



Student Information 2018-2019

Our Vision

Every graduate – college,
career and citizenship
ready.

Schedule for Wed. and Thurs.

TODAY

Students return to Advisors from the gym and remain until 11:05

4th period - 11:10 – 12:00

5th, 6th, 7th periods – Regular schedule

TOMORROW

Advisory 8:15-8:45

1st period 8:50-9:35

2nd period 9:40-10:20

3rd period 10:25 – 11:05

4th, 5th, 6th, 7th periods on regular schedule

Bus Loading Information

- Three bus loads in the afternoon.
- Diagram of lineups – be sure you know which bus you ride, what load its on and where it lines up. Make sure to ask if you are unsure BEFORE bus loading this afternoon.
- Plan for afternoons (times are approximate)
 - 1st bell (3:15) – dismiss drivers, athletes, students who ride first load. Those who ride 2nd load report to the cafeteria foyer. Those who ride 3rd load report to office foyer. Students are not to be walking around between the ends except to go to the appropriate end.
 - 2nd bell (3:25) – dismiss students in cafeteria foyer
 - 3rd bell (3:40) – dismiss students in office foyer

School Bus Expectation Matrix

Be Responsible	<ul style="list-style-type: none">▪ Take care of your stuff & don't leave things on the bus
	<ul style="list-style-type: none">▪ Follow all bus rules
	<ul style="list-style-type: none">▪ Tell the driver if some one falls asleep
Be Respectful	<ul style="list-style-type: none">▪ Keep your hands & feet to yourself
	<ul style="list-style-type: none">▪ Respect other people's stuff & personal space
	<ul style="list-style-type: none">▪ Keep your hands & feet out of the aisle
	<ul style="list-style-type: none">▪ Use appropriate language
Be Ready	<ul style="list-style-type: none">▪ Have your bus notes ready - <u>We do not accept bus notes past 2:30 pm.</u>
	<ul style="list-style-type: none">▪ Get to your stop on time
	<ul style="list-style-type: none">▪ Be ready to get off the bus at your stop
Be Safe	<ul style="list-style-type: none">▪ Remain properly seated
	<ul style="list-style-type: none">▪ Listen to the driver at all times
	<ul style="list-style-type: none">▪ Know & follow the driver's hand signals
	<ul style="list-style-type: none">▪ No fighting/play fighting/fooling around

District Handbook

- When you get back to Advisors, look at the Table of Contents and ask your Advisor any questions you might have about the material inside.
- Pay particular attention to the following sections:
 - Threatening (page 14)
 - Appendix A (drug policy)—page 18
 - Search and Seizure—page 22
 - School bus safety—page 23

District Handbook

- The form you return with the high school handbook mentions that you have also reviewed the district handbook.
- Each student will have a copy to share with parents.

WCHS

Handbook

Importance of the Student Handbook

- The student handbook contains information about the academic, attendance, extra-curricular and disciplinary policies of the school.
- Knowing what the handbook says makes you better prepared to have a successful school year.

Pages 2-7

- School Calendar – pg. 5
- Non-Traditional Instructional Days – pg. 5
- Faculty Directory – pg. 6 & 7
- Fight Song – pg. 7

The School Song

Oh when the Wayne County Cardinals fall in line
We're gonna win this game another time
And for the dear ol' school we'll yell and yell
For the Cardinals that we love so well, so well

We're gonna fight fight fight for every score
We're gonna win this game and win some more
We're gonna roll those Warriors on the floor
Out the door – Rah, Rah, Rah

W-A-Y-N-E Wayne County!!!

Page 8

- Bell Schedule (Regular and Schedule B)
- The building opens at 7:15. No students will be allowed upstairs until 7:35. There will be a bell that rings at that time.
- No loitering without adult supervision before or after school hours. Students not in direct supervision must leave the grounds after the school day.

Academics (pgs. 9 - 10)

- General Requirements for Graduation
 - 4 English, 4 Math, 3 Science, 3 Social Studies, 1 Health/PE, 1 Humanities, 9 Electives – Total 25 to graduate/28 possible.
- Graduating with Honors and Distinction
 - Information provided – students with questions may stop by the Guidance Office any time and discuss with Counselors.
- Wayne County Schools Work Ethic Seal Program
 - Information provided – students with questions may stop by the Guidance Office any time and discuss with Counselors.

Academics (pgs. 10 - 11)

- Early Graduation Option - See Guidance Office for questions
- Class Rank/GPA – info provided
- Academic Hall of Fame
 - 3.75+ GPA; Meet ACT Benchmarks OR passed 2 Dual Credit classes w/B+; 94% attendance
- Grading Scale (10 point scale)
- Report Cards
 - Students/Parents should always know grades due to Infinite Campus Portals
 - Mid-Term and 9 weeks reports sent with Students
 - Only the End of Year Report Card mailed home (parents may request a copy at any time)
- Class Changes – 2 days to request at the beginning of each semester

Academics (pgs. 11-13)

- Homework Policy
 - Teachers – Ensure appropriate; provide directions; evaluate in timely manner; course syllabus
 - Students – Complete/Submit on time; responsible for when absent; conference with teacher concerning questions/struggles
 - Parents – Contact teacher if difficulty completing; prompt/encourage students to complete assignments.
- Make-up Work Policy
 - Equal make-up for excused missed time (1 day for 1 day); due upon return if known ahead of time; student responsibility to get make-up work; suspension or expulsion work will generally not be graded, but encouraged to keep up.
- ILP – Students complete every year
- Academic Dishonesty—review closely
- ACT Dates, ESS, Library, Transfer– pg. 12-13 for your information

Attendance (pg. 13)

Truancy is defined as “any student who has been absent from school without valid excuse for 3 or more days or tardy without valid excuse for 3 or more days.”

Attendance (pgs. 13-14)

- Excused absence

- All excused absences must have documentation turned in to the attendance office upon return to school—**they will not be accepted after 2 days of the absence.**
- Parents may send a note for excused absence up to **3 days per semester**
- Medical excuses are only when the student is seen by the doctor
- Be proactive – make arrangements with teachers in advance if you know you'll be out.
- Excessive absences/tardies are referred to the District Director of Pupil Personnel for consideration of truancy charges.
- Excused Absences include court summons, failure of bus transportation, school activities, driver's test, Senior college visits (2), Religious holidays, Emergency circumstances as determined by Administration

Attendance (pgs. 14-15)

- Unexcused absences – things like vacations, work, business, personal reasons, car trouble, missed ride (including bus), skipping class/school, non-medical appointments, withdrawal, suspension, etc.
- Excessive Absenteeism—Truancy charges may be filed at 6 UA. Attendance Hearing at 7 Absences. Students 18+ may be removed from school with due process.
- Extended Illness – Homebound available for 5+ consecutive absence for medical reasons.
- Medical excuses—Student responsibility to return. Only date visited (or specified on excuse) will be excused. After 5th Medical/semester, a committee will review situation. Appointments should always be made for after school if possible.

Attendance (pg. 15)

- Permit/Driver's License – for your review
- Class Tardy Policy
 - Be where you're supposed to be when you're supposed to be there.
 - 1st unexcused tardy per class = warning. 2nd tardy = discipline
 - Resets each 9 weeks
 - When tardy, teacher sends to office to get a tardy slip.
 - More than 10 minutes = skipping class
- Tardy to school
 - Truant with 3 tardies, Habitual Truant with 6 tardies.
 - Same discipline as Class Tardy
- All students need to sign-in the front office upon arrival if late to 1st
- Driver's License Law – Must be passing 5 courses; no more than 9 UA
- Students 18 and over remain subject to regulations and policies of WCHS, including those regarding signing in/out of school.

Attendance (pg. 16)

- Permission to leave school
 - Not allowed to leave once on school grounds (includes drivers) unless signed out by parent, guardian, or school official.
 - MUST leave school grounds immediately upon signing out.
 - Only persons listed on pick-up list are allowed to pick students up early. Parent/Guardian must make changes to pickup list in person.
- Visitors
 - Park and enter in front office; must have legitimate school business; students are not allowed to bring a visitor to school
- Pick-up students
 - Must sign-out in front office if leaving early.
 - Parent pick-up – in designated spots in front of cafeteria. Do not block traffic. No parent pick-up in back parking lot.

Student Government Association

- President – Keelan Rodriguez



Student Government

- Hungry Hippos – Emmersen and Nicole

Signing In/Out for College, Co-op, Work-Based Learning

- Sign In and Out are REQUIRED
 - Sign-in the Front Office upon Arrival on the Co-op, WBL, College Sign-In sheet.
 - All students who leave early for Co-op, WBL, College must Sign Out in the front office on the Co-op, WBL, College sheet.

Co-op Policy - (pg. 16)

- For Juniors and Seniors
- Pay particular attention to the attendance requirements in order to get in and stay in Co-op. Same applies to Work Based Learning.

Activities – (pg. 17)

- Lists of Extra-Curricular Activities and Sports
- Clubs - We typically have monthly Club Days. You will be receiving information about clubs that are offered and how to sign-up for them in the next week or so.
- Extra-curricular sports—notice how to register for NCAA Initial Eligibility
- Academic requirements for sports – Grade Checks each Friday for eligibility during season.
- Eligibility for holding office – Cumulative 2.5+ GPA
- SGA – informational

Health (pg. 18)

- The school nurse is located in Room 105, inside the front office.
- You must return health forms if you wish to receive services from the nurse.
 - Make sure to complete this. Many students don't get this done, then can't get even a Tylenol or Advil for a headache.
- Administration of Medication—Review
 - Parents may come administer medication
 - Parent may bring medication to be dispensed by trained staff, provided the Doctor and Parent signs the order. Both Prescription and Over The Counter.
 - Self-medication in certain instances.
 - NO medication on buses with exception of Dr. approved self-medication
 - (epi-pen, inhaler, insulin, etc.)
- No medication will be dispensed after 2:30

Health (pg. 19)

- Insecticide use—dates listed
- Contagious Diseases and Parasites---Lice free school
- Accidents and Insurance
 - Report all accidents (At school to nurse, sports to coaches, etc.)
 - If medical attention is necessary, proper procedure will be followed
 - The school insurance covers accidents at school or school events. Student's personal insurance will pay first; then the school insurance will pay.
 - All insurance paperwork and questions go through Stephanie Robinette (front office area)

School Safety (pg. 19)

- Video Surveillance
 - Video that could break a student's confidentiality not shared with anyone except by court-order.
- Detection Canines
 - Constitutional Rights observed.
- In case of Emergency (FYI to parents)
 - Keep phone numbers up to date.

Youth Service Center (pg. 20)

- Kendra Roark is the Youth Service Coordinator
- Her office is in room 154, social studies hallway
- She also serves the middle school, so she is not in the building all the time.
- If she is not in her office, you can leave a note on her door.
- Look at services YSC provides (page 20-21).

Student Government

- Tug of War – Alex and Kenzie

Technology Usage (pgs. 21-22)

- Computer/Technology usage is a privilege
- Keep your log-in information confidential (sharing info can result in loss of privileges)
- Use appropriately
- Do not vandalize computers
- Do not print excessive materials
- Do not have drinks or food close to computers
- Report computers that do not work
- Chromebooks – New User Agreement must be signed. New Insurance Form must be signed, with insurance payment if opting in to the insurance program. They are expected to come to school charged! No chargers should be at school. DO NOT charge a cell phone using the USB on the Chromebooks.

Chromebook Do's and Don't's

DO

- Have a full charge before school
- Keep liquids/food away
- Carry with two hands or use handle
- Place in backpack/locker with care
- Keep on solid/level surfaces
- Report any accidents
- Unplug device before transporting

DON'T

- Bring to school uncharged
- Eat or drink around device
- Walk with device while open/swing
- Shove device in backpack/locker/etc.
- Balance on lap while working
- Hide damage
- Walk around with device while charging

Chromebook Do's and Don't's

DO

- Pull charge cable straight out
- Know where your device is at all times
- Use soft cloth with glass cleaner
- Take extra care during class change
- Keep it secure
- Consider purchasing a case
- Charge in a safe place

DON'T

- Yank on charge cord to unplug
- Leave device unattended or lend out
- Directly spray with cleaner solution
- Leave on a bed or other soft surface
- Leave on the floor
- Hold by screen
- Horseplay with other's Chromebook

Chromebooks – Day Loaner Program

- Students are EXPECTED to bring their assigned Chromebook or personal laptop device to school, charged, and ready to go. However, occasionally, a student may forget or had circumstances beyond their control to prevent them from bringing their required material(s). The following are disciplinary actions after extensive Day Loaner checkouts:
 - After 5 checkouts, student will be assigned a morning detention for events 6-10.
 - After 10 checkouts, student will be assigned 1 day of ISS for events 11 – 15.
 - After 15 checkouts, student will be assigned 2 days of ISS. (16th event)
 - After 16 checkouts, student will be unable to check out any more day loaners.
- Returning Day Loaners – Students are expected to RETURN their day loaner chromebook by the end of the day.
 - Student is assigned a morning detention if they fail to turn the day loaner in on the day it was checked out.
 - Student is assigned 1 day of ISS if they fail to return a day loaner a 2nd time.
 - Student will not be allowed to check out any more day loaners after a 3rd time.

Chromebooks – Day Loaner Program

- Students who check out a day loaner more than 5 times must bring their assigned Chromebook to the Help Desk within 5 school days so the Help Desk can verify you have your assigned Chromebook.

Rules/Procedures (pg. 23)

- Student dressing and grooming
 - Dress for Success
 - No vulgar, suggestive clothing or anything promoting alcohol or drugs
 - No head coverings during class time
 - No holes, rips, tears that exposes bare skin above fingertips
 - Clothing cannot expose or show undergarments in or about the pelvic region.
- Hallways and stairways – Quiet and orderly at all times. Trash in cans.
NO CELL PHONE USAGE DURING CLASS TIME.
- Locks and lockers – Assigned to all Freshmen. Sophomores, Juniors, and Seniors may request lockers from Advisors. No Sharing! WCHS not responsible for lost or stolen property. Lockers may be searched without warning.

Rules/Procedures (pgs. 23-24)

- Student driving—Privilege; not responsible for damage, theft, or vandalism; ALL cars must have a parking tag. Purchase in front office \$10. Honor students (3.5+ GPA) for \$5. Park in designated spots IN THE STUDENT PARKING LOT with decal visible. Buses have right-of-way. Do not arrive before 7:15. You must park, then immediately come to the building. No shuttling other students. Must have office approval to visit your car during the school day. A morning detention is assigned for students who have to return to the parking lot.
- Searches – Random, unannounced inspections may be performed in any building, locker, automobile, or item upon the premises to aid in providing the safest possible learning environment. More specific details there for your review.

Student Government

- Human Ring Toss – Kadence, Keesha, & Skye

Food Service Update

- Community Eligibility Option – all WC students will receive one free breakfast and lunch.
 - You cannot get breakfast before school and then again at Grab-N-Go.
- Household Income Form (HIF) – *Must have one completed form per household.* The letter on top of the form explains the Community Eligibility Option.

Cafeteria Procedures (pgs. 24-25)

- Report immediately to the cafeteria with your lunch group
 - Suggest quickly using restroom on the way to or from cafeteria.
- If you need to leave, ask permission. Hall Pass required.
- Clean up after yourself. You are responsible for the disposal of your tray/trash
- No outside food brought in
- Cannot charge extras
- All students are required to go to the lunchroom during your lunch period. Discipline is assigned for Lunch Skipping
- Treat all staff with respect and dignity

Rules and Procedures (pg. 25)

- Phone Calls – Not an excused tardy. Emergency Messages will be given to students when called in.
- Textbooks – Free to use, pay if lost/damaged (Dual Credit classes may require books that students enrolled are expected to purchase. That would be at student expense.)
- School Bank – Small Loans and Savings accounts offered. 4% interest compounded monthly for savings. Lunch loans are \$2.00 with a flat interest rate of \$.25 within 4 school days. Late fees charged on all past due loans. Larger loans up to \$50.00 may also be obtained. See Cardinal Security Bank for details.
- Student Obligations – Students are obligated to pay full amount on any order made with a salesperson (Class rings, Keys, Jacket, etc.) who serves WCHS. Students also responsible for any or all lost, stolen, damaged textbooks or other supplies assigned.

Rules and Procedures (pgs. 25 – 26)

- Random Drug Testing – All students who participate in athletics or driving are subject to district drug testing. Others may be entered into the program voluntarily upon Parent Request. Return the ***Consent for Voluntary Random Drug Testing*** form if you don't drive or participate in an extra-curricular activity and your parents want you to be subject to random drug testing.
- Unacceptable Objects – Toys and gadgets that do not fit into the curriculum should be left at home. The school assumes no responsibility to investigate loss or theft of such items. Confiscated items are not the responsibility of WCHS or its employees. You are encouraged not to bring large sums of money or value to school.
- Social events/extra-curricular activities – Proper conduct is expected at school-sponsored home and away events. Includes NO inappropriate signs, chants, gestures, etc. Face and body paint are permitted, but students must wear a shirt regardless. Discipline may be administered, including suspension from attending events.

Cell Phones/Media Devices (pg. 26)

- You are STRONGLY DISCOURAGED from bringing cell phones/media devices to school because of the potential loss of valuable property.
- WCHS has no responsibility to investigate and therefore may not investigate the loss or theft of personal media devices, as these should not be brought to school in the first place.
- Cell phones are to be turned off and OUT OF SIGHT during class time.
- Headphones, earphones, etc. are generally prohibited during class time.
- Use of device to take pictures/video is prohibited throughout the school day, as such could violate student privacy and/or rights and may result in disciplinary action.
- Simply put, NO Cell Phone usage during class times.

Rules and Procedures (pg. 26)

- Field trip/Misconduct on School Bus – informational for students
- Weapons and/or Dangerous Instruments (INCLUDING ORDINARY POCKET KNIVES) are simple – ZERO Tolerance – including on person, in personal belongings, in personal vehicles. Any confiscated items, including pocket knives, will not be returned until the conclusion of the school year. Law Enforcement will be notified for law violations.
- Prom privileges policy – Students with more than 10 behavioral events or more than 9 UA are not eligible to attend the Prom. Guests must be approved by WCHS Administration. Guests must also meet the behavior and attendance guidelines. Guests must be minimum Freshmen (or equivalent).
- Bullying policy – Students should read in its entirety

Bullying Tip Line



**Not for imminent emergencies – tell an adult

Disciplinary Interventions (pgs. 28-29)

- Morning Detention (Room 133)
 - Will be using Detention for several offenses, including 2nd tardy to school or class, excessive hall pass violation, minor classroom disruptions, etc.
 - Morning Detention IS considered a disciplinary infraction. Missing the assigned detention is another infraction.
- Lunch Detention (ISS during Lunch)
 - Used for various interventions.
 - Students expected to get their tray and report directly to ISS
- ISS
 - Cell Phones are surrendered upon entry into ISS.
- Suspension/Expulsion
 - Not allowed to participate in school activities/sports when suspended or expelled. Student may not receive credit for assignments completed during suspension, but is encouraged to keep up with class.
- Alternative School
 - Used for various reasons, including discipline, behind credits, etc.

Tiered Consequences (pg. 29)

- Addresses “repeat offenders”
- Goal is to provide strategies and incentives for modifying student behavior.
- Note the interventions to be used if the behavior contract completed at level 2 is broken.

Disciplinary Consequences (pgs. 29-32)

- Discipline Matrix used to guide for students, parents, teachers, and administration on consequences to expect for a violation.
- Administrators will use best judgement in each case.
- Fighting and Assault
 - Anyone who knows or has reason to believe a fight/assault is going to happen should be proactive by telling a teacher or staff member. These events can often times be prevented.
 - School Resource Officer will be notified of all fights/assaults. The definition of Disorderly Conduct is engaging in fighting or in violent or threatening behavior or creating a hazardous or physically offensive condition by an act that serves no legitimate purpose. The definition of Assault is intentionally or wantonly causing physical injury to another person.
- Name-calling and being talked about does not constitute a reason to fight on behalf of self-defense.
- There is a difference in self-defense and being on the offensive.

Disciplinary Consequences (pgs. 29-32)

- Law Violations list beginning on page 31 (not to be considered all-inclusive)
- Incurable Behavior – defined as constantly displaying improper conduct after being corrected. Could be subject to “Beyond the Control of the School” charge with the CDW, long-term ISS or Alternative School placement, and/or referral to the WC BoE for expulsion.

Student Government

- Hula-Hoop Contest – Abby, Grayson, & Makena

Important Parent Notifications (pg. 32)

- Review the parent notifications on page 32
- Students and parents MUST sign page 33
- We MUST have a copy of page 33 (signed) for every student.
- Return page 33 (signed) to advisors on Thursday or to the front office after Thursday.
- Print your name on the first line so it can be read.

Stay Connected!



Closing – Have a Great Year!

- Dual Credit Students stay in the Gym for a brief meeting
- Work/Experience Based Learning Students will meet in the Auditorium tomorrow at the beginning of 4th Period with Mr. Burchett.