West Campus High School

"Linking Students to the World."



Student Handbook
2026/2027

MISSION STATEMENT
The mission of West Campus High School is to provide non-traditional students with the instruction, encouragement, and opportunity to obtain a high school diploma in order to be a successful and contributing member of the community.

STAFF
Steve Long, Teacher
Janine Borling, Paraprofessional

MAILING ADDRESS & PHONE
570 Washington St.
Otsego, MI 49078
(269) 694-7475

ENROLLMENT & ADMISSIONS PROCEDURES
All enrollment for West Campus High School must be done through Otsego High School and with the approval of the administration at Otsego High School.

Enrollment in West Campus High School is a privilege. Part of that privilege is proving that you deserve the opportunity to be a part of our community. The responsibilities of each student include being respectful and productive of quality work, while maintaining a good attendance record. It is expected that you commit to these things as a student of West Campus High School.

You must complete the following enrollment process BEFORE your first day of school:

1. Fill out the “WCHS Enrollment Form”
2. Fill out the “Student Technology Form”
3. Read and sign the “Student Handbook”
4. Complete the enrollment essay
5. If coming from Otsego High School, complete “OHS Withdrawal Form”
6. Request a student/teacher conference

Once all of the paperwork has been completed and returned, a student/teacher conference will be initiated. Parents/Guardians are encouraged to attend this conference or request a separate conference. Only after all steps have been completed is a student considered for enrollment at WCHS.

LUNCHES
Students may purchase lunches from the OHS cafeteria by ordering them at WCHS, and they will be delivered to WCHS for lunch. Free or reduced lunches are also available.

STUDENT CHANGES
Any status change in your enrollment, such as addresses, telephone numbers, vehicle registrations, name changes, parent work information, class schedule, emergency information, etc. must be completed using the Student Enrollment Change Form and returned to the instructor.

SCHOOL BUILDING HOURS
Building opens: 7:35am
Classes are held weekdays:
Monday through Friday from 7:50am – 2:30pm
Building closes: 2:35pm

Daily:

7:35am Building opens
7:50am School starts
Students are given a 10-15 minute break roughly every hour. This is a privilege as there is no need for passing time. Students may lose this privilege if they are not being productive, not being respectful, or not following the rules.
2:30pm Dismissal

*If a student is not in attendance by 8:10am, he or she will not be admitted until 11:00am (11:30am on late start days) unless they have a doctor's note or have received prior permission from the instructor. If a student is not in attendance by 11:30am, he or she will not be admitted for the remainder of the day unless they have a doctor's note or have received prior permission from the instructor.

West Campus High School follows the same school year calendar as Otsego High School.

WCHS has a closed campus during instructional time with the exception of lunch and designated breaks. Open campus during designated times is a privilege that may be suspended at the discretion of the instructor.

BENEFITS OF WCHS

- Small teacher-student ratio
- Self-paced online curriculum
- Access to the Tech Center
- Flexibility with scheduling of classes
- A more relaxed atmosphere
- Needs met on an individual basis

STUDENT EXPECTATIONS/CODE OF CONDUCT

- Students should conduct themselves in a manner that brings pride and honor to themselves and the program.
- Students should be making "sufficient academic progress" each three week period. (Sufficient academic progress is defined as earning ½ credit every three weeks.)
- Students should be on-time to school and from breaks or lunch. Privileges may be lost when a student is not in the main classroom or lab when the current session begins.
- Students should show respect at all times.
- Students should maintain a positive attendance record at all times. See "Attendance Policy".
- No horseplay or other unsafe actions.
- Distribution of unapproved material will not be allowed – any material handed out or displayed on school property without administrative approval.
- Students should keep their work area and the school clean.
- Students should maintain academic integrity at all times.
- Students are NOT allowed to use their cell phones during class time. If a student accesses his/her cell phone without permission, he/she will be asked to check their phone with the instructor. If this happens on a recurring basis, he/she may be asked to check their phones in with the instructor each morning, and they may pick it up at the end of the day.

SMOKING/TOBACCO/VAPING

Michigan law states the schools are mandatory "No Smoking Zones". If any students are caught smoking, vaping OR chewing tobacco on campus, authorities may be contacted and fines may be given. Students also face up to a 10 day suspension.

DRUG OFFENSES

If a school official suspects that a student is under the influence of any drug, the student shall be sent home immediately and may face up to a 10 day suspension. Further actions may be taken and the authorities may be contacted. DRUGS AND DRUG USAGE WILL NOT BE TOLERATED.

VANDALISM

A student found to have vandalized school property or property other than his or her own will face an immediate suspension of up to 10 days. VANDALISM WILL NOT BE TOLERATED.

VIOLATION OF STUDENT CONDUCT

Gross inappropriate behavior, disruptive behavior, leaving school after school has already begun, inappropriate language or outburst, disrespect of any kind, insubordination, or refusal to work are all grounds for immediate suspension.

If a student is in violation of our "Code of Conduct," then the following will occur:

1st violation:	Removal from the class for the rest of the day with a possible one additional day suspension.
2nd violation:	Removal from the class for the rest of the day and suspended for an additional three days.
3rd violation:	Removal from the class for the rest of the day and suspended for an additional week. A parent-teacher conference is required BEFORE the student may return from an academic leave.
4th violation:	Suspension of up to ten days or deactivation from the program. The student may be considered for re-enrollment the following semester, but is not guaranteed that position.

Please note: If any of the above suspension days out of school cause the student to be in violation of the attendance policy, then the student may also face that additional suspension.

ATTENDANCE POLICY

Attendance is essential for success in anything you do ranging from employment to school and beyond. Attendance shows responsibility and dedication. If a student is not willing to attend school on a regular basis, it shows that they are not dedicated to succeeding at their education. Here is our attendance policy:

Tardies:

A student is considered tardy if he/she enters the classroom after 7:50am or comes back late from any break. If a student is more than five minutes late coming back from any break, he or she will not be allowed to return to school for the remainder of the day. Each tardy may result in the loss of a privilege. Five tardies in a three week period may result in a suspension.

Absences:

Students should be in attendance every day. However, we understand that issues do arise. The student shall be considered in violation of our attendance policy if he/she misses more than two days in a defined three week period.

All absences count toward the 2 days – both those with and without an excuse, such as a doctor's note or court verification. Students who attend a substantial portion of the day before or after an appointment will not be penalized.

If a student misses more than two days in the three week period, he or she will be in violation of the policy and may face suspension or deactivation.

If a student leaves during class time or does not return from a break without the consent of his or her teacher, he or she will be considered absent for that half of the day and may also face additional suspension of up to two days at the discretion of the instructor.

If the student is absent for more than ten consecutive days without notification and permission from the instructor, the student may be deactivated and must re-enroll.

If the student misses more than 25 days in a semester, he or she may be deactivated.

Funerals: Absences due to funerals shall be granted for up to five days per occurrence for a death in the immediate family. Immediate family is defined as the father, mother, siblings, or grandparents.

Violation of attendance policy:

1st offense: Warning
2nd offense: Up to a five day suspension
3rd offense: Up to a ten day suspension
4th offense: Removal from school for the remainder of the semester. Student must reapply for the following semester. (See "Enrollment & Admissions Procedures")

DRESS CODE

The following are guidelines for the OPS dress code:

● The wearing of clothing advertising profanity, vulgar suggestions, sexual connotations, alcohol, drugs, or tobacco are not permissible on clothing.
● Hoods are not to be worn in the building.
● Extremely short shorts and skirts are unacceptable. As a guideline, skirts and shorts should extend to the end of fingertips when standing in a relaxed state.
● Tops that expose the midriff or are low cut may not be worn. In general, student's pants and shirts must overlap one another while sitting or standing. Tops must have straps.
● Undergarments of any kind may not be showing at any time. Clothing that exposes undergarments while standing or sitting is not acceptable. Also, exposed skin on any student (male or female) that occurs inside of the extended fingertip guideline area of dress code, will not be permitted.
● Chains, wallet chains, spike necklace/bracelets, choke chains etc. will be confiscated and returned when it is certain that guidelines will be followed.
● Slippers, and blankets are not acceptable school attire. Unless otherwise approved, these policies are in effect during the regular school day and for all school activities. Certain classes have mandatory requirements pertaining to the wearing of protective equipment and clothing which are required by state standards e.g. protective glasses, hair-nets, goggles, etc. Non-compliance to safety rules and regulations, as above, should result in removal from class. Students with shoulder-length hair or longer will be required to wear hairnets or other school-approved restraining devices when working in class areas in which power equipment is being used or operated.

The ultimate determination regarding the appropriateness of students' attire lies with the school administration.

Students violating the dress code will receive a warning to comply and any additional offenses may result in disciplinary action for insubordination. In general, all students are expected to wear clean, complete and reasonably well-fitted clothing

CELL PHONES

From 7:45 a.m. until 2:46 p.m. all cell phones and other electronic communication devices (ECD), including wireless headphones, need to be stored in lockers during the school day. Using a cell phone, smartphone, video recording device, personal digital assistant (PDA) or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules is prohibited. The exception to this policy is if (a) use of the device is provided in a student's individualized education program (IEP) or 504 plan. Students found to have disallowed electronic devices will immediately surrender the device to the staff member who sees it, and will earn a referral. All confiscated devices will be secured in the office. Students refusing to give their device to the staff member will also receive an additional office referral for insubordination.

Consequences:
Offense 1 – Student may pick up device at the end of the school day
Offense 2 – Parent/Guardian must pick up the device and meet with school administration.
Offense 3 – Phone contract with the office: Students must drop their phone off at the beginning of each school day and pick it up at the end of each school day.

Failure to Follow the Phone Contract– Failure to turn in the device each day will result in additional consequences which may include detention, suspension and/or loss of privileges (i.e. after school events, field trips, all-school assemblies). Confiscated devices may be picked up from the school office the same day between 2:46-3:30 PM, or any school day following. Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

LOCKERS

Student lockers are property of WCHS. Students are permitted to use the lockers under the following conditions:

1. The lockers are to be kept clean and graffiti free.
2. No items shall be kept in the lockers which are illegal or endanger individual health, safety, or welfare.
3. The instructor/administration has the authority to search any student locker at any time without cause or reason.
4. Police will be notified of illegal items.
5. Lock combinations will not be revealed to others.
6. Students are responsible for damage done to lockers.
7. Sharing or changing of lockers is prohibited.
8. Personal locks are NOT permissible.

BUSES

There is a morning bus from Otsego High School (OHS) to WCHS at 7:40am, and an afternoon bus from WCHS to OHS at 2:25pm. Any student registered for classes at Vo-Tech must take the bus leaving from OHS.

PARKING AND DRIVING AT WCHS/OHS

The streets and parking lots of the school are school property, but are subject to city ordinances and laws relating to the use of automobiles. DRIVING TO SCHOOL IS A PRIVILEGE, NOT A RIGHT! The district may conduct canine searches and periodic walk-throughs of the parking lot. Students with prohibited items in their vehicles on school property will be disciplined.

Students who drive are subject to these additional rules:

1. Observe all traffic laws and signs and MUST NOT DRIVE RECKLESSLY.
2. Speed limit on roads and in the parking lot is 15 mph.
3. All vehicles must be parked in lined parking spaces in student designated areas only.
4. Students should lock their vehicles at all times.
5. Vehicles in the parking lot or on school property that do not belong to students or family members will be asked to leave.

ACADEMIC INTEGRITY

Honesty and integrity are necessary preconditions of the freedoms that we enjoy as an academic institution. Academic integrity requires that all academic work be wholly the product of an identified individual. Joint efforts are legitimate only when the assistance of others is explicitly acknowledged and permission is given by the teacher. Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Students are also expected to report incidents of academic dishonesty to the instructor. Dishonesty of any kind is subject to a suspension of up to two days.

Violations of Academic Integrity:

The various ways in which academic honesty can be violated are discussed below.

A. Cheating: Cheating is the use of inappropriate and unacknowledged materials, information, or study aids in any academic exercise. The use of books, notes, calculators and conversation with others is restricted or forbidden in certain academic exercises. Their use in these cases constitutes cheating. Similarly, students must not request others to conduct research or prepare any work for them, nor may they submit identical work or portions thereof for credit or honors more than once without prior approval of the instructor.

B. Fabrication: Fabrication is the falsification or invention of any information or citation in an academic exercise.

C. Facilitating Academic Dishonesty: Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity. Such students are as guilty of intellectual dishonesty as the student who receives the material even though they may not themselves benefit academically from that dishonesty.

D. Plagiarism: Plagiarism is the representation of the words or ideas of another as one's own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be properly cited in the text or in a footnote.

EDGENUITY

WCHS utilizes Edgenuity for our curriculum needs. It is aligned with Michigan's State Board of Education Curriculum Standards, and there is a certified teacher for every class that a student takes.

ATTENDANCE EXTENSIONS

Attendance extension forms may be filled out in the case of unforeseeable incidents that may have prevented you from attending school. Attendance extensions are granted on an individual basis at the discretion of the instructor.

PROBATIONARY STUDENT STATUS

A student that proves that he/she is unwilling or unable to place education as a priority in his/her life may be placed on probationary status at the discretion of the instructors/administrators. Probationary status is defined as additional attendance and behavioral requirements.

SUFFICIENT ACADEMIC PROGRESS FORMS

Students are required to attain ½ credit per three week period. If a student fails to do so, he or she may be placed on a program that defines exactly what is required of them on a daily basis in order to maintain sufficient academic progress. Consequences for failing to achieve sufficient progress may include a suspension of up to one day.

CLASSROOM RULES

1. No food, candy, or drinks of any kind are allowed in any classroom without the permission of the instructor.
2. Students are to log in to their accounts only.
3. Students are to work individually unless permission is given to tutor another student. This means "no talking".
4. No violence, offensive language, or explicit material is allowed on the chromebooks.
5. There is no sitting on the desks or tables.
6. There is no leaning back in chairs.
7. Students are to use the school chromebooks for school use only.

Consequences for failure to abide by these rules include: loss of privileges or suspension from school. These consequences are at the discretion of the instructor.

ACCIDENTS

Incidents resulting in personal injury while at school should be reported to the teacher immediately. An accident form must be completed. Emergency contact numbers must be given to the school by each student at the beginning of the school year.

ALLERGIES

Students are required to inform the teacher of any allergies that he/she may have.

MEDICATIONS

The consumption of any medicine is not allowed at school unless a doctor's note is provided to the teacher prior to consumption.

AGE OF MAJORITY

Upon reaching the age of eighteen, a student is afforded the rights and responsibilities of an adult. The adult as a student, however, must comply with school rules.

A student who has reached eighteen years of age can assume responsibility for his/her progress report, report card, attendance, and other school related activities by notifying school authorities in writing after reaching the age of majority. The school, however, will continue to inform parents of the student's progress and conduct if the student continues to live at home or is a dependent.

MICHIGAN MERIT EXAM
Every student must take all sections of the Michigan Merit Exam (MME) as a requirement for graduation.

PARENT-TEACHER CONFERENCES
Parent-teacher conferences are welcomed any time and may be initiated by the parent either by phone call, email, or direct correspondence.

TRUANCY (SKIPPING SCHOOL)
Absenteeism without the knowledge of his/her parents or school authorities is considered truancy and is in violation of the State Compulsory Attendance Law for individuals under the age of eighteen.

LUNCH
Students are allowed to leave campus either on foot or in vehicles during lunchtime. OPEN CAMPUS IS A PRIVILEGE. While off campus, students will respect the rights of others, obey civic and traffic laws, and maintain accordance with the WCHS code of conduct. STUDENTS MAY BE DISCIPLINED FOR CONDUCT OFF CAMPUS DURING LUNCH.

SEARCH AND SEIZURE
To maintain order and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks and may seize any illegal, unauthorized items or contraband. Periodic general inspections of lockers, cars, or persons may be conducted by school authorities for any reason at any time without notice or student consent and without a search warrant. Canines may or may not be used during these random searches. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. If necessary, law enforcement authorities will be called to continue the search.

STUDENT ANTI-HARASSMENT POLICY
Students must not interfere with the rights of other students or staff and all students must be able to learn and grow in an atmosphere which is free from any form of harassment.

Harassment shall be defined as social, verbal, visual (including written), or physical conduct which:
- Intimidates individuals or groups based on race, ethnic background, religions, gender, sexual orientation, national origin, or disability; or
- Involves an expressed or implied threat to personal safety; or
- Has the effect of interfering with an individual's participation in the curricular or extracurricular activities of the school district.

Harassment also includes sexual behavior such as:
- Making unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature; or
- Making submission to or rejection of such conduct, the basis of decisions affecting the student; or
- Creating a sexually intimidating, hostile, or offensive school environment which would adversely affect either the performance or psychological well-being of a reasonable person.

A student, who feels he/she is being harassed, or is aware of the harassment of another student, shall report such incidents to the teacher or administration.

VISITORS
Visitors to the WCHS campus/school must have permission from the instructor or administration. Anyone on campus without such permission will be asked to leave.

TECHNICAL EDUCATION CENTER (TECH CENTER)
Juniors or seniors at OAHS have the opportunity to enroll in vocational programs at the Allegan County Area Technical Education Center. All rules from the ACATEC will be in effect. Enrolled students are not allowed to drive to ACATEC. The following programs are offered at Vo-Tech: Marketing, Computer Accounting, Computer Technology, Office Technology, Health Occupations, CAD/Drafting, Commercial Arts, Graphic Arts/Photography, Greenhouse/Landscaping/Environmental Science, Auto Technology, Diesel and Heavy Equipment, Welding, Machine Tool, Electro-Mechanical Technology, Building and Grounds Maintenance, Construction Technology, and Hospitality and Food Service.

REVISIONS/ADDITIONS
WCHS reserves the right to make revisions and additions to the student handbook at any time. Students will be given notice either orally or whenever possible in writing of any rule or procedure changes.

CONCLUSION
As a student enrolled at West Campus High School, you have the opportunity and privilege of working in an informal, yet structured and disciplined environment. Your teachers and administration will do their best to assist you in any way that they think increases your potential for success. Ultimately, however, the responsibility for your education and success is your own. WCHS is a place to set goals for yourself and start your life in a new, more focused direction. Remember, successful people find ways to be successful. We're here to help you do just that.

West Campus High School reserves the right to refer to Otsego High School's Student Conduct Handbook.