Wayne High School Badgers 7-12

Handbook and Policies 2024-2025



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MISSION STATEMENT

We will work together to provide a strong foundation for lifelong learning in order for all students to become productive and successful.

BELIEF STATEMENTS

- We believe everyone is a valued individual.
- We believe parents, teachers, students, and the community share in the process of education. However, learning is ultimately the student's responsibility.
- Every action has a consequence.
- We believe high expectations inspire individuals to achieve.
- We believe a safe environment allows individuals to achieve.
- We believe a student's education is enhanced by extra-curricular activities within a system of academic support.

WAYNE SCHOOL DISTRICT VISION

Personalized Education – Limitless Possibilities!

WAYNE SCHOOL DISTRICT MISSION STATEMENT

Wayne School District will work together with the community to build a solid educational foundation that motivates, energizes and empowers students to accomplish their individualized goals.

ACADEMIC INTEGRITY

Wayne High students are responsible for maintaining high standards of scholastic honesty. Academic violations include, but are not limited to:

Cheating:

- Copying work from another student
- Using unauthorized materials and/or devices (cell phones, iPads, smart watches, etc.) when taking guizzes, tests, examinations, etc.
- Collaborating with other students without permission
- Obtaining (buying, selling, stealing) unauthorized material and/or tests
- Submitting work prepared by others
- Plagiarism of any kind

Plagiarism is the use (by direct quotation or paraphrase) of another's writing or ideas without proper documentation or acknowledgement. The use of AI (artificial intelligence) in such a manner as to create a document, essay, or answer to a question is plagiarism, and will not be accepted. (*AI can and might be used in classrooms as directed by teachers.)

Wayne High School's Academic Honesty policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class.

Any cheating or plagiarism will result in a parent contact. Work will be confiscated and zeros will be given accordingly. Work cannot be made up, if cheating of any sort takes place.

ALCOHOL AND DRUG VIOLATIONS

Safe Schools/Alcohol and Drugs

Board policy prohibits the use, possession, sale or distribution of alcohol, controlled substance, imitation controlled substance, tobacco and nicotine-only products, or drug paraphernalia in any school-sponsored activity or on any vehicle used by the district to transport students to or from an activity during any time of day or night. Violation consequences may include, but are not limited to, an automatic law enforcement referral, suspension, mandatory parent conference, non-use agreement, activity probation, and other consequences as deemed necessary by law.

ASSEMBLIES

Assemblies are for the enjoyment of all students. Students are expected to attend the assembly or another assigned area and remain until the program is over. We expect students to be respectful of others by listening, showing courtesy, and being positive at all times. This includes no talking, cat calling, etc. during the program and keeping feet off the seats. Also, no food or drink is allowed in the auditorium. Seventh and eighth grade students will attend most assemblies with 9-12 grade students, however, they will be required to sit in a separate area, with their supervising teachers. Disorderly students will be removed from the assembly and may forfeit future assembly privileges.

ATTENDANCE

State Compulsory Attendance Law (<u>Utah Code Sec. 53A-11-101</u>) directs parents to require their school age minor children to be enrolled in and attend school. Few factors have greater influence on student success than regular attendance. Research has proven that students who miss much more than ten (10) days per year begin to show signs of academic problems. We cannot teach students who are not in attendance

Absence – An absence is defined as any time a student is not in attendance in the class to which he or she has been assigned. Any type of absenteeism (other than a school excused absence) beyond five (5) in any given quarter, in any given class, will be considered excessive and will result in a call from the school. In accordance with state law, any student with ten (10) or more absences will receive a letter from the school, which will also be placed in the student's file. When a student has missed twenty (20) days, a second letter will be sent from the office requesting a conference with student, parent, teacher(s), and principal, and a letter will be placed in the student's file.

Consideration will be given for serious illness, injury, family vacations, and/or other unexpected extended absences. (see below)

School Excused Absence – A student is not considered absent from class if the student is involved in an approved school activity. This would include school field trips, athletic events, club activities, region and state contests, and other activities approved by the school administration. Students will not be considered excused until the office announces release of those students involved.

Students can also be excused from school for family activities, illnesses, and doctor appointments. To be excused for any reason, parent or guardian must contact the office prior to absence, or within 1 hour of absence (if illness).

*It is the student and parent's responsibility to talk to teachers prior to missing days of school.

Teachers are willing to work with students, if they know what is happening.

Tardy – Reporting to class after the bell has sounded is considered a tardy. A student more than twenty (20) minutes late will be considered absent. The third tardy, and every tardy thereafter (class by class), will result in lunch detention/lunch help.

Truant – A student is truant if they are absent from class without parent verification. Parent verification excuses the student from being truant, but does not excuse them from an absence. Teachers have the discretion to refuse work for those students deemed truant.

Leaving Campus – Before the student leaves school during the day, the student will check out through the main office by supplying the office with verified parent/guardian permission. Upon return to the school the student will check in at the office. If a student is late to school, they need to sign in at the office. Students cannot excuse themselves. A parent or guardian must contact the school office BEFORE the student leaves campus.

School Responsibility – When a student accumulates five (5) days of absences, the school will notify the parent/guardian. Parents and students may inquire about a student's attendance any time by contacting the classroom teacher or school office. On the tenth (10) absence, a letter will be sent home, and one will be placed in the student's file. On the twentieth (20) absence, a letter will be sent home, a conference with parent, student, teacher(s), and principal will be scheduled, and a letter will be placed in the student's file.

Special Consideration – Students who have extenuating circumstances must report circumstances to the office in a timely manner.

*If a student misses ten (10) consecutive days with no notice, they can be dropped from our rolls, in accordance with Utah State Education Standards/Policies.

BELL SCHEDULE

Class schedule (four day week)

First bell 7:55

1st hour 8:00-9:12 2nd hour. 9:17-10:29

3rd hour. 10:34-11:40 (9-12) 3rd hour. 10:34-11:50 (7-8)

End of lunch bell 12:23 4th hour. 12:28-1:40 5th hour. 1:45-2:57 AFT/FLEX. 3:02-3:30

This will be an AB schedule with Monday/Wednesday-A schedule, and Tuesday/Thursday-B schedule.

*9-12 grade will have an open campus during lunch time only, which means with proper parent notification to the office at the beginning of the year, they are eligible to leave during lunch. Being tardy for the class after lunch more than twice will revoke student eligibility to leave campus for that quarter.

*7-8 grade do not have an open campus, and are ineligible to leave during lunch time unless a parent or guardian comes to the school office, excuses, and takes the student with them.

CANVAS

Canvas is the district's online portal that a student and his/her parents can log into and see all of the student's educational information in one place, grades, assignments, scores, schedules. Parents will need to create an account with a username and password in order to access the system; students will be given a user ID and password at school. The district encourages students and parents to regularly check Canvas for important information.

CAFETERIA, COMMONS, AND SCHOOL GROUNDS

Conduct should reflect common courtesy.

Each student should:

- Take proper turn in the serving line
- Remove all waste from the table and leave it clean for the next person to use
- · Keep all food and drinks in the cafeteria or in the commons area
- Place all trash in trash containers
- · Not throw food, drinks or trash
- Keep the campus clean by placing all trash in the trash containers

CREDITS REQUIRED

Wayne High School

Graduation Requirements (9-12)

English	4.0
Math	3.0
Science	3.0
Digital Studies	.50
Art	1.5
Social Studies	3.0
Financial Lit	.50
Health	.50
Physical Fitness	1.5
Career & Technical	1.0
Electives	17.5
Total	36.0

Wayne High School Requirements (7-8)

Digital Literacy

English	2.0
Math	2.0
Science	2.0
Social Studies	2 (1 US History, .5 Utah Studies, .5 Geography)
Health	.5
CCA	1.0

.5

Art 1.0 PE 1.0

Electives 8.0 (2 electives each year will be Math and English Study,

1 Elective per year will be Flex)

Total 20 credits

Once a student is registered, only the counselor, principal or secretary can change a schedule. All WHS students (7-12) are required to have a full schedule (10 classes). This can be filled with WHS classes, Seminary (9-12 only), college concurrent enrollment courses (11-12 only), or online high school offerings.

**7-8 grade class offerings (except for yearbook) will ONLY be available for 7-8 grade students.

Teacher Assistants (TA)

Students who are on track for graduation (seniors only), may apply to be a Teachers' Assistant. They may only be a TA for one class period each quarter. Teachers will only have one TA for a given period and will be responsible for the TA's supervision and grade.

Acceptance of External Credit

Credits and grades awarded to students from an accredited school must be submitted to the Wayne High School Credit Committee (Principal and Counselor) for review at least 30 days prior to graduation. This includes credit from any source other than the Wayne County School District. Students will have the opportunity to make-up credit at the high school until the 3rd week in May. Students should work closely with the school counselor to ensure that they have all the credits necessary to graduate. Any student completing courses not at Wayne High School must have completed the required paperwork to complete online credits or credits through a different school.

Credit Recovery

Credits can be made up through Wayne High School by retaking the course or using the Edgenuity program set up by the counselor. The grade will be changed from a F to the grade received on the transcript. If credit is made up by another source the credit and grade will be given but the F grade will still remain on the transcript.

Online school policy

Students are able to take online courses through other accredited schools. Students and parents should schedule a meeting with the counselor to ensure appropriate class changes are made. On-line, charter school or home school students must be full-time students to participate in extracurricular activities and sports. A student is considered full-time if they take 9 credit hours per quarter.

Graduation Exercises

Students participating in graduation ceremonies at WHS must have all fees paid and a completed check out form to walk with their class. All class work must be completed no later than the day of check out (unless teachers have specific deadlines). During graduation exercises, personal items that draw unique attention or detract from the dignity and decorum of the occasion will not be allowed. Cords or medals signifying achievement, honor or recognition will be issued by Wayne High School.

Valedictorian and Salutatorian - (the following will be used in 2025)

The Valedictorian and Salutatorian will be selected after the 3rd quarter of the senior year and will be based on the highest cumulative GPA. If there is a tie for either Valedictorian or Salutatorian, the composite ACT score will be used to break the tie. Students must have attended Wayne High School their entire senior year and had a full schedule to be considered. **Valedictorian and Salutatorian** - (the following will be used with the graduating class of 2026 and beyond)

- 1. All candidates must be:
 - a. a full time student registered through WHS during both 11th and 12th grades
- 2. Class rank will be determined by using the following formula:
 - a. GPA X 840
 - b. Highest composite ACT X 5
 - c. 5 Points for each college class that is 3 credits and above.
- 3. The student with the highest total Academic points will be named the valedictorian. The student with the second highest Academic points will be named the salutatorian. If two or more competing students have equal and highest Academic points, each will be honored as co-valedictorians. If two or more competing students have equal and the second highest score each will be honored and we will have co-salutatorians.
- 4. Students must be in good standing in academics, as well as citizenship. The administration reserves the right to eliminate candidates based on major violations of school or district policies, or criminal law. If such a situation occurs where there is a question of eligibility a committee of the following individuals will make the decision by a majority vote- (Principal, School Counselor, District Superintendent, and two High School teachers.)
- 5. A maximum of 2 valedictorians and 2 salutatorians will speak at commencement. If more than 2 qualify, then lots will be drawn to determine the speakers.
- *Valedictorian and Salutatorian candidate choice is ONLY based on grades/academics and citizenship.

CITIZENSHIP

Students are expected to treat each other and staff with dignity, courtesy, and respect. Appropriate language is expected at school and activities. Abusive, vulgar and profane language or gestures will not be tolerated; this behavior may be referred to the appropriate authorities.

Students are in school to receive an education. This education is not only grades earned in classes, but behavior, attendance, and being able to follow the rules set up by the school. There are certain behaviors that will result in the loss of citizenship for the quarter. Each quarter, students begin with a clean slate in both grades and citizenship. Citizenship for absences and tardies will be quarter by quarter.

Teachers have final say on citizenship grades in individual classes, unless there has been an extreme behavior referral recorded through Educators Handbook in any class or at any time on school campus, while on an activity, or on the bus.

**Citizenship is also affected by behavior in school, in class, on the bus, and at school activities. Each teacher reserves the right to give citizenship grades that are NOT related to attendance.

**Also, if there is an extreme behavior issue recorded through Educators Handbook, the office reserves the right to adjust citizenship grades.

Below, you will find the citizenship grading scale:

- **H** To receive an H citizenship grade, students must have fewer than 4 unexcused absences, fewer than 5 tardies, and/or no office referrals for behavior.
- **S** To receive an S citizenship grade, students can have 4 unexcused absences, fewer than 6 tardies, and/or no office referrals for behavior. An S citizenship grade could also be the result of a student not meeting the expectations set by a teacher in a classroom.
- **N** To receive an N citizenship grade students can have 5-9 unexcused absences, 6-9 tardies, and/or office referrals that are considered minor. An N citizenship grade could also be the result of a student not meeting expectations set by a teacher in a classroom.
- **U** To receive a U citizenship grade students will have 10 or more unexcused absences, 10 or more tardies, and/or office referrals that are considered major and resulted in some form of detention or behavior restructure. A U citizenship grade could also be the result of a student not meeting expectations set by a teacher in a classroom.
- *There is a difference between excused and unexcused absences.
- *Even if a student is excused, work from missing classes must still be completed.
- *Three or more tardies will result in lunch detention.
- *To qualify as an excused absence the office must have had a call from parent/guardian by the time school starts on the day(s) of absence.

CLUBS AND ORGANIZATIONS:

FCCLA

FCCLA National Information

FCCLA State Information

FHA

FHA Advisory Committee

FHA Member Contract

FHA Expectations of Officers

Wayne FFA Constitution and Bylaws

HOSA

Utah HOSA

National Honor Society

NHS Chapter Bylaws

Student Government

Wayne High School Constitution
Gear Up
GEAR UP
Hope Squad
Hope Squad Utah
Rodeo
Utah High School Rodeo Association.

COUNSELING CENTER

K-12 Comprehensive School Counseling Program services are available to all students. Direct student services are individual school planning, classroom instruction, career literacy, dropout prevention, and qualities of character development. School counselors help students develop knowledge, attitudes, and skills to enhance academic achievement and college and career readiness.

A primary role of the school counselor is to provide dropout prevention with responsive services and supports, in coordination with family, the counseling program provides a systemic approach to addressing the immediate needs of all students through an education-oriented and programmatic approach, and in collaboration with existing school programs, and community resources.

When a student needs support beyond short-term services or counseling, it is a school counselors' ethical duty to refer students and parents to the school social worker or community resources for additional assistance or information.

DISCRIMINATION PROHIBITED

No student shall be subjected to discrimination in any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs and services including its policies, complaint processes, program accessibility, and accommodations.

WSD Discrimination Policy/Student Rights and Responsibilities

DRESS CODE

Students will be expected to keep themselves neatly-dressed and well-groomed throughout the school day, and throughout any school-related activities. Items not permitted include:

- Hats and bandanas are not to be worn in the school, except with pre-approval.
- Clothing with vulgar language and/or pictures, obscene or questionable printing, or advertising of alcohol, tobacco, or controlled substances.
- Skirts and shorts will be monitored. (Nothing shorter than 4 inches above the knee.)
- Pajamas and gym wear, except with pre-approval.
- Tank, halter, midriff, low-cut tops, or shirts/t-shirts with enlarged armholes.
- Gang related clothing or clothing attachments which could be considered weapons.
- Excessively baggy, low-crotch pants and/or clothing with excessive holes. *Any holes in pants should not be any higher than 4 inches above the knee. *No skin visible means

there is cloth (leggings, etc.) behind the jeans/holes. Holes will be monitored in the same manner as skirts and shorts.

- Swimwear or dancewear. Skintight and close-fitting clothing is not permitted. Leggings, yoga pants/shorts, or similar tight pants worn alone are not permitted. Wearing leggings under shorts, skirts, or dresses is permitted, if these items are the proper length
- Any type of attire or anything else that would distract, be considered disruptive, vulgar, promote illegal activity or violence or be considered detrimental to the purpose and conduct of the school, will not be permitted.

Compliance with these dress and grooming standards are the responsibility of the students and parents.

Enforcement of these standards are the responsibility of the school principal and faculty/staff.

- 1. On the first offense, students will be asked to change into appropriate clothing.
- 2. On the second offense, the student will be asked to change, and parents will be notified.
- 3. On the third offense, students will be required to serve detention. (lunch or clean up)
- 4. All infractions will be recorded in Educators Handbook.

ELECTRONIC DEVICES

In order to provide students with a distraction-free environment for education, Wayne High School faculty and administration understand that cell phones and other personal devices, while of great convenience in today's world, still need to be monitored in an instructional setting. Wayne High School students will have access to school iPads and computers to complete school work and assignments.

The use of personal Cell Phones, Apple Watches, non-school iPads, and other personal electronic devices will not be allowed in any classroom. If cell phones or other personal devices are seen by any teacher or staff member, this becomes a violation. This violation will be recorded quarterly. Violation of this policy will result in the following incremental, disciplinary action (by quarter):

rst Offense: ☐ Personal Electronic Device(s) will be confiscated by the classroom teacher. ☐ Discipline Referral will be recorded in the student's Educators Handbook file. ☐ Device will be given back at the end of the class.
econd Offense:
Personal Electronic Device will be confiscated and taken to the office.
□ Discipline Referral will be recorded in the student's Educators Handbook file.
□ Students will need to pick up the device from the school office at the end of the day.
nird Offense:
 Personal Electronic Device will be confiscated and taken to the office.
□ Discipline Referral will be recorded in the student's Educators Handbook file. Student will serve lunch detention.
□ Parent/Guardian will pick up the device from the school office.

☐ Additional offenses will be treated the same as the third offense.

*The use of cameras are strictly forbidden without prior permission from a teacher or the principal. School devices (iPads and computers) are monitored, as well. Inappropriate searches and use of these devices will result in disciplinary action, as well. Compliance with this policy is the responsibility of the students and parents. Enforcement of this policy is the responsibility of the school principal and staff. District Acceptable Use Policy

EVENING ACTIVITIES

Wayne High School is a center of the community, but there are certain guidelines that must be followed when attending functions after regular school hours. At athletic events, academic activities, and other events held on the campus, parents/guardians or other adults are responsible for the supervision of any children not enrolled in high school (7-12). The school can be used (community) for activities outside of school related programs, etc., but there is paperwork and insurance information necessary for public use. Please contact the school office for more information.

*Any 7-12 activity takes precedence over any other community activities.

ELECTIONS

WHS student body officers are elected at the end of each school year. Only students who are in 11th and 12th grade are eligible for these positions. Class officers will also be selected at the end of each school year. Students in 7th and 8th grade will be considered for Junior High student government officers (two from each grade 7-8).

FEES AND FEE WAIVERS/FREE AND REDUCED LUNCH

Fee Waiver

Exenciones de Cuotas

School Fees lists

Wayne School District Lunch Program

Free and Reduced Lunch Application Instructions

Free and Reduced Lunch Application

Gratis Reducido Instrucciones de Aplicación Almuerzo

Gratis y Reducido Almuerzo Aplicación

FIELD TRIPS

Field trips will take place for a variety of reasons. All trips will be decided by teachers, principal, and activity groups. All students participating on field trips will be required to have parent permission filled out before the trip. There are certain requirements for travel, and each student (on trips) will have parent information before trips take place.

HAZING AND BULLYING PROHIBITED

District Policy FGAD

IMMUNIZATIONS

Except in certain special circumstances (homelessness, military transfer, approved medical exemption form, etc.) Utah law requires: "All school age children (K-12) must have a completed

Immunization Certificate on file. If the child does not have this certificate on file, he/she can be denied admission to the school." All students entering high school must have immunization records on file, present evidence of exemption, or have the immunization records with them when they register. All students entering 7th through 12th grades will not be allowed to register without proof of having the following:

- 4 DTP (5th dose required if the 4th DTP was given before 4 years old)
- 3 Polio (4th dose required if the 3rd Polio was given before 4 years old)
- 2 Measles, Mumps, Rubella (MMR) (Must have been given after the child's first birthday)
- 3 Hepatitis B
- 2 Hepatitis A
- 1 Varicella (Chicken Pox)

REGISTRATION

Students will create class schedule requests in the spring with parent/guardian and School Counselor. Schedules will be posted in the school's Aspire (SIS) system before school begins in August. The following items will be needed in August when students come for registration:

- Payment of school fees, unless waived
- Proof of Immunization (if proof of immunization or a valid approved exemption is not already on file at school)
- Transcript copy (if not currently attending one of our feeder schools)
 Other required and optional forms such as the Internet Acceptable Use Agreement.

SAFETY PROTOCOLS

<u>District Emergency Response Plan</u> <u>Standard Response Protocol</u>

SEX EDUCATION/CURRICULUM

Curriculum

SCHOOL COMMUNITY COUNCIL

District Information

SCHOOLWIDE DISCIPLINE PLAN

This school has developed a discipline policy that contains expected behavior standards for students in the classroom and on school grounds.

Wayne School District Code of Conduct

WHS Basic Safety and Success Guide





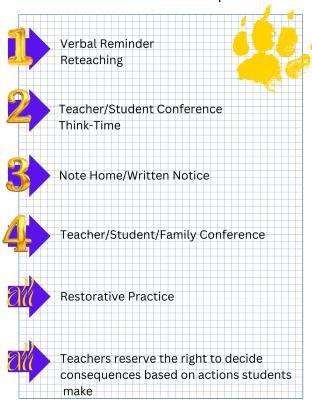
OWN IT: You are responsible for your actions.

EARN IT: Your effort will determine your outcome.

BELIEVE IT: What you believe is what you become.

WHS Classroom Consequences

WHS Classroom Consequences



SEARCHES

Do not bring inappropriate items to school or to any school activities. Lockers are the property of the school and can be searched at any time by school administration or their designee. School personnel can also search personal property and vehicles on school campus or during school activities based on reasonable suspicion.

Interrogations and Searches

TESTING

Certain tests are required of Utah students. Assessments are given near the end of the academic year and include testing for 7th-10th grade in various Language Arts, Math and Science classes. These assessments measure student progress and are used to comply with federal and state requirements. Students in 10th grade are required to take ACT/ Aspire, and 11th graders are required to take the ACT. Various other tests and assessments are also conducted during the school year. Contact the counseling center or the school administrator if you would like more information on testing.

End of Level Testing Procedures Exclusion from Testing/WSD Policy

TITLE IX

Wayne County School District takes its obligations under Title IX very seriously; Title IX of the Education Amendments of 1972 (20 USC §1681) states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. Ensuring equity in district programs and activities also includes undertaking the investigation of complaints of sexual harassment.

District Policy Title IX

TRANSCRIPTS

Official copies of student transcripts are available in the counseling office or the main office. Contact (435)425-3411 to receive more information.

UHSAA/Sports Team Manuals, etc.

Wayne High School eligibility requirements include, but are not limited to no failing "F" grade per term, full time enrollment in school, GPA of 2.0 or higher at all times, and completion of a physical examination and medical release from a physician. Fourth quarter grades from the prior year determine fall eligibility. It is highly recommended that participants in athletic activities are required to have proof of appropriate medical insurance prior to participation in any extracurricular activities. The school and district do not carry accident insurance and are not liable for participant's injuries.

UHSAA

Register My Athlete

Concussion and Head Injury

Extracurricular Activities

WHS Baseball Handbook 24-25

WHS Volleyball Handbook 24-25

Cheer Tryout Application

Cross Country

Track and Field

Boys Basketball Handbook 24-25

Girls Basketball Handbook 24-25

Wrestling Contract 24-25

Golf-see coach

Softball-see coach

*All high school sports coaches can and will adjust their individual guidelines, requirements, and rules year by year. If there is not a team or activity included in this handbook, coaches will be covering their information at tryouts and throughout the season.

VISITORS

Parents are welcome anytime. Any person entering a school must check in at the office and be cleared for entry into the building. If you desire more than just a visit, such as a conference with your child's teachers or the principal, please call ahead to schedule a convenient time to meet. Parents need to respect teachers' time prior to school each day as teachers are preparing for students' arrival. All other individuals - brothers, sisters, relatives or former students - are not to visit the classrooms without proper permission from the office.

Students from other schools may not be at the high school during regular school hours. This includes waiting for students to be dismissed as well as being in the building or on the grounds while school is in session. Individuals who violate these rules may be reported to the police as trespassers.

WHS Contact Information:

Phone- (435) 425-3411 Fax- (435) 425-3480

David Chappell, Principal david.chappell@waynesd.org

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