home of the Wildcats!

Welcome to the 2009-10 school year. This handbook is designed to help you function well while you are here, whether you are new to us or a veteran. You will find all sorts of useful information in it, so please take a few minutes and peruse its contents.

You are an integral part of the Westside family and we encourage you to get involved in some way. That is what makes High School fun – not only what you achieve in the classroom, but what you do outside of it, too. Your success here depends on how much you put into it, so don't hang back – get involved!

OUR TOP CATS - THE ADMINISTRATION

Mr. Bruce Bivins **Principal, Main Office**

Knowledge is power, empowering, and powerful. The worlds of school and community are the learning laboratories to the inquiring mind of a student. For learning to truly take place, students must be motivated. For students to be motivated, they must be interested. For students to be interested, they must be actively working on projects which they can relate to their personal values, distinct histories, and goals in life. Our great teachers at West Seattle High School both inspire student interests, and cultivate a culture of learning by doing.

I think and I do, therefore I am.

Ms. Anitra Pinckback-Jones **Assistant Principal, Room 136**

Mrs. Pinckback-Jones believes that ALL students can achieve academic success and graduate ready for post secondary educational opportunities and/or the work force. Mrs. Pinckback-Jones is committed to serving families to ensure students' needs are addressed and met. Mrs. Pinckback-Jones is eagerly awaiting the opportunity to partner with families, colleagues, and the West Seattle Community. If you have any questions please feel free to ask Mrs. Pinckback-Jones.

Ms. Jenni Maughan-MacDonald **Assistant Principal, Room 216**

Ms. Mac is back for another year of roaming the halls and keeping kinds in line! ☺ Please stop by her office to check up on your grades or to say hi to her beta fish, named Chongo, and give him a snack. She's always available to help

COUNSELING SERVICES

The Counselors are here to assist all students with academic planning, staying on track toward graduation as well as support students in any other way necessary. They do scheduling, contact parents, and work with students to help them make positive choices for the future. They serve

students based on the students' last name and grade. Please stop by their office to make an appointment with them.

9th Grade Counselor**Ms. Susan Nyman**, 121
Upperclassmen with the last name beginning with A-G...**Ms. Marcia Berenter**, 209
Upperclassmen with the last name beginning with H-N**Ms. Sue Quigley**, 204
Upperclassmen with the last name beginning with O-Z**Ms. Tara Vanselow**, 109

OTHER V.I.P.'S

Ms. Sarah Moges **Librarian**
She is located in the library (!) at the west end of the main hall and is available to help you with research and finding a good book to read.

Mr. Dave Lunde **Head Custodian, Room 167H**
His office may be hard to find, but it's worth the hunt. He is a proud graduate of Westside (back in the day) and has returned to take care of our beautiful building. He can help you with your locker combo, etc. To find him, go to the Commons, look in the southeast corner (near the serving line) and go through that door. Follow the hallway around until you come to room 167H – there he is.

Ms. Virginia Metz **Interventionist, Room 236**
Ms. Metz is here to help students be successful and work on issues that may be getting in the way of that success. Her emphasis is on students who have concerns about alcohol and other drug use (their own or another's), but she offers help with a wide variety of other concerns.

Ms. Carrie Burr **Activity Coordinator, Room 122**
Ms. Burr oversees the co-curricular program and is located in the Activity Center off the Commons. See her for information on clubs, activity cards, student government and anything else you need. If she can't help you, she'll find someone who will. The Activity Center is also the seat of the Student Government and the officers have a desk and a mailbox there – so if you need to communicate with them, stop by.

Ms. Sandy Polzin **School Nurse, Room 127**
Now – let's not get confused – Ms. Polzin is the school nurse, which means she is available to all students at any time during the day. She helps when you don't feel well, when you need some information about health related issues, or just an ear to listen. All you need to see her is a pass from your teacher. In addition to taking care of the physical health of all of us, Sandy is involved in providing a lot of support services from running support groups to hooking a student up with community assistance. She also works with Administration to devise and oversee our Safety plan.

Mr. George Foster **Athletic Director, Room 177A**
Mr. Foster is the guy to see for information and answers about our athletic program. His office is back behind the gym.

TBD **Academic Intervention Specialist, Room 142**
Once hired, this person will provide academic intervention for upper classmen with services such as tutoring, WASL support, guidance and mentoring to name a few.

Ms. Lisa Coacher **9th Grade Academic Intervention Specialist, Room 227**
Ms. Coacher works with part of the 9th Grade Academic Achievement Program. She provides programs of support, intervention, and enrichment to all ninth graders in order to ensure student attainment of essential grade level academic skills and to effectively monitor students' progress towards on-time graduation and post-high school plans.

Ms. Anne Powell **YMCA Senior Youth Development Director, Room 123C**

Ms. Powell designs and supervises enrichment and community service activities, including Chess Challenge, Earth Service Corps, Digital Photography Club, and more. Her office is in the back corner of the library.

**OUR HEALTH CENTER STAFF
HELPING YOU BE HEALTHY**

Like most Seattle Public High Schools, we have a Teen Health Center on campus that provides health services to students who enroll. The staff here provides a wide variety of services to improve your physical and mental health like various exams, sports physicals, etc. These services are provided at no cost to you or your family. So, stop by (room 127) and pick up the paperwork and get enrolled. When you enter, you will find:

Ms. Tasha Alexander **Medical Receptionist**

It is her smiling face that welcomes you to the Health Center. She is the one who will check you in and make the appointments. She also is our dance team advisor, so show her your moves!

Ms. Phyllis Holzworth **Nurse Practitioner**

She is responsible for your physical care and gives you the exams, shots, and any other assistance you need to get and stay healthy.

Ms. Danae Bergman **Mental Health Counselor**

Her job is to provide assistance to students who need it in a variety of ways. If you need someone to talk with and to help sort out what's going on in your life, she's the one to see.

**WHERE THE REAL POWER
LIES**

**THOSE TRULY IN CHARGE - OUR
SECRETARIAL STAFF**

Ms. Carol Wakefield **Administrative Secretary, Main Office**

Ms. Wakefield can be found just outside the Principal's door and always has a smile and a kind word for everyone. Plus, (shhhh), she is the source of the quote of the week.

Shelley Yeigh..... **Assistant Secretary, Main Office**

Ms. Yeigh is in charge of processing all paperwork for all athletic teams as well as being a huge asset to the coaches and Athletic Director. She oversees athletic eligibility, assists the Assistant Principals, and counselors with their work. She also assists in the main office and takes care of the daily bulletin. Ms. Yeigh is one busy person!

Ms. Nancy Cromer **Attendance Secretary, Room 129**

Ms. Cromer is in charge of keeping track of students. She is the one to see when mom and dad send you back to school with a note to excuse your absence due to an owie of some sort. She also issues those early dismissal slips for those of you who need to go to the orthodontist – or wherever.

Ms. Lynda Dabek **Fiscal Clerk**

She's happy to take your \$\$ for fines and fees. Her office is down the hall from the staff mail room in the main office area.

Ms Kathy Newman **Registrar, Room 181**

She is responsible for all the data entry for registration, grades, transcripts, etc. Her office is back behind the gym - in the southwest corner.

OUR PROTECTORS

Our security team is here to make sure we are all safe. They want to hear from you if something makes you uncomfortable or feels unsafe. Our Security Specialists are: (drum roll please...)

Mr. Rickey Davis and Ms. Karen Spino.



WHEN DOES CLASS START? **BELL SCHEDULE 09-10**

MONDAYS

& FRIDAYS

<i>Tutorial</i>	8:00am – 8:10am
1st Period	8:15am – 9:05am
2nd Period	9:10am – 10:00am
WildC.A.T. Time Collaborate. Advise. Tutor.	10:00am – 10:10am
3rd Period <i>Homeroom</i>	10:15am – 11:10am
4th Period	11:15am – 12:05pm
<i>Lunch</i>	12:05pm – 12:40pm
5th Period	12:45pm – 1:35pm
6th Period	1:40pm – 2:30pm

TUESDAYS

WEDNESDAYS

THURSDAYS

1st Period 8:00am-9:20am	1st Period 8:00am-9:20am	2nd Period 8:00am-9:20am
WildC.A.T. Time Collaborate. Advise. Tutor. 9:20am – 9:30am	WildC.A.T. Time Collaborate. Advise. Tutor. 9:20am – 9:30am	WildC.A.T. Time Collaborate. Advise. Tutor. 9:20am – 9:30am
2nd Period <i>Homeroom</i> 9:35am – 11:00am	3rd Period <i>Homeroom</i> 9:35am – 11:00am	3rd Period <i>Homeroom</i> 9:35am – 11:00am
<i>Lunch</i> 11:00am – 11:35am	<i>Lunch</i> 11:00am – 11:35am	<i>Lunch</i> 11:00am – 11:35am

4th Period 11:40am – 1:00pm	4th Period 11:40am – 1:00pm	5th Period 11:40am – 1:00pm
Passing Period 1:00pm – 1:05pm	Passing Period 1:00pm – 1:05pm	Passing Period 1:00pm – 1:05pm
5th Period 1:10pm – 2:30pm	6th Period 1:10pm – 2:30pm	6th Period 1:10pm – 2:30pm

NOW THAT WE'RE HERE, HOW DO WE GRADUATE?

As you may (or may not know) last year we switched from the 4 period day to a 6 period day. As a result, credit requirements for graduation will be different for each graduating Class. See the chart below:

Grade	Class of 2010	Class of 2011	Class of 2012	Class of 2013
Credits required to graduate	23	22	20	20
To be classified as a Sophomore	--	7	5	5
To be classified as a Junior	13	11.5	10	10
To be classified as a Senior	18	16.5	15	15

To graduate, all students are required to complete

2 credits of Science	1 credit of Fine Arts
2 credits of Mathematics	1.5 credits of P.E.
1.5 credit of Occupational Ed.	3.5 credits of Language Arts (includes Senior Project)
0.5 credits of Health Education	3.0 credits of Social Studies
the rest in elective credits	

Not only are there specific classes you need to take, the District requirement is that both your core GPA and your accumulative GPA be a minimum of 2.0*. You must complete a minimum of 60 hours of Service Learning and successfully complete your Senior Project. The State requirement is that you must take and pass the reading and writing WASL and take the math part (see the Academic Intervention Specialists or your counselor for more specific info. on this).

9TH GRADE ACADEMIC ACHIEVEMENT PROGRAM

Our 9th Grade Team of an Assistant Principal, an Academic Intervention Specialist, a Counselor, a YMCA Director, and a Parent Coordinator has specifically designed a holistic program to help 9th graders make a successful transition to high school. Our goal is to support every 9th grader with quality instruction, enrichment activities, skill-building reinforcement, and mentorship so that each 9th grader successfully promotes to the 10th grade and graduates on time. Because we value the importance of each student's connection to school, we work closely with students, teachers, parents, and support specialists to help each individual student feel known and supported at Westside. We strive to recognize and celebrate the achievement, progress and growth of our 9th graders throughout the year. Extended day learning opportunities in Math and Language Arts as well as after school tutoring in Science and World History are available to all of our freshmen.

*subject to change at August School Board meeting

WESTSIDE PRIDE STUDENT CONDUCT

The conduct of all Westsiders – students and staff alike – is based in respect. We expect each of us to show respect to every other one us. Respect for other's beliefs, attitudes, way of being in the world, way of choosing to look, etc. Harassment of anyone for any reason will not be tolerated, period! Hazing will not be tolerated – we ***DO NOT*** allow Freshman Friday, or anything of that nature. Any student involved in any harassing or hazing will be dealt with in a swift yet fair manner and may find themselves with extra time at home, away from school.

We also expect each of us to be respectful of the building in which we live. We do not tolerate graffiti, defacing the building, garbage in the halls, and so on. It is up to each of us to keep this place looking nice and feeling good. Attitude is everything – think before you act and treat everyone as you wish to be treated

STUDENT FASHION

We *are* in school so we do want you to show a little class (sorry, bad pun)! While we do not require special attire, we do have a few standards to help us maintain a good learning atmosphere. We do allow back packs, hats, and coats to be worn during the day. Waist bands on pants are just that – to be worn at the waist, no sagging. No matter how hot it gets, we do not allow bare midriffs or excessive cleavage. So – no bikinis, etc. are allowed. We use the fingertip method to determine if your skirt/shorts are okay – the hem must be as long as your fingertips when you are standing. Of course, all attire must be school appropriate – no alcohol or drug paraphernalia is tolerated. Shoes must be worn at all times – that's a no brainer! Students violating the dress code will be asked to change their clothes or to leave campus.

STUDENT LEADERSHIP LET YOUR VOICE BE HEARD!

Westside has a very active student leadership program that is involved in all aspects of school life. Student Forum, representatives from each 3rd period class, meets monthly to air and discuss issues that impact students.

We have both ASB and Class officers to oversee our student government. None of them can do the job alone, so see one of them to volunteer your services. This years officers are:

ASB

Co-Presidents Lisa Broadstone and AJ Franklin
Co-Vice Presidents Ryan Berry and Cailey Dullum
Co-Secretaries Stephanie Archer and Munir Ibrahim
Treasurer Katelyn Elder
Public Relations Quinn Ok Soktaruk
Inter-High Rep Lisa Tran
Advisor: Ms. Burr

CLASS OF 2010

Co-Presidents Mariah Doll and Dorian Folino
Co-Vice Presidents Diana Estrada-Alamo and Kailey Pearce
Co-Secretaries Diana Goldberg and Genneva Machmiller
Co-Treasurers Emily Alvendia and Elyse Belanich
Co-Public Relations Korinne Ainsworth and Richard La
Advisor: Ms. Abraham

CLASS OF 2011

Co-Presidents Lauren Jeglum and Kelsie Qunitero
Co-Vice Presidents Phuc Nguyen and Steven Nguyen
Co-Secretaries Madison Doll and Simone Machmiller
Co-Treasures Schuyler Markey and Christina Monahan
Public Relations Nick Barnecutt and Haley Peterson
Advisor: Mr. Burggraff

CLASS OF 2012

Co-Presidents Kia Farrison and Khang Nguyen
Co-Vice Presidents Saba Gebru and Chandler Kelly
Co-Secretaries Annie Patnode and Rosie Patnode
Co-Treasures Gabby Flores and Megan Ormsby
Public Relations Nathan Solis and Trayan
Advisor: Mr. and Mrs. Philp

CLASS OF 2013

elections will be held in late September/early October

SHOW YOUR TRUE COLORS **CLASS COLORS...CLASS PRIDE**

Wear your class colors on specific days during the school year, representing Westside Pride! Classes will be allotted points for every student who wears their

class color on selected days. Class shirts will be available in the Activity Center for purchase of \$10.

Freshman Color: TBD
Sophomore Color: Blue
Junior Color: Orange
Senior Color: Purple

BE THERE OR...BE BACK FOR A FIFTH YEAR ATTENDANCE

You are expected to be in school and actively involved in each class daily. Punctual attendance is the first requirement for success – both here and in the “real” world. The depth of coverage of material in class requires active student engagement, so when you are absent you are not actively engaged in the learning and it’s hard to replicate that when you return. A large part of your learning takes place during class discussions and participation. Many of our teachers use project based learning methods and if you are absent, not only do you miss out on the learning, but any group you are working in is affected. Attendance and class participation are a basis for grading in classes. Check the syllabus for each class to see how this affects your grade.

On time, on task behaviors are expected for ALL students.

- Unexcused absence = not able to make up missed work and assigned after-school school
- Unexcused tardy = loss of class participation points and assigned after-school school

BUT WAIT - I WAS SICK - REALLY!

CLEARING LEGITIMATE ABSENCES, GETTING AN E.D., ET AL

If you are home sick, have a parent/guardian call the attendance office to report your absence. If that does not happen, bring a note to the attendance office from your parent/guardian when you return to school explaining the reason for your absence. The attendance office will then clear that absence. **Students must clear absence through the attendance office within 48 hours of their return to school** – or they will not be cleared at all.

If you need to leave school before the day is over, bring a note from mom and/or dad requesting an early dismissal. Take that to the Attendance Office and Ms. Cromer will issue you an E.D. pass.

If you arrive late to school and have no excuse note, just go right to class. If you have a note, bring it to the attendance office and Ms. Cromer will issue you a pass to class.

YMCA AT WESTSIDE!

West Seattle High School is one of only a few high schools in the Seattle area with an on-site YMCA Director! The YMCA Director is part of a 9th Grade Team working specifically with freshmen to ensure that our incoming students have a successful transition into high school. In addition, the YMCA provides a variety of enrichment activities before, during, and after-school,

including Chess Challenge, Game Center, Girls Group, Digital Photography, Dance, Earth Service Corps, and more! See Ms. Powell in the Library for more details.

WE WANT YOU!
CO-CURRICULAR OPPORTUNITIES

We have a wide variety of co-curricular groups who are always looking for new members. Pick up the pamphlet which lists all of our clubs and find one you'd like to join. Or, start a new club – just see Ms. Burr in the Activity Center to find out how. Our current active clubs include: Earth Service Corps, National Honor Society, T.A.T.U., Art, Auto, Ceramics, DECA, Drama, FCCLA, GSA, Headbangers, Photo, Robotics, Special Olympics, Speech and Debate, WASMUN, Asian, French, Latino, Native American Clubs, WIGS, and Spirit Mob.



***FOR THOSE COMPETITIVE
TYPES!***
OUR ATHLETIC PROGRAM

West Seattle offers a full slate of interscholastic sports teams which are divided into three seasons:

FALL: Coed cross country, football, coed golf, volleyball, and women's soccer

WINTER: men's and women's basketball, wrestling, coed swimming, women's gymnastics.

SPRING: coed tennis, men's and women's track, baseball, softball, and men's soccer.

THE BIG "E"
ATHLETIC ELIGIBILITY
(SUBJECT TO CHANGE)

Students participating on any athletic team must meet the eligibility standards which include:

1. earning a 2.0 GPA the grading period before your season begins.
2. maintaining a 2.0 PGA during your participations season
3. completing and returning the required paperwork, including the athletic fee
4. have a current ASB Card
5. be clear of all school fines.

Failure to meet all requirements will result in your being ineligible for 5 weeks. During that time you may practice, but not compete. After 5 weeks you must be at a 2.0 to continue to play. If you aren't, you are done for the season.

Students running for or holding an elected office (Class, ASB, Cheer) must earn a minimum of a 2.5 GPA to be eligible to do their job. They, too, will be on probation if they don't meet the standard. After 5 weeks, a grade check is done and if they now meet the standard, they are good to go. If they have not achieved the 2.5, they are done.

PAY TO PLAY POLICY

In the fall of 2007, the Seattle School District instituted a pay to play policy for athletics. All monies generated through these fees go into the athletic budget for the school. The fee structure is:

1 st sport	\$50.00
2 nd sport	\$25.00
1 st sport for free/reduced lunch students	\$25.00
2 nd sport for free/reduced lunch students	\$12.50

Three sport participants are capped at \$75/\$37.50

These fees need to be paid at the time of turning in your eligibility packet or you will not be eligible to practice/pay.

Refunds of these fees will be provided if:

- the student is cut from the squad by the coach
- the student quits due to illness or injury PRIOR to the first contest.
- the student quits due to family moving PRIOR to the first contest.

IDENTIFY YOURSELF + YOUR ACTIVITY/I.D. CARD

Activity/ID cards are available for purchase at a cost of \$30.00. Students on reduced lunch may purchase a card for \$15.00. The card serves as your school ID plus gives you benefits. For example, your cost to attend a Metro League sporting event is reduced with an activity card – no matter who is playing. You can save up to \$2.00 or more per event, so for those of you who are into school activities, it pays for itself in no time. Having an ASB card will also get you into all home basketball games for FREE (excluding playoffs). Additional benefits of purchasing an ASB card are discount in spirit wear and ASB events such as Mr. Irresistible and Talent Show, etc. **To purchase a ticket for a school dance, you must have an Activity/ID card.**

The money generated by Activity/ID card sales goes to support the athletic program, the ASB program, and the yearbook.

RING, RING - NO, NO PHONES AND ELECTRONIC POLICY

Our policy is that all electronics – including cell phones - need to be turned off and be out of sight during class time. If they are seen, they will be confiscated and kept until the end of the period, the day, or until mom or dad come up and have a conference with the powers that be.

If you don't have a cell phone and need to make a call, don't waste your time looking for the pay phones – there aren't any. If you need a phone, come to the Main Office and use that one.

SAY NO TO CAMEL JOE! TOBACCO POLICY

Smoking or use of tobacco products anywhere on school grounds is prohibited. This includes all parking lots, the church area and Hiawatha Park. Put that money that you might spend on cig's etc. in your piggy bank every day and it'll add up quickly. Not only do you save money that way, but your lungs will thank you.



***I HAVE A CAR AND
LICENSE... WHERE DO I PARK?
WESTSIDE'S PARKING POLICY***

Yes, there is a designated student parking lot. All Seniors and Juniors who have a current driving license and insurance are eligible to park in the student parking lot in the front of the school.

What do I do to get a spot?

1. You must register. You can do this in the activity center, Mr. Burr's office.
2. Each student who registers will pay \$5 for their parking permit pass.
3. First come, first get a spot. 62 spots are designated for Seniors (by class color) and 42 spots are designated for Juniors (by class color).

Violators!!!!

- 1st offense is a ticket of warning.
- 2nd offense is loss of parking permit (you will be fined \$50 until permit is returned)
- 3rd offense – your car will be towed.

**If you do not find a parking spot, there are plenty parking spots around the school. Please remember to be a good neighbor and park responsibly.*

***I JUST WASN'T THINKING...
STUDENT DISCIPLINE***

There are two general categories of discipline violations that can lead to a variety of sanctions – for District Offenses and for Exceptional Misconduct.

Sanctions may range from school-based (parent conference, student contract, in-house detention, etc), to short term suspension (STS) of 1-10 days, to long term suspension (LTS) of more than 10 days to expulsion (EX) which means you are out of school for the rest of this year – and perhaps gone from Westside for the rest of your high school career.

The Seattle School District has established the following guidelines for standard sanctions for offenses as of 8/6/08

Standard Discipline for District Offenses

OFFENSE	1 ST TIME	2 ND TIME	3 RD TIME
Disruptive Conduct	School based	STS and conference	STS/conference
Rule-breaking	School based	STS/conference	STS/conference
Disobedience	School based	STS/conference	STS/conference
Hazing	School based	STS	LTS
Common fireworks	School based	STS	LTS
Gambling	School based	STS	LTS

Misrepresentation	School based	STS/conference	LTS
Plagiarism	School based	STS/conference	LTS
Use/Possessing tobacco	School based	STS	STS
Careless burning	School based	STS/conference	LTS
Misuse of computers	School based	STS/conference	LTS
Graffiti	School based	STS/conference	LTS
Bullying, intimidation and Harassment	School based	STS/conference	LTS
Sexual Harassment	School based	STS/conference	LTS
Sexual Misconduct	School based	STS/conference	LTS
Inappropriate Touching	School based	STS/conference	LTS
Verbal Assault	School based	STS/conference	LTS
Toy weapons	School based	STS	LTS
False Reporting	School based	STS/Conference	LTS

Conference denotes holding a conference with the student and their parent/guardian

Standard Discipline for Exceptional Misconduct

OFFENSE	1 ST TIME	2 ND TIME	3 RD TIME
Selling alcohol, illegal drugs and controlled substances	LTS and completion of substance abuse program	Expulsion and completing of substance abuse program	
Distributing Alcoholic beverages, illegal drugs and controlled substances	LTS and EAP (evaluation and enrollment in treatment)	LTS and completion of substance abuse program	Expulsion and completion of substance abuse program
Possessing or using alcoholic beverages, illegal drugs and controlled substances	STS/conference	LTS and EAP	LTS and completion of substance abuse program
Assault	LTS and concurrent enrollment in Behavior Mod class	LTS and concurrent enrollment in Behavior Mod class	Expulsion and completed behavior mod class
Sexual Assault	LTS and concurrent appropriate counseling	LTS and appropriate counseling	Expulsion and completed counseling
Extortion, blackmail, coercion	LTS	LTS	Expulsion and complete behavior mod class
Arranging fights	LTS and completion of behavior mod class	Expulsion and completion of behavior mod class	
Fighting (including verbally inciting or physically supporting a fight by one's encouragement or presence)	STS and mediation	STS and mediation	LTS and mediation
Threats of Violence	LTS and Behavior Mod class	LTS and Behavior Mod class	Expulsion and Behavior Mod class
Hazing	LTS and behavior mod class	LTS and completed behavior mod class	Expulsion and completed behavior mod class

Firearms	Mandatory one year expulsion and completion		
Dangerous Weapons	LTS and Behavior Mod class	Expulsion and Behavior mod class	
Common Knives	LTS	LTS	Expulsion and behavior mod class
Uncommon fireworks, Explosives, Chemicals, and Incendiary devices	LTS	LTS and behavior mod class	Expulsion and behavior mod class
Toys used as weapons	LTS	LTS and Behavior Mod class	Expulsion and Behavior Mod class
Robbery	STS	LTS and completion of Behavior mod class	Expulsion and behavior mod class
Theft	STS	LTS	Expulsion
Burglary	LTS	LTS	Expulsion
Possession of Stolen property	STS	LTS	Expulsion
Malicious Mischief	STS	LTS	Expulsion
Intimidation of School Authorities	LTS	LTS and completion of behavior mod class	Expulsion and behavior mod class
Interference with school authorities	STS	LTS and behavior mod class	Expulsion and behavior mod class
Malicious Harassment	STS/Conference	LTS and Behavior Mod class	Expulsion and Behavior Mod class
Trespass	STS/Conference	LTS	Expulsion
Computer trespass, tampering and misuse	LTS	LTS	Expulsion
Arson	LTS	LTS and behavior mod class	Expulsion and behavior mod class
False Fire Alarm	LTS	LTS	Expulsion
False Threats	STS	LTS	Expulsion
False reporting	LTS	LTS	Expulsion
Lewd conduct	STS	LTS	Expulsion
Other Exceptional Misconduct	LTS	LTS	Expulsion

***NOW, WHERE DID I PUT MY...?
LOST AND FOUND***

The lost and found is located in the Main Office. If you can't find something you KNOW you had when you came to school, check with Ms. Wakefield to see if it's in the lost and found. Conversely, if you find something that isn't yours, turn it in to the main office – the owner will be forever grateful.

***"I KNOW I TURNED THAT
BOOK IN..."
FINE/FEE POLICY***

When you are issued a text book, it should become your best pal because you are now responsible for it. At the end of the term, when it comes time to turn them in, we want back what was passed

out. Failure to return books and/or pay fees will result in a fine card being sent to Ms. Dabek, the Fiscal secretary. This may lead to:

1. Your sports eligibility will be held up. No fun sitting on the sideline.
2. You will lose ASB privileges, such as attending dances and other ASB sponsored events.
3. You won't be allowed to attend field trips.
4. Your yearbook will be held until the end of the last day of school. No time for signatures....
5. Any unpaid fines as a senior will prevent you from attending any senior activities, walking in the graduation ceremony as well as picking up your diploma and our sending out transcript

*Exceptions must be approved by your supervising administrator. Payment plan must be agreed upon.

TIME TO BOOGIE DOWN DANCE POLICIES

New District policy allows each high school to hold only three dances a year - Homecoming, Winter Ball and Prom. All are required to be held off site.

We are committed to providing a safe atmosphere for students to relax and have fun together. The rules concerning dances are:

1. All tickets are pre-sold, (must have an Activity/ID card to purchase a ticket).
2. If you wish to bring a guest who is not a Westsider, you must complete the request for a dance pass ***PRIOR*** to buying the ticket for your guest. This must be signed by an Administrator at their school who vouches for them. These forms will be available in the Activity Center about 3 weeks prior to the dance. No form = no entry for the guest (except for PROM).
3. All school rules apply, as well as any that are special to the venue (i.e. dress code). Attendees may be subject to search by the SPD or WSHS staff.
3. There is a no pass out policy – once you are in you may not leave and return.
4. No attendees allowed in after 10:30 p.m.
5. ***ALL attendees must present current High School ID to get in, with their ticket. No ID = no entry.***
6. ***Once purchased, tickets are non-refundable. Once purchased, tickets are non-refundable.***

School District Policy prevents “freak-dancing” at school events.

WILL YOU BE MY NEIGHBOR?

If you look around you will see that we are located in a residential and business neighborhood. The neighbors are expecting us to stay out of their yards and off of their property during school hours. Obviously, we need to respect their wishes and not trash their area. Please don't park in driveways, etc.

Our reputation in the community is important and the expectation is that each of us will do our part to be good neighbors and act right when we are out and about.

THAT'S NOT FAIR
STUDENT GRIEVANCE PROCEDURE

Sometimes you may feel you have not been treated fairly by a staff member. If so, you have the right to file a grievance against that staff person. To do so, contact the Main Office for the paperwork.

The student body annually selects an ombudsperson who's job it is to handle student grievances. This is a person who is seen as fair and unbiased. Once a grievance is filed, the ombudsperson will talk with the parties involved and try to resolve the issue in such a way that both sides are satisfied. Situations that are grievable include, but are not limited to; grades, detention assignment, student/staff conflict, and other times you feel you have been treated unfairly. Situations that are not grievable through this method are: suspensions, expulsions and sanctions for criminal acts. There is a different process to have a hearing in those cases.

"I HAVE THIS FRIEND..."
VISITOR POLICY

Our belief is that learning in school is your job. We are committed to providing every opportunity for you to be able to concentrate and do your job. Our visitor policy is – we don't allow any. If your cousin Zelda comes from South Dakota and wants to visit a big city high school, you need to send her somewhere else.

There will be times during the year when there are non-Westside students are allowed to visit under very controlled circumstances. For example, when students are looking at the school before they make their choice for assignment in the spring or if there is a group of exchange students visiting. Another exception can be made for your parent, if they'd like to come and sit in on your classes...

"NOW, WHAT WAS MY
COMBINATION?"
LOCKER POLICY

Students will be issued a locker at the beginning of the year. We have enough so you should not have to share. They may look secure, but that doesn't mean they are. NEVER leave anything in your locker you can't afford to lose. This is a good place to leave your books, because the demand for stealing those is minimal. This is not, however, a good place to leave a lot of money, your iPod, etc. The school is not responsible for any loss or damage to items which are placed in lockers. For your own safety, keep your combo to yourself.

By law, lockers are the property of the school and so administrators and security have the right to open them if there is probable cause to believe there is something inside that is unsafe and/or illegal. For this reason, only school issued locks are allowed – anything else will be cut off. If you need a repair or forgot your combination, see Mr. Lunde in the custodian's office. (167H)

YOUR PLANNER

You hold in your hand an important tool for your use throughout the year –your planner. Staff will encourage and/or require you to use it to keep track of your assignments, etc. This planner is free to the class of 2013. The Activity Center will have a limited amount of planners for purchase for \$5 with ASB card and \$7 without. If you lose it, you may purchase a replacement for \$5/\$7 in the Activity Center (while supplies last). If you can't get another school planner, you will be expected to find one at your local office supply store...

THE END BUT REALLY JUST THE BEGINNING...

Once you have completed reading this handbook, you must submit it to memory – we will have a test on it soon...(not really). We do hope that you find the information contained herein as helpful for you this year. If you can't find the answer here, ask someone. The Westside staff are excited you are here and we are looking forward to a great year!

WESTSIDE PRIDE

