



### ACADEMIC SUPPORT SERVICES

- **Project Pass:** is an after school tutoring program Monday-Thursday 3:40-5:00pm, that provides at least one teacher from each of the four core subjects! Excellent chance to get homework and research assignment done.
- **Saturday School:** is available most Saturday's from 8-11am in the Library. There are four teachers (one from each of the four core subjects). Super opportunity to complete homework, projects, or get questions answered in a very small learning environment.
- **Lunch Time Tutoring:** is available Monday-Friday 10:55-11:35am. Tutors help students in all areas of academic areas.
- **Extended School Year:** (ESY) is an opportunity to successfully complete a course after the semester has ended. Students who failed a course with a 50% or higher attend ESY, once they have a 60% they are finished with ESY and pass the class.

### Helpful Numbers

#### Registrar

Amanda Stephenson...973-3605

#### Bookkeeper

Gina Lathrom...973-3607

#### Attendance

Michelle Riddle...973-3616

#### Freshman Success Academy

Jennifer Palacio...973-3612

#### Fine Arts &

#### Engineering/Manufacturing

Bev Duncan...973-3609

#### Business & Culinary Arts

Julie Saffle...973-3610

#### Health and Human Services

Denise Banks...973-3611

#### Library

Matt Riddle...973-3642

#### Cafeteria

Emily McCullough...973-3644

#### Nurse

Angela Yadro...973-3634

#### Social Worker

Renae Barrager...973-3789

Cara Hollimon...973-3763

#### Athletic Director

Brant Miller...973-3650

#### Tutor Coordinator

Matt Pacholski...973-3797

#### Security & School Resource Officer

Officer Pearman(SRO)...973-3664

Tim McCarty...973-3765

Yolanda Collins...973-3758

TBD...973-3665

# Parent 101

Home of the Pioneers

West High School

820 South Osage  
Wichita, Ks. 67213  
Tel: 316-973-3600  
Fax: 316-973-3657  
west.usd259.org

## GUIDELINES FOR SUCCESS

There is a direct correlation between regular attendance and academic achievement. Therefore, it is expected that each student will have regular attendance in each of his/her classes. **DOCTOR AND DENTAL APPOINTMENTS SHOULD BE SCHEDULED OUTSIDE OF THE SCHOOL DAY.** Realizing that sometimes appointments to the doctor or dentist must be made during school, only 1/2 day will be excused for the appointment. Any absence beyond that time will be unexcused unless a doctor/dentist note is provided explaining why the appointment had to go beyond the allowed time. Any questions regarding this policy should be directed to the student's respective administrator.

### **START ON TIME (Positive Hall Sweeps)**

Promptness is an essential skill that students must develop if they are to be successful in any job. Being on time to class gives them an opportunity to practice this skill.

- When the bell rings, teachers shut and lock their classroom doors.
- If a student is inside the classroom door, they are considered "on time."
- If a student is not inside the classroom door, they are considered "late."
- Late students will report to a "tardy ticket station" for a late ticket.
- Excused and unexcused late students must have a ticket or appropriate pass.
- **NO TICKET = NO ENTRY TO CLASS!**
- Students who have exceeded 10 tardy passes are assigned a lunch detention.
- Students who are late *before* lunch are assigned a lunch detention to be served that same day.
- Students who are late *after* lunch are assigned a lunch detention to be served the next school day.
- Students who fail to serve their lunch detention will be assigned in-school suspension (ICE) the next day and will fulfill their ICE obligation before returning to class.

## ID's

All students must purchase a photo ID at the time of enrollment. The cost is \$5.00. Students are required to have their ID card for identification purposes, library access, and for lunch purchases. Since school safety and security is a priority at schools across the nation, **WEST HIGH REQUIRES ALL STUDENTS TO HAVE THEIR ID CARD IN THEIR POSSESSION AT ALL TIMES.** Students may wear a lanyard with their ID attached or otherwise carry it on their person. If a student loses it or damages their ID they are required to purchase a new ID. No ID's will be made until the student pays in advance. Please be aware that there will be various consequences for students who do not adhere to the ID policy.

### **EXCUSING AN ABSENCE**

A student's parent/guardian is to call the attendance office **973-3616 BEFORE 9:30 A.M.** on the day of his/her absence or the following day. **Absences will not be excused after 72 hours past the day missed.**

#### **Acceptable excuses:**

- ✓ doctor
- ✓ dentist
- ✓ court
- ✓ funeral
- ✓ Illness

**\*Please note:** Student must be out 3 consecutive days ill before homework can be requested. 12 days of absences are allowed without documentation/proof of illness. **After 12 days of absences, they will remain unexcused until we are provided with documentation/doctor's note.**

### **SPECIAL ABSENCE REQUESTS**

Requests to be absent from school for special occasions, i.e., vacations with parents, trips, etc. must be submitted and approved prior to the actual event, form can be requested in the attendance office. Unauthorized holidays, skip days, walkouts, or boycotts will not be acceptable reasons to be absent from school as per Board of Education policy 1464.

### **CHECKING OUT STUDENTS**

Special permits to leave school for medical and dental appointments are issued by request in the attendance center. Any student who leaves school for any reason during the day must get prior permission from the attendance center or their respective administrator. If approval is granted, the student will receive the appropriate pass to leave the premises. **For the safety of your student, please do not text or call your student to leave the building.** We request that a parent/guardian call the attendance office and a pass to leave will be sent to the student. This allows us to verify if the individual is legit and on the PIF. **Please call at least 2 hours in advance or there could be a 10 to 20 minute wait for your student to receive their pass and be released.**

## VISITOR POLICY

Parents are encouraged to visit. When classes are in session, all visitors are required to report immediately to the school office upon entering the building. We require parents or guests of the school to report to the office before going to the classroom and to be scanned with the Hall Pass system. Visitors will be required to show proof of identification (KS ID or Driver's License). When a visitor's actions or presence in the classroom disrupts in any manner the instructional program, the teacher is authorized to advise the individual to leave. The principal may exclude from the classroom, school building, or premises those visitors who are disruptive.

### **CELL PHONES/EARBUDS**

#### **BOE Policy 1464 #11 states:**

The use of electronic communication devices by pupils on school property during the school day is allowed prior to 7:40 am, during lunch, and after 3:30 pm. During class time, when direct instruction is occurring, student will not use the device. When direct instruction is not occurring, it is at the discretion of the classroom teacher if a student can use his/her electronic device as long as it is not disruptive to the educational environment. Electronic devices include, but are not limited to cellular phones, and other communication equipment which has potential to be disruptive to the educational process. Items intended to look like or simulate such devices are also prohibited.

- **1st occurrence:** Device confiscated, warning issued, and students may pick up device after school.
- **2nd occurrence:** Device confiscated and a parent is required to pick up device after school.
- **3rd occurrence:** In-school suspension (ICE) and a parent is required to pick up device from security on the next Friday between 3:20 and 4:20 pm.
- **4th occurrence:** out of school suspension and a parent is required to pick up the device from security on the next Friday between 3:20 and 4:20 pm.

**By BOE policy p1462, items that are lost, stolen, or broken are not the responsibility of the school and will not be replaced.**