

**WEST CENTRAL HIGH  
SCHOOL  
HOME OF THE TROJANS**

705 E 2<sup>nd</sup> Street  
Hartford, SD 57033  
Telephone: (605) 528-6236  
[www.west.central.k12.sd.us](http://www.west.central.k12.sd.us)

**WC**

Jeff Danielsen-Superintendent  
Mark Hofer-Principal  
Kier Murphy & Michelle Pliska- Counselors  
Brad Peters- Activities Director

### **DAILY CLASS SCHEDULE**

Block 1	8:30-8:55
Block 2	9:59-11:24
Block 3	11:28-1:18
A Lunch	11:28-11:55
B Lunch	11:57-12:22
C Lunch	12:24-12:59
Block 4	2:05-3:30

### **Great 8 (Used on Oct. 21, Nov. 18, Dec. 16, April 21,)**

Blue 1	9:00-9:28
Blue 2	9:31-9:59
Blue 3	10:02-10:30
Blue 4	10:33-11:01
White 1 (A Lunch)	11: 03-11:23
White 1(B Lunch)	11:23-11:43
White 1(C Lunch)	11:43-12:03
White 2	12:06-12:34
White 3	12:37-1:05
White 4	1:08-1:36

## FACULTY TEACHING ASSIGNMENTS

Nancy Boerboom	Educational Assistant
JoAnne Bohl	Social Studies
Rebecca Rasmussen	Vocal Music
Jean Wenk	Educational Assistant
Brad Peters	Phys. Education
Heather Gayken	Language Arts (10 <sup>th</sup> Grade)
Jane Hamze	Physical Sciences
Paula Hawks	Sciences
Amy Hollingsworth	Special Education
Darrell Horacek	Business Ed./Computers
Lonny Johnson	Biological Sciences
DaNann Kistler	Family & Consumer
Science	
Sherry Knutson	Language Arts (9 <sup>th</sup> Grade)
Rebecca Tschetter	Special Education
Barry Matthies	Physical Education
Troy Odegaard	Math
Kent Mueller	Social Sciences
Jamie Nelson	Math
Jeanette Nielson	Librarian
Kim Puthoff	Educational Assistant
Karin Renner	Language Arts (11 <sup>th</sup> Grade)
Linda Petersen	Vocational Agriculture
Kim Schmidt	Spanish
Cindy Schumacher	Language Arts (12 <sup>th</sup> Grade)
Theresa Skinner	Math
Daniel Eye	Instrumental Music
Wade Tirrel	Social Studies
David Tuch	Art
Brian Voss	Industrial Technology

## **MISSION STATEMENT**

To prepare all students for learning and living in a changing world.

## **WELCOME**

We welcome you as a member of the West Central student body. As a citizen of this school, you are expected to follow the rules that are established for all students. Your success in this school will be directly proportional to your efforts. Please call on your teachers for the help that you need to be successful.

## **SCHOOL DISTRICT COLLECTIVE COMMITMENTS**

The West Central School District will provide a positive, stimulating environment where all students will maximize their potential. Educational opportunities will:

1. Provide a safe and positive learning environment.
2. Actively engage in professional development.
3. To give each student what he or she needs to be successful.
4. Provide equal opportunities to learn for all students.
5. Integrate technology so students learn skills relevant to our world.
6. Hold both staff and students to high expectations.
7. Actively build positive relationships with families.
8. Reinforce and redirect behaviors in a positive way.

## **BUILDING HOURS**

Doors will be open to students at 8:00 AM if the student is under the supervision of a faculty member. In case of extreme weather conditions, students who arrive early will be admitted to the building. Students **are not to** be in the building after 4:15 PM unless supervised by a teacher.

## **SCHOOL OFFICE**

Students are requested to remain out of the school office unless they have a purpose for being there.

### **STUDENT LOAD**

All students must have at least 7 to 8 blocks filled in a two day period with classes or activities all year with offerings from West Central High School.

### **LEAVING SCHOOL**

Students finding it necessary to leave school during the day **must inform someone in the principal's office**. If someone in the office area is not notified and the student leaves without checking out, the absence may be unexcused.

### **GRADUATION REQUIREMENTS**

Twenty-two units of academic credit are required for graduation. The twenty-two units required for graduation must include the following: 3 units of social studies including World Geography, World History, US History, & Government; 4 units of English; 3 credits of Math with includes Algebra I; 3 credits of Science; 1 unit of Fine Arts; ½ credit of Computers and ½ credit of Personal Finance. Please refer to the Course Description booklet on line for more detail. ([www.westcentral.k12.sd.us](http://www.westcentral.k12.sd.us)) Student need to have these 22 units of credit successfully completed or will not be allowed to participate in the graduation ceremony.

### **TARDINESS**

If you arrive late to school, report to the office for a late slip. If you arrive late to class, your teacher will mark the offense in the attendance system. If you have been detained in the office or by another teacher, ask for a slip from the person who detained you before going to your next class. Students who are late for class will have a detention for the first, second and third tardy slips. The fourth and subsequent tardy slips will be assigned a Saturday School.

### **IN-SCHOOL SUSPENSION**

In-School suspension means that a student is not allowed in class and will be placed in an area of the school designated by the principal.

### **STUDENT BEHAVIOR**

All students are expected to display appropriate behavior, at all times, while at school or any school related activity. A district consequence policy has been adopted to deal with these offenses, as they occur, and can be found on the last page of the handbook. Detention is an extension of the school day and the same rules for the school day apply.

### **ALCOHOL USE/DRUG ABUES/CHEMICAL ABUSE BY STUDENTS (NARCOTICS, DRUGS, ALCOHOLIC BEVERAGES, AND CONTROLLED SUBSTANCES) BOARD POLICY**

The following document outlines policy on student abuse of psycho-active or mood-altering chemicals in the school district. 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.

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.

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. The PAS can passively detect breath alcohol, or it can actively test for alcohol when the student blows into the intake port or through a

mouthpiece. The PAS can also detect alcohol in containers or enclosed spaces such as rooms, cars, or lockers.

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.

## **VIOLATIONS**

The following procedures will be used in dealing with violations of this policy.

### **A. First Offense:**

The administration will notify the parents/guardians by phone.

The administration will suspend the student for ten (10) days in compliance with student due process procedures.

The administration will notify the parents/guardians in writing of the suspension.

The administration will notify law enforcement authorities.

The school district strongly recommends that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. A student who agrees to seek chemical dependency evaluation and treatment may have his/her suspension commuted to seven (7) days. The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family. Upon receipt of appropriate authorization, the agency or professional will notify the school administration that the student is being evaluated and complying with the treatment process.

### **B. Second and Subsequent Offenses:**

The administration will notify the parents/guardians.

The administration will notify law enforcement authorities.

The student will be given a long term suspension and a recommendation will be made to the board of education for expulsion from school for the remainder of the school year unless the following procedure is followed:

a. The student must agree to be evaluated and treated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.

b. When the administration is notified by the appropriate agency or professional that the student has accepted evaluation and treatment, the recommendation for expulsion may be commuted. Fees for the assessment and treatment are the responsibility of the student and family.

4. The administration will notify the parents/guardians in writing of the suspension.

C. Supplying/Distributing or selling chemical (drugs/alcohol) or material represented to be a controlled substance.

The student will be suspended and a recommendation will be made to the board of education for expulsion from school. The administration will notify the parents/guardians in writing of the suspension.

The administration will notify local law enforcement authorities.

A hearing will be conducted by the board of education pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.

Pupils who visibly appear to be impaired from using illegal drugs or alcohol will be referred to the building administrator. The building administrator will contact parents/guardians and if emergency treatment is warranted, emergency medical personnel will be called. Following the handling of any medical emergency, the student will be subject to any punishment according to this policy.

A biennial review of the School district program will be made: To determine the program's effectiveness and implement changes to the programs if they are needed.

To insure that disciplinary sanctions are consistently enforced.

Legal reference: Public law 101-226

### **GRADING SYSTEM**

Students will be graded according to the following grading scale:

**A+** 98-100    **A** 95-97    **A-** 92-94

**B+** 89-91    **B** 86-88    **B-** 83-85

**C+** 80-82    **C** 77-79    **C-** 74-76

**D+** 71-73    **D** 68-70    **D-** 65-67

**F** 0-64

I-Incomplete. Incompletes are given to those students whose work is not completed. All daily incompletes should be

completed with two weeks. Incompletes will not be carried over from one school year to the next.

### **GPA AND WEIGHTED GRADES**

Grade Point Averages are figured on a 4.0 scale with some classes carrying a weighted grade. Weighted courses will be worth 5 points for an "A", 4 points for a "B", 3 points for a "C" and 2 points for a "D". Those courses which are weighted are all AP classes, Physics, and Anatomy.

A student honor roll is compiled for each nine week grading period. Students will have an opportunity to attain one of three honor rolls. These honor rolls are as follows:

A Honor Roll 3.75-4.00+

B+ Honor Roll 3.40-3.74

B Honor Roll 3.00-3.39

Students who attain a cumulative GPA of 3.50 or higher through the seventh semester of high school will be noted as Honor students at graduation.

### **EXTRA CURRICULAR ACTIVITIES**

Students will follow the guidelines presented in the West Central High School Code of Conduct and Penalty Code for all school activities. A copy of these rules will be distributed to all students on the first day of classes.

### **ATTENDANCE POLICY**

When students are enrolled in school, they are expected to be in attendance for all classes. Students should consider school their number one priority and if they are absent from class, they are missing out on information that is presented.

Any student who is absent more than 10 class periods per semester will not be given credit for that class. When the student has reached the area of six to eight absences, letter will be sent home notifying parents of our absence policy. Sick days will not be counted towards the 10 absences, if a medical excuse is returned to the principal's office. School sponsored activities for which students are absent are not counted.

After the 11<sup>th</sup> absence, the student may request an attendance review by a committee comprised of the principal, counselor, one faculty member, and a member of the student council. In cases with extenuating

circumstances, this review committee may assign Saturday Schools to make up time for regaining credit.

### **ABSENCE-EXCUSED ABSENCE**

This includes all absence for sickness and for some serious emergencies, where the circumstances were not known in advance. Other absences are excused, only if they are made up by the student in advance and if the make up slip is signed by all teachers involved and handed into the office before the absence occurs. Two days are given to make up work for every day missed. Steps to follow when absent:

1. Have a parent/guardian call the office or write an excuse giving name, days absent, and reason for absence.
2. Obtain absence pass from the principal's office
3. Present absence slip to each of your teachers for assignments missed.
4. Make up all work and have teachers sign absence slip when work is completed. Student will have two days to make up work for the first day missed and an extra day for each consecutive day missed after that.
5. Return signed absence slip to the office of the principal by due date.

### **UNEXCUSED ABSENCE**

All absences, for superficial reasons, are unexcused. All absences having merit, but are not important and are not planned in advance by informing the principal's office are unexcused. Students needing to leave the school, for any reason during the school day, must first receive permission from office personnel. Failure to follow this procedure will result in an unexcused absence. Unexcused absences will require that work be made up. Any portion of a day counts as one violation. Consequences for unexcused absences are Saturday School or out of school suspension as found in the District Discipline policy consequence list.

### **LACK OF EFFORT**

Students not putting forth effort, by failing to do their homework or other material as requested by the teacher, will

be counseled by their teacher and the teacher should make a contact with the parent. The teacher may also request the student to stay after school or come in early the next morning to complete the assignment. If the student's attitude does not improve after a concerted effort by teachers, counselor, and principal, the student will receive a disciplinary referral from the teacher and a copy placed in the student's file. A contract will be written for the student stating the areas that need to be improved. The contract will be signed by the student, parents, teacher, counselor, and principal. If no improvement has been made after two weeks, the student may be referred to an alternative educational setting or suspended from school for up to ten (10) days.

### **STUDENT RELATIONSHIPS**

Students exhibiting excessive affection (anything more than holding hands) in hallways and classrooms will be referred to the office. Consequences for violating the Student relationship policy is as follows:

First Violation – Student warned

Second Violation – Detention

Third Violation – Saturday School

Fourth & Subsequent Violations – 2 Saturday Schools

### **CARE OF SCHOOL PROPERTY**

Students shall not mark school furniture, walls, ceiling, floor, or equipment with pen, pencil, or any other instrument. Do not tamper with the fire alarms, fire extinguishers, or any electrical systems. Anyone, who willfully destroys school property through vandalism, arson, or larceny or creates a hazard to the safety of others, will be referred to the proper law enforcement authorities and face suspension and/or expulsion

### **LUNCH**

All students, except seniors, will remain on campus during the lunch period. They will eat in the lunch room area and be only in areas designated by the administration. Seniors will have open campus for lunch but may have that privilege taken away if they violate other school rules. Students who live within walking distance of the school and have a signed

consent form from their parents, may be allowed to walk home for lunch. During the period of time when lunch is being served, in accordance with federal regulations, no carbonated beverages will be sold or consumed in the area where lunch is being served.

### **LOCKERS**

Each student is assigned a locker for the storage of books, school supplies, and coats. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Do not store valuables of any kind in your locker. Do not share your combination with anyone. Lockers are school property and subject to search at any time.

### **SCHOOL CLOSING**

In the event of severe weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over the School Reach Service and also the following TV and radio stations: KSFY, KDLT, KELO TV and KSOO, WSN/KRRO, KXRB/KKLS/ KIKN, KELO radio. If no report is heard it can be assumed that school will be in session. PLEASE DO NOT CALL THE SCHOOL IF NO REPORT IS HEARD OVER RADIO OR TV STATIONS.

Students will be given inclement weather forms to indicate the family's plan for the return home or child care in the event of an early dismissal. Teachers will check these and follow the plan indicated by parents/guardians.

### **HOMEWORK POLICY**

The amount of homework varies with the grade level, the teacher, and the subject involved. It helps if students have a set time and place at home to study. Showing interest in your child's homework provides the opportunity to share in their learning experiences. Bringing home large amounts of homework may mean your child is not using his/her school time properly. You are invited to consult the teacher if a problem arises in this matter. Pre-existing assignments are still due on the date assigned, even if the student missed school in-between.

## **STUDENT RECORDS**

Student records are on file in the principal's office. Parents and students who are 18 years of age or older may view the contents of the student's accumulative record by making arrangements with the building principal or counselor. A request for a hearing on the contents of records may be made through the office of the superintendent.

## **COATS AND BACKPACKS**

Students should leave their coats in their lockers during the school day. Book bags should be used for school related materials only. Any item deemed as contraband may result in the confiscation of a student's bag.

## **DRESS CODE**

In the interest of cleanliness, decency, and good taste, West Central reserves the right to place restrictions on a student's dress and grooming, as necessary, when they create a danger to the student's health and safety, interfere with the educational process, or cause a disruption in school. The following are some guidelines:

- No caps, hats, bandanas, or head bands are to be worn in the building during the school day.
- No outerwear will be worn during the school day.
- No apparel or articles that promote or suggest alcohol, tobacco products, or drugs are allowed in school. Apparel or articles containing messages, lettering, markings or pictures that could convey profane or offensive meanings or may relate to sex, race, gangs, or cults will not be tolerated if worn in school.
- All pants, shorts, skirts, etc. must be worn so that the top rim of the garment sits above the hip bone. Shorts and skirts must be at an appropriate length.
- Tops and bottoms must conceal all undergarments. No string/spaghetti strap tank tops may be worn. Tops must cover the individual's midriff.
- Chains hanging from pants may not be worn.
- Appropriate footwear is to be worn in the building at all times. Bedroom/night time slippers are considered inappropriate.

**Student Safety**

Students shall not carry or possess guns, knives, or any other instruments, which may be construed as weapons while on school property or at any school activity. Any student bringing a dangerous weapon to school 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

**STUDENT DUE PROCESS**

Students are entitled to due process under the law and West Central does provide a process of appeal on judgments made by those in authority. Grievances should be filed through the proper channels according to board policy JFH in the West Central Policy Manual in the Principal's office.

**PARKING LOT**

The parking lot located to the east of the main entrance is for student parking. Students are expected to follow all parking rules and regulations between the hours of 7:00 AM and 5:00 PM. These rules are as follows:

1. Each vehicle must have a student ID tag displayed so the number is exposed to the front windshield. ID tags are available in the office.
2. Students should park between the painted lines. If there is not a line on both sides of the vehicle, it is parked illegally.
3. Students may not park in areas marked for the disabled, areas marked for authorized vehicles only, areas marked L-V (Library-Visitor), or areas marked for bus parking.
4. Students should enter and exit the lot from HWY 38 or from the service road off 2<sup>nd</sup> Street.
5. Students may not park in the West parking lot during school hours.

West Central reserves the right to search student vehicles parked on school property at all times.

All students are assigned a locker, which remains property of the school. Students have no expectation of privacy with respect to all items placed in the school's lockers. School officials reserve the right to search any locker at any time, for any reason.

Students who park illegally or in unauthorized areas will be subject to towing. Towing charges will be the responsibility of the vehicles driver.

The speed limit in school parking lots is 5 mph. Anyone speeding or driving inappropriately may have their parking privileges revoked and referred to law enforcement.

### **BEVERAGES, GUM, CANDY, AND FOODS**

Beverages and food stuffs are allowed in the commons area only. These items are not allowed in the classrooms/hallways. Please keep these items out of the other areas of the school as they create a mess if spilled. Students are asked to please use the wastebaskets that are placed throughout the building complex. We have taken great pride over the years in the cleanliness of our building. Please help us keep our building looking good.

The penalty for having beverages/food in unauthorized areas (per semester):

First Offense: Detention and contraband confiscated.

Second Offense: Detention and contraband confiscated.

Third and Subsequent offenses: Saturday School

### **CONSTITUTIONALLY PROTECTED PRAYER**

West Central High School has no policy that prevents, or otherwise denies participation in constitutionally protected prayer in public school as set forth in the guidance of Section 9524 of the Elementary and Secondary Education Act of 1965 and as amended by the No Child Left Behind Act of 2001.

### **SATURDAY SCHOOL**

Students who are habitual offenders of the school tardy policy, have unexcused absences, display disruptive behavior in school, or have inappropriate dress, may be placed in Saturday School. The district policy on discipline consequences will be followed in placing students in

Saturday School. School will meet from 8:00 to 11:00 AM each Saturday. Students will be assigned a packet of work to complete from each of their teachers. Students who are assigned a Saturday School will be given a choice of the two Saturday dates following the violation. If a student is assigned two Saturday Schools, he/she may choose two of the next three Saturdays following the violation.

Students who fail to show up for Saturday School will be suspended from school for three days. If a student does not show up a second time for Saturday School, he/she will be suspended for 6 days. If a student misses Saturday School a third time in the school year, he/she will be suspended for 10 days and a recommendation will be made to the school board to expel the student for the remainder of the semester. If expulsion is necessary, the student will not receive credit for course work during that semester.

Saturday School will take precedence over all extra curricular activities.

Students will sign a contract with an explanation of all the rules for Saturday School. Any student who fails to comply with any of these rules, will be asked to leave and will be suspended for the next three school days. Any student assigned to more than three Saturday Schools during a semester may be required to attend the next regularly scheduled school board meeting with his/her parents/guardians to discuss the behavior causing Saturday School.

### **TELEPHONE, CELL PHONES, PAGERS, ELECTRONIC DEVICES**

Students will not be called from their classes to answer the telephone, except in emergencies. The telephones in the office and classrooms are not for student use. There is a pay phone available in the main entrance and in the west hallway of the Becker Center.

Cell phones, pagers and other electronic devices such as MP3 players are to be turned off and preferably left in your locker or in a car during the school day. If electronic devices are being used or visible during the school day, which includes detention, the following will occur: First Offense: Confiscated and parent pick up at the end of the day. Second offense: Confiscated for a period of one weeks and parent will have to pick up. Third offense: Confiscated for a

period of four weeks and parent will pick the device up from principal's office. Fourth Offense: Confiscated for a period of eight weeks and parent pick up. Fifth Offense: Confiscated for sixteen weeks and parent pick up. This includes seniors during their open period.

### **OPEN CAMPUS**

Open campus is defined as one period in a senior student's schedule, where they are not required to register for a class. Students must leave campus or go to an approved area in the building during this time, if they apply and are approved for open campus. Open campus is a privilege to be earned by WCHS Seniors who wish to have one open period, and not a right granted to every senior. Students must achieve three of the following competencies during the prior semester to be eligible.

1. Students must have achieved and continue to hold a minimum GPA of 2.0 with no failing class grades in any class.
2. Students must have been labeled as proficient or advanced, as defined by the SD Dept. of Education, on the Dakota Step Test.
3. Students must have no office referrals that result in the minimum assignment of Saturday School.
4. Students must have no excessive tardiness or unexcused absences that result in the assignment of a Saturday School.

The administration reserves the right to revoke open campus privileges for any student at any time for any misbehavior during school or at any school function, whether at home or away.

### **STUDENT SUSPENSION**

Homework/Credit: Students who are suspended from school—whether in school or out of school—must make up all work missed. If all missed work is not turned in, within two days of returning from suspension, the student will be assigned a Saturday School. No credit will be given for daily work missed. Students may make up tests, quizzes, and/or projects that have been missed with full credit. This must

also be made up within two days of returning from the suspension.

When a student is removed from a class for behavior reasons for the remainder of a semester, the student will be given a withdrawal grade from the class and no credit given. If the student cannot be placed in another class, he/she will be placed in a learning center or a place designated by the building principal.

### **NATIONAL HONOR SOCIETY SELECTION PROCESS**

National Honor Society is an organization which recognizes students who excel in the areas of scholarship, service, character, and leadership.

1. All juniors and seniors with a cumulative GPA of 3.5 or above are eligible for NHS. The GPA's are looked at after the first semester of the current year.
2. Eligible students are notified and are given a Student Activity Information Form to fill out. The activity form allows the student to give information about their leadership roles and responsibilities, service activities, community involvement and service, and co-curricular activities. There is a specific deadline for handing in this form. If a student does not hand in an activity form, it is assumed that the student is not interested in being considered for the NHS. Activity forms are accessible to all faculty.
3. All students who hand in an activity form are rated by the faculty on a scale of 1-4 with 4 being the best in each of the three remaining criteria for NHS: Service, Leadership, and Character. There also is a place on the rating form for teachers to make comments or give other information. All students who receive an average score of 12 or above are considered for membership to NHS by a five member faculty council.

### **TEACHERS WORK ROOM**

The teacher work room is off limits to students. If you need to see a teacher who might be in the work room, please knock on the door and wait for someone to answer.

## **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 or verbal expression, physical act or gesture, or a pattern thereof, which is intended to cause distress upon one or more students in the school environment.

Bullying can include the use of electronic devices. This kind of bullying often-times begins in times outside the school day, but for those instances that either occur during the school day, or have disruptive effect during the school day, school officials will take action to remedy the situation.

For purposes of this policy, the school environment includes school buildings, grounds, vehicles, bus stops and all school-sponsored activities and events.

A student 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 send a clear message to students, staff, parents and community members that bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education

- on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
  6. To support victims of bullying by counseling.
  7. To help develop peer support networks, social skills and confidence for all students.
  8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

### **100 Words Every High School Graduate Should Know**

**aberration** (*n.*) something that differs from the norm (In 1974, Poland won the World Cup, but the success turned out to be an aberration, and Poland has not won a World Cup since).

**abhor** (*v.*) to hate, detest (Because he always wound up getting hit in the head when he tried to play racquetball, Mark began to abhor the sport).

**acquiesce** (*v.*) to agree without protesting (Though Mr. Pospil wanted to stay outside and work in his garage, when his wife told him that he had better come in to dinner, he acquiesced to her demands.)

**alacrity** (*n.*) eagerness, speed (For some reason, Simon loved to help his girlfriend whenever he could, so when his girlfriend asked him to set the table he did so with alacrity.)

**amiable** (*adj.*) friendly (An amiable fellow, Neil got along with just about everyone.)

**appease** (*v.*) to calm, satisfy (When Jerry cries, his mother gives him chocolate to appease him.)

**arcane** (*adj.*) obscure, secret, known only by a few (The professor is an expert in arcane Kashubian literature.)

**avarice** (*n.*) excessive greed (The banker's avarice led him to amass an enormous personal fortune.)

**brazen** (*adj.*) excessively bold, brash, clear and obvious (Critics condemned the writer's brazen attempt to plagiarize Frankow-Czerwonko's work.)

**brusque** (*adj.*) short, abrupt, dismissive (Simon's brusque manner sometimes offends his colleagues.)

**cajole** (*v.*) to urge, coax (Monica's friends cajoled her into drinking too much.)

**callous** (*adj.*) harsh, cold, unfeeling (The murderer's callous lack of remorse shocked the jury.)

**candor** (*n.*) honesty, frankness (We were surprised by the candor of the politician's speech because she is usually rather evasive.)

**chide** (*v.*) to voice disapproval (Hannah chided Greg for his vulgar habits and sloppy appearance.)

**circumspect** (*adj.*) cautious (Though I promised Marta's father I would bring her home promptly by midnight, it would have been more circumspect not to have specified a time.)

**clandestine** (*adj.*) secret (Announcing to her boyfriend that she was going to the library, Maria actually went to meet George for a clandestine liaison.)

**coerce** (*v.*) to make somebody do something by force or threat (The court decided that David Beckham did not have to honor the contract because he had been coerced into signing it.)

**coherent** (*adj.*) logically consistent, intelligible (Jeff could not figure out what Josh had seen because his brother was too distraught to deliver a coherent statement.)

**complacency** (*n.*) self-satisfied ignorance of danger (Simon tried to shock his friends out of their complacency by painting a frightening picture of what might happen to them.)

**confidant** (*n.*) a person entrusted with secrets (Shortly after we met, he became my chief confidant.)

**connive** (*v.*) to plot, scheme (She connived to get me to give up my plans to start up a new business.)

**cumulative** (*adj.*) increasing, building upon itself (The cumulative effect of hours spent using the ACT Test Gear website paid off when he scored a 30.)

**debase** (*v.*) to lower the quality or esteem of something (The large raise that he gave himself debased his motives for running the charity.)

**decry** (*v.*) to criticize openly (Andrzej Lepper, the leader of the Polish Self Defense party decried the appalling state of Polish roads.)

**deferential** (*adj.*) showing respect for another's authority (Donna is always excessively deferential to any kind of authority figure.)

**demure** (*adj.*) quiet, modest, reserved (Though everyone else at the party was dancing and going crazy, she remained demure.)

**deride** (*v.*) to laugh at mockingly, scorn (The native speaker often derided the other teacher's accent.)

**despot** (*n.*) one who has total power and rules brutally (The despot issued a death sentence for anyone who disobeyed his laws.)

**diligent** (*adj.*) showing care in doing one's work (The diligent researcher made sure to double check her measurements.)

**elated** (*adj.*) overjoyed, thrilled (When he found out he had won the lottery, the postman was elated.)

**eloquent** (*adj.*) expressive, articulate, moving (The best man gave such an eloquent speech that most guests were crying.)

**embezzle** (*v.*) to steal money by falsifying records (The accountant was fired for embezzling over a million dollars of the company's funds.)

**empathy** (*n.*) sensitivity to another's feelings as if they were one's own (I feel such empathy for my dog; when she's upset so am I!)

**enmity** (*n.*) ill will, hatred, hostility (John and Scott have clearly not forgiven each other because the enmity between them is obvious to anyone in their presence.)

**erudite** (*adj.*) learned (My English teacher is such an erudite scholar that he has translated some of the most difficult Old English poetry.)

**extol** (*v.*) to praise, revere (Camilla extolled the virtues of a vegetarian diet to her meat-loving boyfriend.)

**fabricate** (*v.*) to make up, invent (When I arrived an hour late to class, I fabricated some excuse about my car breaking down on the way to work.)

**feral** (*adj.*) wild, savage (That beast looks so feral that I would fear being alone with it.)

**flabbergasted** (*adj.*) astounded (Whenever I read an Agatha Christie mystery novel, I am always flabbergasted when I learn the identity of the murderer.)

**forsake** (*v.*) to give up, renounce (I won't forsake my conservative principles.)

**fractious** (*adj.*) troublesome or irritable (Although the child insisted he wasn't tired, his fractious behavior - especially his decision to crush his jam sandwiches all over the floor - convinced everyone present that it was time to put him to bed.)

**furtive** (*adj.*) secretive, sly (Claudia's placement of her diary in her sock drawer was not as furtive as she thought, as the sock drawer is the first place most parents look.)

**gluttony** (*n.*) overindulgence in food or drink (Helen's fried chicken tastes so divine, I don't know how anyone can call gluttony a sin.)

**gratuitous** (*adj.*) free, uncalled for, unwarranted (Every time I eat at Chinese at the HyVee Deli, the guy at the counter gives me a gratuitous helping of sweet and sour sauce.)

**haughty** (*adj.*) disdainfully proud (The superstar's haughty dismissal of her co-stars will backfire on her someday.)

**hypocrisy** (*n.*) pretending to believe what one does not (Once the politician began passing legislation that contradicted his campaign promises, his hypocrisy became apparent.)

**impeccable** (*adj.*) exemplary, flawless (If your grades were as impeccable as your brother's, then you too would receive a car for a graduation present.)

**impertinent** (*adj.*) rude, insolent (Most of your comments are so impertinent that I don't wish to dignify them with an answer.)

**implacable** (*adj.*) incapable of being appeased or mitigated (Watch out: once you shun Grandmother's cooking, she is totally implacable.)

**impudent** (*adj.*) casually rude, insolent, impertinent (The impudent young woman looked her teacher up and down and told him he was hot.)

**incisive** (*adj.*) clear, sharp, direct (The discussion wasn't going anywhere until her incisive comment allowed everyone to see what the true issues were.)

**indolent** (*adj.*) lazy (Why should my indolent children, who can't even pick themselves up off the sofa to pour their own juice, be rewarded with a trip to Burger King?)

**inept** (*adj.*) not suitable or capable, unqualified (She proved how inept she was when she forgot two orders and spilled a pot of coffee in a customer's lap.)

**infamy** (*n.*) notoriety, extreme ill repute (The infamy of his crime will not lessen as time passes.)

**inhibit** (*v.*) to prevent, restrain, stop (When I told you I needed the car last night, I certainly never meant to *inhibit* you from going out.)

**innate** (*adj.*) inborn, native, inherent (His incredible athletic talent is *innate*, he never trains, lifts weights, or practices.)

**insatiable** (*adj.*) incapable of being satisfied (My *insatiable* appetite for chocolate will catch up with me someday!)

**insular** (*adj.*) separated and narrow-minded; tight-knit, closed off (Because of the sensitive nature of their jobs, those who work for the FBI must remain *insular* and generally only spend time with each other.)

**intrepid** (*adj.*) brave in the face of danger (After scaling a live volcano prior to its eruption, the explorer was praised for his *intrepid* attitude.)

**inveterate** (*adj.*) stubbornly established by habit (I'm the first to admit that I'm an *inveterate* Coke drinker—I drink two liters a day.)

**jubilant** (*adj.*) extremely joyful, happy (The crowd was *jubilant* when the firefighter carried the woman from the flaming building.)

**knell** (*n.*) the solemn sound of a bell, often indicating a death (Echoing throughout our village, the funeral *knell* made the grey day even more grim.)

**lithe** (*adj.*) graceful, flexible, supple (Although the dancers were all outstanding, Joanna's control of her *lithe* body was particularly impressive.)

**lurid** (*adj.*) ghastly, sensational (Barry's story, in which he described a character torturing his neighbor's tortoise, was judged too *lurid* to be published on the English Library's website.)

**maverick** (*n.*) an independent, nonconformist person (John is a real *maverick* and always does things his own way.)

**maxim** (*n.*) a common saying expressing a principle of conduct (Ms. Stone's etiquette *maxims* are both entertaining and instructional.)

**meticulous** (*adj.*) extremely careful with details (The ornate needlework in the bride's gown was a product of *meticulous* handiwork.)

**modicum** (*n.*) a small amount of something (Refusing to display even a *modicum* of sensitivity, Mary announced her boss's affair to the entire office.)

**morose** (*adj.*) gloomy or sullen (David's *morose* nature made him very unpleasant to talk to.)

**myriad** (*adj.*) consisting of a very great number (It was difficult to decide what to do on Saturday night because the city presented us with myriad possibilities for fun.)

**nadir** (*n.*) the lowest point of something (My day was boring, but the nadir came when my new car was stolen.)

**nominal** (*adj.*) trifling, insignificant (Because he was moving the following week and needed to get rid of his furniture more than he needed money, Kim sold everything for a nominal price.)

**novice** (*n.*) a beginner, someone without training or experience (Because we were all novices at archery, our instructor decided to begin with the basics)

**nuance** (*n.*) a slight variation in meaning, tone, expression (The nuances of the poem were not obvious to the casual reader, but the teacher was able to point them out.)

**oblivious** (*adj.*) lacking consciousness or awareness of something (Oblivious to the burning smell emanating from the kitchen, my father did not notice that the rolls in the oven were burned until much too late.)

**obsequious** (*adj.*) excessively compliant or submissive (Donald acted like Susan's servant, obeying her every request in an obsequious manner.)

**obtuse** (*adj.*) lacking quickness of sensibility or intellect (Political opponents warned that the prime minister's obtuse approach to foreign policy would embroil the nation in mindless war.)

**panacea** (*n.*) a remedy for all ills or difficulties (Doctors wish there was a single panacea for every disease, but sadly there is not.)

**parody** (*n.*) a satirical imitation (A hush fell over the classroom when the teacher returned to find Magdalena acting out a parody of his teaching style.)

**penchant** (*n.*) a tendency, partiality, preference (Fiona's dinner parties quickly became monotonous on account of her penchant for Indian dishes.)

**perusal** (*n.*) a careful examination, review (The actor agreed to accept the role after a three-month perusal of the movie script.)

**plethora** (*n.*) an abundance, excess (The wedding banquet included a plethora of oysters piled almost three feet high.)

**predilection** (*n.*) a preference or inclination for something (James has a predilection for eating toad in the whole with tomato ketchup.)

**quaint** (*adj.*) charmingly old-fashioned (Mary was delighted by the quaint bonnets she saw in Romania.)

**rash** (*adj.*) hasty, incautious (It's best to think things over calmly and thoroughly rather than make *rash* decisions.)

**refurbish** (*v.*) to restore, clean up (After being *refurbished* the old Triumph motorcycle commanded the handsome price of \$6000.)

**repudiate** (*v.*) to reject, refuse to accept (Tom made a strong case for an extension of his curfew, but his mother *repudiated* it with a few biting words.)

**rife** (*adj.*) abundant (Surprisingly, the teacher's writing was *rife* with spelling errors.)

**salient** (*adj.*) significant, conspicuous (One of the *salient* differences between twins Alison and Abigail is that Alison is half a foot taller.)

**serendipity** (*n.*) luck, finding good things without looking for them (In an amazing bit of *serendipity*, penniless Mark found a \$50 bill on the back seat of the bus.)

**staid** (*adj.*) sedate, serious, self-restrained (The *staid* butler never changed his expression no matter what happened.)

**superfluous** (*adj.*) exceeding what is necessary (Samantha had already won the campaign so her constant flattery of others was *superfluous*.)

**sycophant** (*n.*) one who flatters for self-gain (Some see the people in the president's cabinet as his closest advisors, but others see them as *sycophants*.)

**taciturn** (*adj.*) not inclined to talk (Though Magda never seems to stop talking, her brother is quite *taciturn*.)

**truculent** (*adj.*) ready to fight, cruel (This club doesn't really attract the dangerous types, so why was that bouncer being so *truculent*?)

**umbrage** (*n.*) resentment, offense (He called me a lily-livered coward, and I took *umbrage* at the insult.)

**venerable** (*adj.*) deserving of respect because of age or achievement (The *venerable* High Court judge had made several key rulings in landmark cases throughout the years.)

**vex** (*v.*) to confuse or annoy (My brother *vexes* me by leaving the toilet seat up every time he goes to the bathroom.)

**vociferous** (*adj.*) loud, boisterous (I'm tired of his *vociferous* whining so I'm breaking up with him.)

**wanton** (*adj.*) undisciplined, lewd, lustful (Suzette's *wanton* demeanor often made the frat guys next door very excited.)

**zenith** (*n.*) the highest point, culminating point (I was too nice to tell Emily that she had reached the absolute *zenith* of her career with that one top 10 hit of hers.)

### 100 Words All Freshman Should Know

1. **Accentuate**- to give prominence to; empathize or intensify.
2. **Alliteration** - the repetition of the same sounds, usually consonants or consonant clusters usually at the beginning of words.
3. **analogy**- similarity in some respects between things that are otherwise unlike.
4. **antibody**- a protein produced in the blood or tissues in response to the presence of a specific toxin, foreign blood cell, or other antigen.
5. **Aspire**- to have a great ambition; desire strongly
6. **Bamboozle** - to deceive by elaborate trickery
7. **Bizarre** - Very strange or odd
8. **Boisterous**- Rough and stormy
9. **Boycott**- to act together in refusing to use, buy from or deal with, especially as a expression of protest.
10. **Camouflage**- A method of concealing military troops or equipment by making them appear to be part of the natural surroundings.
11. **Chronology**- the order or sequence of events
12. **Commemorate**- to honor the memory of, especially with a ceremony.
13. **Cower**- to crouch or draw back, as from fear or pain; cringe.
14. **Decorum**- proper behavior or conduct; propriety
15. **Deduction**- the act of subtracting; subtraction.
16. **Deign**- willing to do something that one considers beneath one's dignity; to condescend.
17. **Despondent**- feeling depression of spirits from loss of hope, confidence, or courage; dejected.
18. **Dialogue**- a conversation between two or more people.
19. **Divulge**- to make known.
20. **Eclectic**- choosing or taking what appears to be the best from various sources.
21. **Ellipse**- a figure that forms a close curve shaped like an oval with both ends alike.
22. **Embargo**- an order of government prohibiting merchant ships from entering or leaving its ports.
23. **Enthusiastic**- having or showing great interest or excitement.
24. **Exponent**- a number or symbol, placed to the right of and above the expression to which it applies that indicates the number of times a mathematical expression is used as a factor.
25. **Exult**- to rejoice greatly; be jubilant or triumphant.

26. **Fallacy**- a false notion or mistaken belief
27. **Flourish**- to grow or develop well or luxuriously; thrive
28. **Formidable**- arousing fear, dread, alarm or great concern
29. **Gargoyle**- a waterspout or ornamental figure in the form of a grotesque animal or person projecting from the gutter of a building.
30. **Guerrilla**- a member of a military force that is not part of a regular army and operates in small bands in occupied territory to harass the enemy, as by surprise raids.
31. **Guru**- a Hindu spiritual teacher
32. **Heritage**- something other than property passed down from preceding generations; a tradition
33. **Hieroglyphic**- of or related to a system of writing, such as that of ancient Egypt, in which pictures or symbols are used to represent words or symbols
34. **Hologram**- the photographic record of a three-dimensional image produced by recording on a photographic plate or filming the pattern of interference formed by a split laser beam.
35. **Hypocrisy**- the practice of showing or expressing feelings, beliefs, or virtues that one does not actually hold or possess.
36. **Immune**- protected from disease naturally or by vaccination or inoculation.
37. **Impertinent**- Offensively bold; rude.
38. **Inference**- the act or process of deciding or concluding by reasoning from evidence
39. **Introspection**- the examination of one's own thoughts and feelings.
40. **Jaunty**- having or showing a carefree, self-confident air
41. **Jovial**- full of fun and good cheer.
42. **Kilometer**- a unit of length equal to 1,000 meters or 0.62 of a mile.
43. **Labyrinth**- a complex structure of connected passages through which it is difficult to find one's way; a maze
44. **Laconic**- using few words; terse
45. **Lichen**- An organism that consists of a fungus and an algae growing in a close association with each other. Lichen often live on rocks and tree bark and can also be found in extremely cold environments.
46. **Light-year**- the distance that light travels in one year, about 5.88 trillion miles
47. **Maneuver**- a planned movement of troops or warships

48. **Marsupial**- Any of various mammals, such as the kangaroo, opossum, or wombat, whose young continue to develop after birth in a pouch on the outside of the female's body.
49. **Nocturnal**- relating to occurring at night.
50. **Nuisance**- a source of inconvenience or annoyance; a bother
51. **Omnivore**- an organism that eats both plants and animals.
52. **Outrageous**- Exceeding all bounds of what is right or proper.
53. **Metaphor**- a figure of speech in which a word or phrase that is ordinarily associated with one thing is applied to something else, thus making a comparison between the two.
54. **Mosaic**- a picture or design made on a surface by fitting and cementing together small colored pieces, as of tiles, glass or stone.
55. **Mutation**- a change in a gene or chromosome of an organism that can be inherited by its offspring.
56. **Nebula**- a thinly spread cloud of interstellar gas and dust.
57. **Parasite**- an organism that lives in or on a different kind of organism from which it gets nourishment and to which it is sometimes harmful.
58. **Participle**- a verb form that is used with auxiliary verbs to indicate certain tenses and that can also function as an adjective.
59. **Ozone**- a poisonous, unstable form of oxygen that has three atoms per molecule rather than the usual two. It is produced by electricity and is present in the air, especially after a thunderstorm.
60. **Phloem**- a plant tissue that conducts food from the leaves to the other plant parts. Phloem consists primarily of tube-like cells that have porous openings.
61. **Plateau**- an elevated, comparatively level expanse of land.
62. **Polygon**- a flat closed geometric figure bound by three or more line segments. Triangles, rectangles, and octagons are all examples of polygons.
63. **Protagonist**- the main character in a drama or literary work.
64. **Pulverize**- to pound, crush, or grind into powder or dust
65. **Quandary**- a condition of uncertainty or doubt; a dilemma
66. **Quarantine**- a condition, period of time, or place in which a person or animal is confined or kept in isolation in an effort to prevent a disease from spreading.
67. **Quota**- an amount of something assigned, as to be done made, or sold.
68. **Rain forest**- a dense evergreen forest with an annual rainfall of at least 160 inches.
69. **Random**- having no specific pattern, purpose, or objective

70. **Recede**- to move back or away from a limit, degree, point, or mark
71. **Renaissance**- a rebirth or revival
72. **Renegade**- a person who rejects a cause, allegiance, religion, or group for another.
73. **Repose**- the act of resting or the state of being at rest.
74. **Sacrifice**- the act of giving up something highly valued for the sake of something else considered being of greater value.
75. **Silhouette**- a drawing consisting of the outline of something, especially a human profile.
76. **Solstice**- either for the times of year when the sun is farthest north or south of the equator
77. **Spectrum**- a band of colors seen when white light is broken up according to wavelengths, as when passing through a prism or striking drops of water.
78. **Stereotype**- a conventional or oversimplified idea or image
79. **Strategy**- the science of using all the forces of a nation as effectively as possible during peace or war.
80. **Suffrage**- the right to vote in political elections.
81. **Symbiosis**- the close association between two or more different organisms of different species, often but not necessarily benefiting each member.
82. **Tariff**- a tax or duty imposed by a government on a category of imported or exported goods, such as automobiles or steel.
83. **Technique**- a procedure or method for accomplishing a complicated task, as in science or an art.
84. **Tempo**- the speed at which music is or ought to be placed
85. **Toxin**- a poisonous substance produced by a living organism.
86. **Tranquility**- the quality or condition of being free from disturbance.
87. **Tumult**- Noisy and disorderly activity.
88. **Tundra**- a cold, treeless, usually lowland area of far northern regions.
89. **Ultraviolet**- of or relating to electromagnetic radiation having wavelengths shorter than those of visible light but longer than those of x-rays.
90. **Unanimous**- sharing the same opinion.
91. **Undulate**- to move in waves or with a smooth wavy motion
92. **Vaccine**- a substance that stimulates cells in the immune system to recognize and attack disease-causing agents, especially through the production of antibodies.

93. **Vacillate**- to be unable to decide between one opinion or course of action and another.
94. **Vertebrate**- any of a large group of animals having a backbone.
95. **Virtuoso**- a musical performer of great excellence, technique
96. **Voracious**- eating or eager to eat great amounts of food
97. **Wretched**- very unhappy or unfortunate
98. **Xylem**- a plant tissue that carries water and dissolved minerals up from the roots through the stem to the leaves and provides support for the softer tissues.
99. **Yacht**- any of various relatively small sailing or motor-driven vessels used for pleasure trips or racing.
100. **Zoology**- the branch of biology that deals with animals.