

Wayne County High School 2024-2025



STUDENT HANDBOOK

“Every graduate – college, career, citizenship ready”

**2 Kenny Davis Boulevard
Monticello, KY 42633
(606) 348-5575
www.wayne.kyschools.us**

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NON-DISCRIMINATION POLICY

Wayne County High School does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, and marital status in admission to vocational programs or access to or treatment, or employment in its programs and/or activities in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act (amended 1972), Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990. For more information contact the Superintendent, 150 Cardinal Way, Monticello, KY 42633, (606) 348-8484 or to the Director of the Office for Civil Rights, Department of Education, Kansas City, MO.

Wayne County Schools 2024-2025 School Calendar

August 5-8	Flexible Professional Development Days (PD1,PD2,PD3,& PD4)
August 9	Flexible Teacher Work Day
August 12	Opening Day
August 13	Flexible Teacher Work Day (G2)
August 14	First Day of School for Students
September 2	No School – Labor Day (Holiday #1)
October 7-11	No School Fall Break
October 18	End of Term 1
November 4	Flexible Teacher Work Day (G3)
November 5	No School Election Day
November 27-29	No School – Thanksgiving Break
November 28	No School – Thanksgiving Day (Holiday #2)
December 18	End of Term 2 and 1 st Semester
December 19 thru Jan. 1	No School – Christmas Break
December 25	No School – Christmas Day (Holiday #3)
January 1	No School – New Year’s Day (Holiday #4)
January 2	Classes Resume – Second Semester
January 17	No School – Flexible Teacher Work Day (G4)
January 20	No School – Martin Luther King Day
February 14	No School – Flexible Teacher Work Day (G5)
February 17	No School – President’s Day
March 11	End of Term 3
March 31-April 4	No School Spring Break
<i>*March 31 and April 1 & 2 may be used as weather make-up days</i>	
May 20	Last Day for Students
May 21	Closing Day for Teachers

Note: Possible weather make-up days are scheduled for May 22, 23, and May 27

Start Time 8:15 End Time 3:15

FACULTY DIRECTORY

ADMINISTRATION

Kennett, Renee	Principal	renee.kennett@wayne.kyschools.us
Parmley, Jarrad	Assistant Principal	jarrad.parmley@wayne.kyschools.us
Bartley, Josh	Assistant Principal	joshua.bartley@wayne.kyschools.us
Bertram, Tiffani	Guidance Counselor	tiffani.bertram@wayne.kyschools.us
Miller, Elizabeth	Guidance Counselor	elizabeth.miller@wayne.kyschools.us

WCHS FACULTY

Baker, Sandra	Health/PE	sandra.baker@wayne.kyschools.us
Barnett, Jeremy	English	jeremy.barnett@wayne.kyschools.us
Branscum, Audra	FRYSC	audra.branscum@wayne.kyschools.us
Bullock, Krista	FMD	krista.bullock@wayne.kyschools.us
Burris, Makessa	Math	makessa.burris@wayne.kyschools.us
Criswell, Jared	English	jared.criswell@wayne.kyschools.us
Criswell, Morgan	English	
Criswell, Taylor	Social Studies	
Critz, Andy	Band	andy.critz@wayne.kyschools.us
Doss, Mackenzie	Humanities	
Eastham, Craig	Social Studies	
Ehredt, Allen	Special Education	allen.ehredt@wayne.kyschools.us
Ford, Carol	Librarian	carol.ford@wayne.kyschools.us
Foster, Shannon	Fam. & Consumer Sci.	shannon.foster@wayne.kyschools.us
Frye, Marissa	Special Education	marissa.frye@wayne.kyschools.us
Gehring, Megan	Health	megan.gehring@wayne.kyschools.us
Gilbreath, Brittany	Math	brittany.gilbreath@wayne.kyschools.us
Gregory, Brooke	Math/Virtual Learning	brooke.gregory@wayne.kyschools.us
Goodman, Kristin	Science	
Guffey, Tyler	Math	tyler.guffey@wayne.kyschools.us
Hafley, Jimmie	Arts and Humanities	
Harmon, Ashley	Science	ashley.harmon@wayne.kyschools.us
Hoover, Brenda	JAG	brenda.hoover@wayne.kyschools.us
Horton, Justin	Agriculture	justin.horton@wayne.kyschools.us
Hutchinson, Jamie	Gear Up	jamie.hutchinson@wayne.kyschools.us
Jones, Crystal	Special Education	
Jones, Missy	Special Education	
Jones, Shannon	Special Education	melissa.jones@wayne.kyschools.us
Kennedy, Tyler	Social Studies	shannon.jones@wayne.kyschools.us
LaFevers, John	Science	tyler.kennedy@wayne.kyschools.us
Mann, Calista	English	john.lafevers@wayne.kyschools.us
Marcum, Kelsay	Math	
Martin, Jennifer	Special Education	
McLean, Mary	Science	mary.mclean@wayne.kyschools.us
Morrow, Angela	Math	angela.morrow@wayne.kyschools.us
Morrow, Shawn	Special Education	shawn.morrow@wayne.kyschools.us
Piercy, Alexandra	Science	Alexandra.piercy@wayne.kyschools.us
Pyles, Derrick	Agriculture	
Sands, William	JROTC	william.sands@wayne.kyschools.us
Shoemaker, Brandi	English	
Simmons, Mikki	Instructional Coach	mikki.simmons@wayne.kyschools.us
Snyder, George	JROTC	george.snyder@wayne.kyschools.us
Sumpter, Dean	Social Studies	dean.sumpter@wayne.kyschools.us
Sutton, Presley	Art/Humanities	
Turner, Emma	English	

Vaughn, Heather	Science	
Vinson, Jenny	Science	
Wallen, Chace	English	
Walters, Carrie	Credit Recovery	carrie.walters@wayne.kyschools.us
Weston, Amy	Math	amy.weston@wayne.kyschools.us

WCATC FACULTY

Kinnett, John	Principal	john.kinnett@wayne.kyschools.us
Allen, Rob	Office Technology	rob.allen@wayne.kyschools.us
Bell, Alan	Welding	david.boohar@wayne.kyschools.us
Burke, Mark	Automotive	mark.burke@wayne.kyschools.us
Hurd, Dana	Office Technology	dana.hurd@wayne.kyschools.us
Neal, LeShaunda	Health Science	leshaunda.neal@wayne.kyschools.us
Parmley, Joshua	Carpentry	joshua.parmley@wayne.kyschools.us
Smith, Mark	Machine Tool	mark.smith@wayne.kyschools.us

Wayne County High School Fight 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!

Daily Schedule

1 st Period.....	8:15-9:05
2 nd Period.....	9:10-10:00
3 rd Period.....	10:05-10:55
4 th Period.....	11:00-11:50
5 th Period.....	11:55-1:25
6 th Period.....	1:30-2:20
7 th Period.....	2:25-3:15

For safety reasons (lack of proper supervision) students will not be allowed inside the building until 7:15 a.m. No loitering in the building before or after school unless supervised by a staff member. Students not supervised by a faculty member must leave school grounds immediately following the conclusion of the school day.

ACADEMICS

GENERAL REQUIREMENTS FOR GRADUATION (Class of 2023 and beyond)

English 1 and 2 AND 2 additional English Language Arts credits aligned with the student's Individual Learning Plan (ILP) (at least 1 credit each year).....	4 credits
Algebra 1 and Geometry AND 2 additional Mathematics credits aligned with the student's Individual Learning Plan (ILP) (at least 1 credit each year).....	4 credits
Science.....	3 credits
(Environmental Science, Biochemistry, Biology and 1 credit aligned with the student's ILP (which may include one the 3 listed or an additional science course))	
Social Studies	3 credits
(Government & Civics, World History, U.S. History and 1 credit aligned with the student's ILP (which may include one of the 3 listed or an additional social studies course))	
Health and Physical Education	1 credit
Humanities (Visual and Performing Arts course, general or specialized)	1 credit
Electives (at least 6 of which to be aligned with the student's ILP)	9 credits

Must pass the 100 question Civics Exam, receive instruction in financial literacy, and demonstrate competency in essential skills and technology.

Total requirements for graduation	25 credits
Total possible	28 credits

Must meet at least one Graduation Qualifier:

- Meet the precollege curriculum as established by the Council on Postsecondary Education OR
- Score benchmark in one section of a college admissions or placement examination OR
- Six postsecondary credit hours or more of a KDE approved dual credit course with a C or higher OR
- Score "3" or higher on two Advanced Placement (AP) assessment OR
- Achieve an Industry Certificate as approved by Kentucky's Workforce Innovation Board OR
- Meet 4 credits from valid courses within a single KDE approved career pathway OR
- Complete 2 years of a KDE approved or Kentucky Labor Cabinet approved (pre)-apprenticeship OR
- Achieve 500 KDE approved and verified hours of exceptional work experience or alternate requirements as prescribed by a student's IEP

(Additional Requirements for Class of 2024 and beyond):

Must meet at least one Graduation Prerequisite:

- Meet minimum criteria on 10th grade state-required assessments in reading and mathematics (score Apprentice or above) (Students may retake the assessments 2 times the 11th and 12th grade years if necessary) OR
- Meet Proficient level on 8th grade state-required assessments in reading or mathematics or both reading and mathematics
- A student collection of evidence to include student's ILP with transcript, IEP (if applicable) that includes evidence of specially designed instruction and related services in reading and math, performance on state required assessments, appropriate interventions targeted to student needs, student work demonstrating student competency in reading and/or mathematics, and the student's postsecondary plans.

WCHS Pre-Requisites

WCHS Social Studies Department

Pre-Requisites

Political Science

Requirement 1	<i>None.</i>
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World History

Requirement 1	<i>Political Science</i>
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United States History

Requirement 1	<i>Political Science</i>
Requirement 2	<i>World History</i>

AP Government

Requirement 1	<i>3.0 GPA</i>
Requirement 2	<i>Previous AP class is recommended.</i>

AP World History

Requirement 1	<i>3.0 GPA</i>
Requirement 2	<i>Political Science</i>

Dual Credit United States History

Requirement 1	<i>3.0 GPA. Note: This is Campbellsville University's only requirement.</i>
Requirement 2	<i>Previous AP class is recommended.</i>

**WCHS English Department
Pre-Requisites**

English I

Requirement 1	<i>None.</i>
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Honors English I

Requirement 1	<i>Recommendation of 8th Grade ELA Instructor and/or achievement via placement tests.</i>
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English II

Requirement 1	<i>English I OR</i>
	<i>Honors English I</i>

English III

Requirement 1	<i>English I OR</i>
	<i>Honors English I</i>
Requirement 2	<i>English II OR</i>
	<i>AP Language OR</i>
	<i>AP Literature</i>

English IV

Requirement 1	<i>English I OR</i>
	<i>Honors English I</i>
Requirement 2	<i>English II OR</i>
	<i>AP Language OR</i>
	<i>AP Literature</i>
Requirement 3	<i>English III OR</i>
	<i>AP Language OR</i>
	<i>AP Literature</i>

AP English Language and Composition

(AP courses can be taken in lieu of English II, III, or IV in any order.)

Requirement 1	<i>Honors English I with a score of B (80%) cumulative or higher OR</i>
	<i>English I & English II</i>

AP English Literature and Composition

(AP courses can be taken in lieu of English II, III, or IV in any order.)

Requirement 1	<i>Honors English I with a score of B (80%) cumulative or higher OR</i>
	<i>English I & English II</i>

ENG 111 / 112 Dual Credit

Path 1	<i>English I OR Honors English I</i>
	<i>AP Language and Composition OR AP Literature and Composition</i>
Path 2	<i>English I OR Honors English I</i>
	<i>English II</i>
	<i>English III</i>

Yearbook (1, 2, 3) *

Requirement 1	<i>English I OR Honors English I</i>
Requirement 2	<i>Instructor approval.</i>
<i>*Yearbook cannot be taken concurrently with English I or Honors English I, but can be taken concurrently with other English classes.</i>	

WCHS Mathematics Department

Pre-Requisites

Algebra 1 (9th grade)

Requirement 1	<i>None.</i>
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Honors Algebra I (9th grade)

Requirement 1	<i>Recommendation of 8th Grade Math Instructor and/or achievement via placement tests.</i>
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Geometry (10th grade)

Requirement 1	<i>Algebra I OR Honors Algebra 1</i>
	<i>Algebra II OR Honors Algebra 1I</i>

Honors Geometry (10th grade)

Requirement 1	<i>Algebra I OR Honors Algebra 1</i>
	<i>Algebra II OR Honors Algebra 1I</i>

Data & Measurement (This class is for non-college bound students only and takes the place of Algebra II). (11th grade)

Requirement 1	<i>Algebra I OR Honors Algebra 1</i>
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Algebra II (11th grade)

Requirement 1	<i>Algebra I OR Honors Algebra 1</i>
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Honors Algebra II (9th, 10th, or 11th)

Requirement 1	<i>Algebra I OR Honors Algebra 1</i>
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Pre-Calculus (11th or 12th)

Requirement 1	<i>Completion of Honors Algebra 1 OR Algebra 1</i>
Requirement 2	<i>Completion of Honors Algebra II OR Algebra II</i>
Requirement 3	<i>Completion of Honors Geometry OR Geometry</i>

AP Calculus AB (11th or 12th)

Requirement 1	<i>Completion of Honors Algebra 1 OR Algebra 1</i>
Requirement 2	<i>Completion of Honors Algebra II OR Algebra II</i>
Requirement 3	<i>Completion of Honors Geometry OR Geometry</i>

Math Concepts (12th grade)

Requirement 1	<i>ACT score of 18 or below</i>
Requirement 2	<i>Completion of Honors Algebra 1 OR Algebra 1</i>
Requirement 3	<i>Completion of Honors Algebra II OR Algebra II</i>
Requirement 4	<i>Completion of Honors Geometry OR Geometry</i>

College Algebra (11th or 12th) BEGINNING WITH CLASS OF 2024

Requirement 1	<i>Completion of Honors Algebra 1 OR Algebra 1</i>
Requirement 2	<i>Completion of Honors Algebra II OR Algebra II and ACT of 19</i>
Requirement 3	<i>Completion of Honors Geometry OR Geometry</i>

College Statistics (11th or 12th)

Requirement 1	<i>Completion of Honors Algebra 1 OR Algebra 1</i>
Requirement 2	<i>Completion of Honors Algebra II OR Algebra II</i>
Requirement 3	<i>Completion of Honors Geometry OR Geometry</i>

College Trigonometry

Requirement 1	<i>Completion of College Algebra</i>
Requirement 1	<i>Completion of Honors Algebra 1 OR Algebra 1</i>

Requirement 2	<i>Completion of Honors Algebra II OR Algebra II</i>
Requirement 3	<i>Completion of Honors Geometry OR Geometry</i>

WCHS Science Department

Pre-Requisites

Environmental Science

Requirement 1	<i>None</i>
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Honors Environmental Science

Requirement 1	<i>Recommendation from 8th Grade Science Instructor</i>
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ICP

Requirement 1	<i>Environmental Science OR Honors Environmental Science</i>
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Chemistry

Requirement 1	<i>Environmental Science OR Honors Environmental Science</i>
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Biology

Requirement 1	<i>Environmental Science OR Honors Environmental Science</i>
Requirement 2	<i>ICP OR Chemistry</i>

Honors Biology

Requirement 1	<i>Environmental Science OR Honors Environmental Science</i>
Requirement 2	<i>ICP OR Chemistry</i>

AP Biology / Dual Credit Biology (BIO 200- Campbellsville University)

Requirement 1	<i>Chemistry OR Biology OR Honors Biology</i>
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Project Lead The Way- Principles of Biomedical Science

Requirement 1	<i>Application for PLTW Program and Recommendation from 8th Grade Science Teacher</i>
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Project Lead The Way- Human Body Systems

Requirement 1	<i>Principles of Biomedical Science</i>
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Project Lead The Way- Medical Interventions

Requirement 1	<i>Principles of Biomedical Science</i>
Requirement 2	<i>Human Body Systems</i>

***It is strongly encouraged that students taking Honors level science courses (including PLTW courses, Chemistry and AP Biology) have earned a grade of 80% or higher in the previous course.**

WCHS GRADUATION POLICY

All students participating in graduation activities (baccalaureate, commencement exercises, senior Project Graduation drawings, etc.) must have the prescribed numbers of credits, in the prescribed areas, required by the Wayne County Board of Education.

CRITERIA FOR GRADUATING WITH HONORS AND DISTINCTION

To graduate with honors, students must meet the following requirements:

- GPA of 3.5 or higher
- Cumulative 94% or better Attendance Rate for Honors (excluding excused absences)
- Cumulative 97% or better Attendance Rate for Distinction (excluding excused absences)
- Be Transition Ready (as defined by the Kentucky Dept. of Education)
- Complete the pre-college curriculum (includes Spanish 1 & 2)
- Average score of proficient or higher on all state assessments
- Must have taken eight rigorous courses from the list below, including at least one course from each of the four core areas.

English: Honors English 1, 2, 3, 4, AP English Language, AP English Literature, ENG 101/102

Math: Honors Algebra 1, 2, Honors Geometry, Pre-Calculus, Trigonometry, AP Calculus, Dual Credit College Algebra, Dual Credit Statistics, or above

Science: Honors Integrated Science 1, 2, 3, Physics, Chemistry 2, Dual Credit, any PLTW Class

Social Studies: Honors World Civilization/World History, Honors U.S. History (Dual Credit)

**Any other AP Course or Dual Credit Courses

To graduate with Distinction, students must meet all of the above requirements and have scored Proficient or better on ALL state assessments, including meeting the College Benchmarks on the ACT or equivalent (ACT English (18), Math (19), & Reading (20)).

** Students need to request documentation of schedule conflicts that are unavoidable. Conflicts will be considered as special circumstances at the discretion of administration. Additional upper-level courses may be added to the list as they are added to our offerings. Additional Dual Credit courses offered through SCC, WKU, ECU, etc. may take the place of or be added to the rigorous coursework list by approval of the administration.

CRITERIA FOR WAYNE COUNTY SCHOOLS WORK ETHIC SEAL PROGRAM

Developed in response to the Work Ready Communities initiative, the work ethic seal program is designed to improve student graduation and proficiency rates, strengthen ties between the school system and the local business community, and provide an avenue for students to demonstrate their personal commitment to college, career and citizenship readiness.

Beginning with the Class of 2017, graduates who meet the following requirements during their senior year will receive a work ethic seal on their diploma:

- 98% attendance
- no more than one disciplinary referral
- minimum of 2.5 GPA
- no more than four tardies to/from school
- involvement in at least two of the following during the school year – organized team sport, extracurricular activity, part time employment (10 hours/week for four consecutive months during the school year or 20 hours/week during the summer months), and/or verifiable community service project.

In addition to receiving the work ethic seal on their diploma and transcript, eligible students will also receive a cord to wear at graduation, and a letter of recommendation signed by the superintendent.

EARLY GRADUATION OPTION

Per Kentucky law, Early Graduation will be possible for students who intend to move on an accelerated timeline though high school and graduate college ready in three academic years or less. Students who wish to pursue this

option must turn in a Letter of Intent to the Guidance Office during the first 30 days of the school year they wish to graduate to be considered. Students must meet College Readiness Benchmarks on the ACT and obtain Proficient on EOC exams in Biology, English 2, Algebra 2, and US History to receive the Early Graduation Certificate (Due to field tests in EOCs, this requirement is waived for the current school year). For more information, see the Guidance Office. Early Graduates will not be eligible to participate in Senior Activities; however, they may be eligible for local scholarships during the school year in which they graduate (individual scholarship's discretion.)

TRANSFER CREDIT

Counselors will evaluate transcripts from other schools and award credit accordingly. Students from non-accredited schools (ex. Home-schools) may be required to complete examinations to determine if credit should be awarded.

CLASS RANK/GPA

Official GPA will be calculated by the Counselor's Office and made available upon request. AP Bonus Points will only be awarded after the student has taken the AP Test. Class rank and GPA will be established using the following system:

A (4 points)	AP or Dual Credit	A (5 points)
B (3 points)		B (4 points)
C (2 points)		C (3 points)
D (1 point)		D (1 point)
F (0 points)		F (0 points)

DUAL-CREDIT COURSE OFFERINGS AND IN-SCHOOL POLICY

Wayne County High School students are encouraged to pursue dual-credit college opportunities, yet students are strongly encouraged to take those dual-credit courses offered by WCHS faculty whenever possible. If the dual-credit course (or a version thereof) is offered by faculty on the WCHS campus, dual-credit students are required to first consider that course offering before online options.

EXEMPTIONS FROM IN-SCHOOL POLICY

If, due to scheduling conflicts or extraneous reasons students are not able to take courses offered by WCHS faculty, **those students must be able to demonstrate that they have met the ACT benchmark required by the college offering the online option, have at least a 3.5 cumulative GPA, and obtain approval of the WCHS dual-credit instructor offering the in-person course.**

ACADEMIC HALL OF FAME (Classes of 24 & 25)

Students meeting the following conditions after the first 7 semesters will be inducted into the Academic Hall of Fame: A cumulative grade point average of 3.75; met the ACT College Benchmarks (or their equivalent for state accountability) OR have passed 2 Dual Credit classes with a B or better grade; have maintained at least a 94% attendance rate (excluding excused absences).

For the class of 2026 and beyond:

- A cumulative grade point average of 4.0 or better for the first seven semesters.
- ACT score must be composite score of 21 or better (scores received at school before March 1 or spring semester of senior year/ or their equivalent for state accountability)
- 2 AP or 2 Dual credit courses (passed with B or better
- Maintain at least a 94% attendance rate (excluding excused absences)

STUDENT PROMOTION AND CLASSIFICATION

<u>CLASS</u>	<u>CREDITS NEEDED</u>
Senior	18
Junior	12
Sophomore	6

GRADING SCALE

90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
59 and below = F

REPORT CARDS

Progress Reports are given to all students at each midterm so that all parties concerned may make informed judgements about performance and informed decisions about extra assistance which may be needed. The date of a Parent-Conference night will be announced at a later date. Mid-term is approximately 4½ weeks after the beginning of each grading period. Listen to local radio stations or check the Wayne County School's homepage at www.wayne.kyschools.us for Parent-Teacher Conference dates. Traditional Report Cards will only be sent home at the end of the school year. Students and Parents can check grades at any time using the Student or Parent Portal component of Infinite Campus. Please contact the WCHS Guidance Office for details on how to gain access. If you would like a copy of any 9 weeks grade card, please contact the main office at 348-5575 and request one be mailed to you.

COURSE REGISTRATION POLICY

During a designated course registration period, WCHS students will be given the opportunity to select the courses they wish to take during the following academic year. Though students will be able to select courses on the basis of rigor and need, preference will not be given to course requests based on socialization and/or requests for specific instructors. The WCHS Guidance Office reserves the right to align student schedules in a manner to best facilitate student success and academic rigor.

CLASS CHANGES

Students have two weeks prior to each semester to make requests for class changes. Changes should be made in this "window". Students have three days at the beginning of the semester to make any requests, in writing, for class changes. *Class change requests for personal reasons (i.e. Being with friends, dislike of a teacher, etc.) will not be entertained.* Changes beyond this date is subject to approval of administration.

HOMEWORK POLICY

Homework is an enhancement and reinforcement of classroom instruction.

Teachers will: (a) ensure that homework is appropriate to the class objectives, course content, and student needs; (b) refrain from giving homework as punishment; (c) provide directions for the completion of homework; (d) evaluate student work and give credit for assignments completed in a timely manner and; (e) have a course syllabus to explain how homework will be utilized.

Students will: (a) complete and submit all homework on time; (b) take responsibility for finding out about homework when absent; (c) conference with the teacher concerning questions and struggles with specific assignments and/or time conflicts.

Parents are encouraged to: (a) contact the teacher if there is some difficulty with the completion of homework; (b) prompt and encourage their student to complete assignments.

MAKE-UP WORK POLICY

Students will be permitted to make-up work with excused absences only.

- A. The student will have days for make –up that are equal to his/her days of absence. (Example—One day of make-up for one day absent.)
- B. If a teacher has previously assigned deadlines for work (syllabus), the work is due on the return day.
- C. It is the student's responsibility to get make-up work by using time before/after class such as lunch, break, or advisory time.
- D. Generally, schoolwork missed by a student during a suspension or expulsion may not be made up (770AG547). If this is the cause for a student to fail a class, an appeal may be made.

INDIVIDUAL LEARNING PLAN

Each student will complete an Individual Learning Plan (ILP) each year. This program is designed to help students plan their futures by providing information about topics such as careers, colleges, technical school, interests, resumes, etc. Students/Parents can obtain their password in the guidance office.

ACADEMIC DISHONESTY

Academic dishonesty consists of any deliberate attempt to falsify, fabricate or otherwise tamper with information or any other material that is relevant to the student's participation in any academic pursuit. Most, although not all, forms of academic dishonesty will fall into one or more of the following categories:

Plagiarism: Deliberately presenting work, words, ideas, theories, etc., taken in whole or in part from a source as if they are the student's own efforts. Examples include, but are not limited to the following: Failing to use proper citations as acknowledgement of the true source of information included in a paper, written or oral examination, or any other academic exercise.

- Presenting any work completed in whole or in part by any individual or group other than the student, as though the work is the student's own, in any academic exercise.
- Buying, selling, bartering, or in any other fashion obtaining or distributing material to be used fraudulently as part of any academic exercise.

Cheating: Giving or receiving answers, data, or other information by any means other than those permitted by the teacher. Examples include, but are not limited to the following:

- Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise in which the student is not expressly permitted to work or jointly with others.
- Assuming another individual's identity or allowing another person to do so on one's own behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student's grade or academic standing.
- Using any device or other form of study aid during an examination, quiz, laboratory experiment or any other academic exercise without the faculty member's permission.

Other Academic Misconduct: Falsifying or fabricating any information relevant to the student's participation in any class or academic exercise, or tampering with such information. Examples include, but are not limited to the following:

- Falsifying or attempting to falsify records, graded work (any kind), or any information of document intended to excuse the student from the participation in any academic exercise.
- Inventing, fabricating, or falsifying data as part of the completion of any academic work.
- Knowingly furnishing false information (or facilitating the furnishing of false information) to a faculty member.

The above list of offenses is not intended to be fully exhaustive of all potential instances of academic dishonesty. Any student who has an assignment that is proven to be a result of academic dishonesty of any type will receive a grade of 0 for that assignment in that class. The student may also receive further disciplinary action based on the severity of the offense.

ACT TEST INFORMATION

ACT test registration materials are available in the counselors' office. National Test dates are available at ACT's online site at <http://www.act.org/content/act/en/products-and-services/the-act/registration.html>

Students who receive Free or Reduced lunch may qualify for two fee waivers during their junior or senior year. See the counselors' office for more information.

EXTENDED SCHOOL SERVICES

Extended School Services is an opportunity for students to get extra help in any major subject area (math, science, social studies or English) or do supervised make-up tests or class work in any subject. Students can report to the assigned ESS location for the content area they require help with. Tutoring for English and Math will be available every morning before school from 7:35-8:10. After-school tutoring will be available as announced.

LIBRARY INFORMATION

The library is available daily from 7:40 a.m. - 3:15 p.m. An abundance of materials are available to accomplish academic goals. Print and electronic reading materials, research materials, audio/visual materials and much more are available for check-out from the library.

Each student is responsible for material checked out from the library. If materials are lost or damaged, the student is responsible for the cost of materials before checking out others. All materials have to be returned or paid for by the end of the school year. District library media center policies and procedures are available in the high school library media center upon request.

TRANSFER TO ANOTHER SCHOOL

A transfer/withdrawal form must be completed before a student leaves Wayne County High School. This will insure the speedy transmittal of necessary records to your new school. Contact the counselor's office to start this procedure. A 24-hour notice should be given when possible. Students must return all materials furnished by the school (textbooks, Chromebook, athletic uniforms, instruments, etc.) at the conclusion of the student's enrollment. Students must pay for materials that are damaged or lost. All financial obligations must be met before a release of student information is granted.

CORRESPONDENCE COURSES

A student is eligible for a correspondence class if

- a. they have failed a required course necessary for graduation
- b. they have failed a required course and by repeating it cannot meet their elective credit requirements for graduation
- c. they need a course, or Virtual High School Course, to meet post-secondary career or college entrance requirements above what is required at WCHS that is not available to the student.

A student may take a maximum of two courses. They may be taken simultaneously. The correspondence course must originate with a state-approved college or university. All courses must have prior approval from the principal or their designee to receive credit.

ATTENDANCE

ATTENDANCE POLICY

There is a positive correlation between regular attendance, punctuality, scholastic performance, and responsibility. Absence and tardiness become part of a student's permanent record and may affect college or employment opportunities. Students are governed by KRS 159.150 which states that "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 is a truant." Truant students are subject to interventions predetermined by the school and the courts.

Parent responsibilities for excused absences:

1. Parents must write notes to excuse student absences. Parents or guardians must date each note, sign it, and have the student present it to the attendance officer upon return to school. Parent note may be used for no more than 3 days per semester.
2. Parents may also use medical and dental statements to excuse absences. These must also be presented immediately after the final absence. Doctor's excuses are good only when the student is seen by a physician and only for the date of the visit, unless otherwise noted, by the doctor. Excuses must be presented within 2 days upon return to school to be valid.
3. Parents or guardians are responsible for each student's attendance.
4. Student attendance will be monitored closely by the administration. Any student deemed to be missing school excessively will be referred to the Director of Pupil Personnel and face the possibility of court action for that student and their parents/guardians. Privileges can also be revoked for excessive absences. State law will be followed for No Pass/No Drive.

Student responsibilities for excused absences:

1. Student should make certain all notes are written, signed by the parent, dated, and given to the attendance

- officer upon return to school.
2. Students may use only 3 parent days per semester.
 3. Students should use doctor and dental excuses if possible. Doctor excuses are good only when the student is seen by a physician, only for the day of the visit, unless otherwise noted, by the doctor.
 4. Students must make arrangements with the teacher for makeup work.
 5. Students will have 1 day for each excused absence, to make up missed class assignments.
 6. Students with excessive absences/tardies will be reported to the Director of Pupil Personnel.

Other absences that may be excused by school officials:

1. Court summons (verification necessary)
2. Failure of bus transportation
3. School activities approved by the principal
4. Driver's tests (verification necessary)
5. Senior college visits (2 per year). Permission forms from the guidance office must be returned and signed by the parent prior to the visit. Written verification from the college will serve as excuse. No visits will be approved during final exams or on the day of a state-mandated assessment.
6. Religious holidays
7. Emergency circumstances as determined by the principal
8. Excessive excused absences may require a conference.

Per Kentucky law, students participating in basic training required for enlistment by a branch of the United States Armed Forces will be considered present for all purposes for up to 10 days.

Unexcused absences:

1. Vacations, trips, or retreats
2. Work (including farm work)
3. Business
4. Personal reasons
5. Car trouble
6. Missed ride (including missed school bus)
7. Skipping class/leaving school without permission
8. Non-medical appointments
9. Withdrawal from school
10. Suspension from school
11. Written excuses (including doctor/dental/parent) presented after 2 school days of each absence

Reward for attendance:

Students with perfect attendance will be allowed one exemption from a final exam. Exemptions cannot be used for AP or college classes/dual credit. For the purposes of this exemption, perfect attendance is defined as zero absences (excused or unexcused) and no more than 2 excused tardies to/from school.

Excessive Absenteeism

The principal may request that the Director of Pupil Personnel convene an attendance hearing for students who miss seven (7) or more days of school, regardless of the reason. Students who are 18 years old or older who are not in regular attendance and who have had due process may be removed from the attendance rolls of Wayne County High School. KRS. 159.010

Extended Illnesses

Homebound teachers are available for students' anticipating absence from school for extended periods of time for medical reasons. It is the responsibility of the parent to notify the counselors' office and to obtain a homebound form to be completed and signed by a licensed physician stating that the student's condition renders attendance at school inadvisable. A student cannot be enrolled in the homebound program until a committee reviews the circumstances.

Medical Excuses

Doctor excuses must be brought to the office by the student on the day the student returns to school. It is the student's responsibility to turn in the excuse. Only the date of the visit (or days specified on the excuse) will be excused. Excuses will only be given for the student who is seeing the doctor (going with someone to the doctor is not an excused absence). After the 5th medical excuse (each semester), a committee will review the situation to consider homebound need or if further medical excuses should be accepted.

Short term appointments (dentist, shots, etc.) will only be considered excused for a portion of the day. For example, if the student has a 2:00 appointment to have a tooth filled, the excuse will only reflect that portion of the day. These appointments should be made for after school if at all possible.

Permit/Driver's License

In Wayne County, permit tests are given from 12:30 until 2:30. License tests are given from 8:00 until 12:00. Students will only be excused for the ½ day of the test. Students obtaining their driver's permit need to pick up a form from the Counselor's office prior to going to take the permit test.

Class Tardy Policy

A student who is not in his or her classroom at an assigned time without an acceptable excuse is considered tardy to class. A student who is tardy to school may show up late for class and be considered tardy to class. However, a student who missed the class completely may not be tardy to class, but tardy to school. Unexcused tardies to class are addressed in the following manner:

1. Students are allowed 1 unexcused tardy to each class each 9 weeks. The 2nd (and subsequent) unexcused tardy per class period results in disciplinary intervention.
2. When a student is tardy, the teacher will send the student to the office to check in.
3. More than ten minutes late to class may be considered skipping class.
4. A new nine weeks "cleans the slate" for the student in regard to class tardiness.
5. If a student is detained by an administrator or a teacher (for exceptional reasons), a note should accompany the student. No note, no excuse.

Tardy to School Policy

When a student arrives to school late or leaves early, he/she must sign in/out in the attendance office. Students may face disciplinary action under the above Tardy-to-Class policy. State laws addressing this issue are also in effect and a student may also face additional actions. According to Kentucky School Laws (KRS 159.150), any child who has been tardy without a valid excuse on 3 or more days is a truant. Being absent for up to 35% of a school day shall be regarded as a tardy. Please note: a student's arriving to school late without an acceptable excuse or checking out of school without an acceptable excuse is an unexcused tardy. Discipline for tardies to School is outlined in the Discipline Matrix on page 30. After 3 unexcused tardies to school, a student will be considered truant. The Director of Pupil Personnel (DPP) for the school district will be notified. Please note: the KRS law concerning unexcused tardiness to school is a yearly policy, not a 9-weeks policy. For acceptable notes for tardiness, see the Attendance Policy and the Permission-to-Leave-School policy. **When a student is not at school—whether arriving late, leaving early, or being absent all day—educational opportunities are missed.**

DRIVERS LICENSE LAW

No Pass/No Drive Law Requirements (KRS 159.051) apply to all Kentucky students in public/private school. The law results in the denial/revocation of a students' drivers' license for two different reasons:

- 1.) Academic Deficiency, which is defined by saying that a student must pass 66% of their courses (per semester) to be compliant with No Pass / No Drive. (5 courses at WCHS)
- 2.) "Dropping Out" of school or excessive absences from school. This occurs when a student drops out of school or a student has nine (9) or more unexcused absences. If either of these two requirements are not met, it is required by law that the school shall contact the Division of Driver Licensing, Frankfort, Kentucky.

STUDENTS 18 AND OLDER

Students 18 years of age and older remain subject to the regulations and policies of Wayne County High School and the Wayne County Board of Education including those regarding signing in/out of school. An administrator will use his/her best judgement in regards to students 18 years and older signing out without parental permission.

PERMISSION TO LEAVE SCHOOL

1. Students are not to leave the school campus once they have arrived on school grounds (including the student parking lot) unless signed out by parent, guardian or school official. Leaving constitutes leaving school without permission.
2. Students MUST leave school grounds immediately upon being signed out.
3. If a student becomes ill during school, a parent/guardian must be notified by school personnel before the student is allowed to sign out.
4. No student will be allowed to leave for preparation for school activities.
5. Only parent/guardian or persons listed on the student pick-up list are allowed to pick up or sign out any student leaving early. If a parent/guardian wants to make changes to the persons listed they must come in person.

VISITORS

Parents and Guardians are always welcome at WCHS, though we request that an appointment be made to see a teacher or visit a classroom. Admittance of a visitor is pending upon Administration approval. The following guidelines apply to all visitors:

1. All visitors must park in the front lot, enter the front doors and register at the front office.
2. Only visitors with legitimate school business will be accepted.
3. Students are not allowed to bring a visitor to school (friend, child, relative, etc.)

PICKING UP STUDENTS - DURING SCHOOL

All students shall be signed out in the front office. Only parent/guardian or persons listed on the pick-up list will be allowed to pick up the student early. If a parent/guardian wants to make changes to the pick-up list, the parent/guardian must come to the school to do so.

PICKING UP STUDENTS - AFTER SCHOOL

Persons picking up students should park in the front of the building (off Worsham Lane) to wait for students. There are multiple spaces in the front lot designated as "parent pick-up." Upon arrival, parents should park in an available spot to wait for their students. Parents should not block already parked cars as they wait. There will be no parent pick-up in the back lot.

CO-OP/WORK-BASED LEARNING STUDENTS

We consider school to be your main job. Students who participate in co-op/work-based learning should not be in the building when not in classes. Students will be required to abide by their co-op/work-based learning contract obligation. If a student is absent from school, they will be counted absent from co-op/work-based learning.

The Site Based Council has established the following policies and procedures for Cooperative Training (Co-Op) students:

1. The student must have completed three or be currently enrolled in 3rd credit for the specific field in which the student is planning to work. The coordinator for the department may specify particular courses that must be completed prior to the co-op/practicum experience. Area Technology Center teachers may use standards as the pre-requisite instead of credits.
2. The student may combine vocational credits to make the three credits if each credit applies to the field in which the student plans to work. (For example, someone working in fast food might have taken two credits in marketing and one in foods: but a student who has two credits in marketing and one in foods could not work at a retail store.) Possible combining of different vocational areas will be determined by the supervision teacher and the principal.
3. The student must be employed in the field in which they have been trained (for example a student can not work at a day care center that has three credits in agriculture classes.)
4. The student must be employed when the semester begins. Students who become unemployed during the semester will attend class with the supervising teacher. With special permission students in specific classes may change to co-op/practicum during the semester with teacher approval if the change does not affect core classes (for example a student taking two vocational classes may switch those two classes to co-op/practicum.)
5. The student must have the approval of the supervising teacher before the co-op/practicum class/classes will be included in the student's schedule.

6. The student must have all the appropriate paperwork filed with the supervising teacher.
7. The student must be in regular attendance the current and preceding year of school. (Students with more than 3 unexcused or 10 excused absences will not qualify or will be pulled from the program.
8. Students must be passing all classes the preceding and current semester to continue in the co-op/practicum program.
9. Students will be permitted to co-op/practicum their senior year (limit of 3 credits); supervising teachers can in some instances allow this opportunity for juniors (limit 1 credit). Area Technology Center students with special skills may be granted a one block extension with special permission of the teacher and principal.
10. Coordinating teacher may require co-op/practicum students to be members of their specific Career and Technical Student organization.
11. A committee, consisting of high school vocational teachers, may review student applications for co-op/practicum positions to make a final determination.

ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

Wayne County High offers a large variety of activities which you may choose to join. You will be advised as to when each club or activity meets.

BETA	PEP Club	FCCLA	DECA	HOSA	SGA
TSA	FBLA	Skills USA	UNITE	FCA	
FFA	G/T	KUNA	4-H	Tri-M	
Art/Video	STLP	Band	Relay for Life	Young Republicans/Democrats	

EXTRA-CURRICULAR SPORTS and ACTIVITIES

Cheerleading	Football	Bowling
Dance Team	Boys' and Girls' Golf	Track and Field
Boys' and Girls' Basketball	Fast Pitch Softball	Archery
Baseball	Volleyball	Cross Country
Boys' and Girls' Tennis	Boys' and Girls' Soccer	Wrestling
Bass Fishing	JROTC Drill Team	JROTC Color Guard
JROTC Raider Team	eSports	Trap Shooting

Prospective student-athletes must register with the NCAA Initial –Eligibility Clearinghouse online. Students/parents should register with the Clearinghouse by visiting the Clearinghouse Web site at www.ncaaclearinghouse.net.

Students must also report ACT or SAT test scores directly from either ACT or SAT registration packet. Please code the NCAA Initial-Eligibility Clearinghouse to receive your ACT or SAT test scores along with your college picks.

ACADEMIC REQUIREMENTS FOR SPORTS PARTICIPANTS

During the season, weekly checks (Friday) are made of athlete grades. Students must be passing 5 of 7 classes to participate in sports.

ELIGIBILITY FOR HOLDING OFFICE

Students shall meet the following qualifications for holding office, Mr. & Miss W.C.H.S., Mr. & Miss representatives from each class, and other honored positions, such as escorts: Students shall have been enrolled in the Wayne County System for the previous year's school work and shall have maintained a cumulative GPA of 2.5.

STUDENT GOVERNMENT ASSOCIATION

WCHS Student Government Association (SGA) will be made up of 21 representative students (5 per grade) plus a President. Officers will be elected from those 20 students to fill SGA President-Elect, Vice President, Secretary, and Treasurer. The WCHS SGA will work together with school administration and constituents to improve WCHS in all aspects. See the SGA Sponsor(s) for details.

STUDENT HEALTH AND SAFETY

SCHOOL NURSE

WCHS has a school nurse in the building. With proper authorization from parents, students will be able to receive over-the-counter medication should the nurse deem it necessary. This will be limited to items such as aspirin, cough drops, etc. Students must have parent permission forms on file to receive this assistance. (Forms can be obtained from the front office or the nurse's station.)

The school nurse will be available to see students who have health issues. The nurse will call parents as needed to make suggestions concerning treatment. The nurse will be able to help monitor student's existing conditions or temporary illnesses. Should a student need to leave school for health reasons, the student should see the school nurse first. The student would still need to sign out properly.

Students who have physical issues that require the need to use the elevator should ask for an elevator key from the front office. The key should be returned when the student no longer has the need.

POLICY ON ADMINISTRATION OF MEDICATION

If your child must have medication of any type, including over-the-counter drugs, administered during school hours, parents have the following choices regarding the administration of this medicine:

- a. Parents may come to school and give the medication to your child at appropriate times OR
- b. Parents may obtain a copy of a medication form from the school nurse or school secretary. You should take the form to your child's doctor and have the doctor complete the form by listing the medication(s) needed, the dosage and the number of times per day the medication is to be given. The form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the physician and the parent. Prescription medicines must be brought to the school by the parent/guardian in a pharmacy-labeled container which gives instructions on how and when medicine is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions. You may discuss with your doctor an alternative schedule for administration of medication-for example, outside of school hours.
- c. Student self-medication: In certain situations, a written physician authorization shall allow a student to responsibly carry self-administered medication which includes epi-pen, inhaler, and insulin. An authorization form must be on file and completed by the parent/guardian and physician. This authorization form must be renewed each school year. **STUDENTS MAY NOT SHARE ANY MEDICATION WITH ANOTHER STUDENT.**
- d. Over the counter medications: Parental permission forms must be completed and returned before any over the counter medication can be given by the on-site nurse. In the absence of the on-site nurse, other school personnel cannot give over the counter medication without a current physician's authorization form signed by both the parent/guardian and the physician.

School personnel will not administer any medication to students unless we have received both the medication form properly completed and signed by the doctor and parent and the medication in the appropriate container. There will be no exceptions to this policy.

REMINDER: NO STUDENT MAY BRING MEDICATION ON THE SCHOOL BUS WITH THE EXCEPTION OF PHYSICIAN APPROVED SELF-ADMINISTERED MEDICATIONS (EPI-PEN, INHALER AND INSULIN)

PROCEDURES FOR DISPENSING PRESCRIPTION MEDICATION

If it becomes necessary for any student to take ANY form of prescription medication at school the following procedures must be met by the parent.

1. Parent or legal guardian must bring the medication to the nurse's office and complete the medication consent form. (Exception - A Bronchi/Asthma Inhaler which a child is required, by order of a physician, to be carried for respiratory difficulty.)
2. All medication must be in the original container with pharmacy label intact and readable.
3. Physician's Written Order is required before any school representative may administer medication. This written order should be on the Physician's Written Order Form for Administering Medication to Students at School, which can be obtained at central office, the high school office or from any local physician. The order must include:
-Child's Name

- Medication to be administered
- Date of Medication Administration begins and ends
- Adverse reactions to be observed for
- Special instructions for administration
- Storage requirements or other important conditions
- Physician's signature, telephone number and date

4. Students should not be in possession of any medication (either prescription or over the counter medication) while on school grounds. With parent permission the nurse can dispense over the counter and prescribed medication.

NOTE: Most medication can be scheduled to be administered at home. Please talk with your pharmacist and/or physician to arrange such a schedule.

INSECTICIDE USAGE

This facility has implemented an Integrated Pest Management program in order to control pests in a way that minimizes economic, health, and environmental risks by implementing an inspection and monitoring program.

If you wish to be notified in advance of a planned pesticide application, please provide a written notification to the principal. Dates will then be provided to you upon that request.

CONTAGIOUS DISEASES AND PARASITES

The district will be a "lice free" school system. The district's lice policy requires that students be free of lice before returning to school. When a student is sent home with an infestation of lice, he/she will be required to be cleared by one of the school nurses before readmission to the classroom. The parent must accompany the student for this recheck at the designated times set by each school nurse. Absences will be excused on the initial day the student is sent home for infestation and on each day the students return for recheck. Unexcused absences will result for each day the student fails to return for a recheck for lice infestation and for any day on which the nurse cannot determine any change in the condition or status of the student's infestation. The district/school nurse may conduct periodic checkups for lice infestation. Checkups may occur as an initial enrollee and at other times during the school year.

ACCIDENTS AND INSURANCE

If a student is injured during the school day, the following steps should be followed:

1. Report all accidents to the teacher/staff in charge of the classroom or athletic program.
2. The teacher will report any injuries to the administrative office and fill out the proper injury report.
3. If medical attention is needed, the parents will be immediately notified and the correct procedure for the injury will be followed.

All students are covered by school insurance for accidents during the school hours and while going to and returning from, or attending a school sponsored activity. This is a secondary insurance policy which pays only after the family insurance has met its obligations. All claims should be filed through the school secretary.

VIDEO SURVEILLANCE

For the safety and security of everyone on campus, the school uses surveillance cameras. Video that could break a student's confidentiality will not be shared with anyone, except by court-order.

DETECTION CANINES

For the safety and security of everyone on campus, trained detection canines and metal detectors will/may be used to enforce school policy. The constitutional rights of all individuals will be observed during these procedures.

IN CASE OF EMERGENCY

Each student will learn what to do to be safe at WCHS. Each classroom will provide information concerning fire, severe weather, earthquake, cardiac response and lockdown procedures. Practice for these events meets state-requirements and done regularly.

The Wayne County school district has developed an emergency response plan in connection with local Police, Fire, Emergency Medical Services and other responding agencies.

In case of an emergency at school, parents should.....

- Monitor the telephone numbers you provided to our school. Be sure you keep these numbers up-to-date. DO NOT call the school, as this would tie up phone lines needed for emergency services. WCHS uses a

system which calls up to 1,000 phones per minute, so information will be quickly broadcast.

- Check your e-mail if you get e-mail from school.
- Tune in to any of the local radio stations for information.
- Should students need to be re-located, you will be notified by one of the three methods above (telephone, email, or radio stations).
- During a lockdown, all exterior and interior doors are secured. No one except emergency response personnel will be allowed to enter or leave the building. If you are notified of a lockdown, DO NOT go to the school, but follow the directions provided to you by the radio stations, telephone or e-mail.

Wayne County Family Resource Youth Services Center

The mission of the FRYSC is to enhance students' abilities to succeed in school by developing and sustaining partnerships that promote:

- Early learning and successful transition into school
- Academic achievement and well-being
- Graduation and transition into adult life

Services available in the YSC include.....

- Referral to Health and Social Services
- Employment Counseling, Training & Placement
- Summer and Part-Time Job Development
- Drug and Alcohol Abuse Counseling
- Family Crisis and Mental Health Counseling
- Dropout Prevention
- Mentoring
- Parenting Support
- Basic Needs Assistance/Referrals
- Attendance
- Conflict Resolution
- Teen Pregnancy Prevention
- Recreation
- Educational Support & Enrichment
- Community Service/Service Learning
- Referrals to school nurse or other appropriate medical needs
- Support students with social and/or relationship issues
- Discuss dating relationship issues with students
- Home visits with guardians to see if assistance is needed
- Clothing for low-income families or homes that burn down
- Tutoring
- Job Corp Opportunities
- Help students to resolve conflict issues with other students, teachers, and relatives
- Assist with getting mental and drug counseling for students
- Freshman Orientation and Mentoring
- Assist with pregnancy and abstinence issues
- Involved with community projects
- Drug awareness & prevention activities

How does the YSC know that a student needs some kind of assistance?

Referrals are sometimes done by email, phone calls or a visit to the YSC office. A student can refer him/herself to YSC, a parent can make the contact, or a staff/community member may contact the YSC to assist a student and/or the family of a student. Often a student will need services and ask for staff permission to see the coordinator. If the coordinator is not available at that specific time, the school's front office can contact her.

Which students can get services at YSC & how can it be reached?

Any student in grade levels 9 – 12. Personal information may be needed from the student/family members in order to best serve the student. Some of the information that a person gives may need verification from other community sources. Not all cases are handled the same. The YSC office at Wayne County High School is located in room 132. Times will be posted on availability in each building.

Audra Branscum is the YSC Coordinator. She may be reached at 348-3479 or 348-5575

Hours: 7:45am-3:45pm M-F, after hour appointments can be made upon request

Email: Audra.Branscum@wayne.kyschools.us

Is information shared with the coordinator confidential?

ABSOLUTELY! Although, if the coordinator feels a student may be harmful to themselves or someone else, appropriate action will be taken.

PLEASE keep in mind that the Wayne County Youth Services Center is available to help students, not to discipline or get them in trouble. If the YSC cannot help with a particular case, then the YSC will assist in getting the help from another source.

Technology usage

Technology devices (computers, iPads, iPods, etc.) and internet access, are provided to teachers and students at Wayne County High School (at no charge). Wayne County High School has taken precautions to restrict access to inappropriate content. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate content. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of Wayne County High School.

CONSEQUENCES

These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. **IF ANY COMPUTER USER AT WAYNE COUNTY HIGH SCHOOL VIOLATES ANY OF THE ACCEPTABLE USE POLICY, HIS OR HER ACCOUNT MAY BE DISABLED AND/OR FACE DISCIPLINARY CONSEQUENCES.** The signature(s) at the end of this document is (are) legally binding and indicated the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

ACCEPTABLE USE POLICY: TERMS AND CONDITIONS

ETIQUETTE

As a Wayne County High School account holder, you are expected to abide by the generally accepted rules of network etiquette. These include the following:

1. Be polite. Do not be abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
3. Do not reveal your personal password or login name to other students.
4. Note that accounts are not guaranteed to be private. People operating the system do have access to accounts. Messages relating to or in support of illegal activities may be reported to the appropriate authorities.
5. Do not utilize the network in such a way that you would disrupt the use of other users.
6. Excessive use of paper will result in re-payment by the student.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, notify a teacher or the system administrator. Do not demonstrate the problem to other users. Attempts to login to the system as a system administrator will result in cancellation of user privileges.

VANDALISM

Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks that are connected to any of the backbones. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism also includes damage to any computer hardware.

ACCEPTABLE USE

The use of your account must be in support of education and research and consistent with the educational objective of Wayne County High School. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted materials or threatening or obscene materials. The use of the computer system is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator will deem what is inappropriate use and his/her decision will be final. The system administrator reserves the right to monitor ALL activities on the system. Also, the system administrator may close an account at any time as required. The administration, faculty, and staff of Wayne County High School may request the system administrator to deny, revoke, or suspend specific user accounts.

IT IS CONTRARY TO COMPUTER POLICIES AT WCHS TO:

1. Use another person's account (even with permission). Both parties will be punished accordingly.
2. Attempt to discover another user's password or login name.
3. Copy, disclose, or transfer any of the computer software provided by WCHS.
4. Copy any of the copyrighted software provided by Wayne County High School.
5. Any use of a computer disc unless cleared by the computer monitor.
6. Attempt to bypass standard procedures.
7. Copy, rename, change, examine, or delete files belonging to someone else without the owner's permission.
8. Deliberately use the computer to annoy others.
9. Use a computer for anything other than course related work or teacher supervised activities.

CHROMEBOOK ASSIGNMENTS

The Wayne County Board of Education and Wayne County High School have invested into a "one-to-one" (1:1) initiative for all WCHS students to have a Chromebook assigned to them personally. The goal of the program is to promote student engagement and enthusiasm for learning, increase student computer literacy, prepare students for the 21st century workplace, and improve student achievement. Chromebooks are the property of Wayne County Schools and on loan to the student so long as the User Agreement is followed. Chromebooks are not to be shared with anyone except the student to whom the Chromebook is assigned to, including parents except to monitor student use. Additional details of the program, including procedures for Loss/Damage are presented at the time of students picking up their Chromebooks.

RULES/PROCEDURES

FUNDRAISING/SELLING

Students may sometimes be involved in fundraising, typically for a sport or activity. All fundraisers must be approved by Administration. Students are not allowed to solicit or sell items at school, or to sell under the sponsorship of the school, without permission of Administration. No student or teacher will be allowed to sell or solicit for their personal gain.

STUDENT DRESSING AND GROOMING

WCHS Dress Code

Wayne County High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the district's intent to sustain a community that is

inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and abdomens are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms with bottom hem meeting the waistband when standing with arms at sides), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

3. Students May Wear, as long as these items do not violate Section 1 and Section 2 above:

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hats may be prohibited in classrooms at instructor discretion.
- Religious headwear
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps, so long as length complies with Section 2 above.
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
 - Bullet proof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
 - Flags or banners of any kind worn as clothing, accessories, or capes.
- Hoods worn in such a way as to obscure the head and/or face.
- Any other item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE)).

5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - If necessary, students' parents may be called during the school day to bring alternative clothing for the

student to wear for the remainder of the day.

- If previous options are not available, students may be provided with alternate clothing to be dressed more to code for the remainder of the day.

- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to:

- kneeling or bending over to check attire fit;
- measuring straps or skirt length;
- asking students to account for their attire in the classroom or in hallways in front of others;
- calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
- accusing students of “distracting” other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies. Student athletic apparel will be defined by safety and competitive performance standards.

ALL DRESS CODE REQUIREMENTS MUST BE MET WHILE ON FIELD TRIPS.

*If, in the estimation of the administration a student’s attire/physical appearance is a health hazard or is distracting, the student will be asked to make proper corrections. Any article of clothing deemed to be indecent or distracting by the administration will be dealt with according to the dress code policy.

WCHS PDA Policy

All students should be able to enjoy a learning environment free of embarrassment or discomfort because of others displaying unacceptable public displays of affection. Therefore, Public Display of Affection (PDA) is prohibited at Wayne County High School. All students are expected to refrain from unacceptable public displays of affection whether in school, on school grounds, on buses, or at any district sponsored event, on campus or elsewhere.

Unacceptable public displays of affection include, but are not limited to, any prolonged embracing and/or kissing, inappropriate touching, and touching of a sexual nature. Unacceptable public displays of affection at school are in poor taste, disruptive to the educational environment, and may violate sexual harassment laws. Students who violate this policy may be subject to disciplinary action, counseling and/or parental intervention.

HALLS AND STAIRWAYS

Students are expected to be quiet and orderly at all times. Running, horseplay, and other forms of disorder are dangerous and cannot be tolerated. Locker visits are only permitted between classes. Securely lock the locker after each visit. Students should make every effort to keep the school clean. All trash should be placed in the proper receptacle. Failure to do so may result in disciplinary action. Elevator use is only for the physically impaired. No cell phone/media device usage in the hallway during class time.

LOCKS AND LOCKERS

Locks and lockers are property and responsibility of WCHS. Students are to use their assigned locker and the assigned combination lock. Students who lose the assigned lock will be responsible for the cost of replacement. Locks are to be kept on lockers at all times. There can be no sharing of lockers, as you are ultimately responsible for the contents of the locker. Lockers must be kept clean. WCHS assumes no responsibility for lost or stolen property or money kept in lockers and reserves the right, consistent with state law, to search lockers when necessary to ensure safety and enforce school and district policies.

STUDENT DRIVING

Parking on school property is a privilege offered to students. Students with a driver's license may operate an automobile on school property, but are subject to the regulations of WCHS. The following rules apply to student drivers:

1. WCHS and the WC Board of Education will not be responsible for damage, theft, or vandalism incurred on school property.
2. All vehicles must have a parking tag, which may be purchased in the office for \$10 per school year.
3. Students must park in the designated student parking lot with decal visible in window.
4. Students must drive responsibly and wear seat belts while driving.
5. Automobile speed should not exceed 15 mph. This is a state law.
6. Students driving automobiles on campus must always give school buses the right of way.
7. Student drivers should not arrive at school prior to 7:15 AM. Upon arrival at school, students must park their cars in the student parking lot only, in their assigned area and must immediately leave their car to enter the building.
8. Once a student drives their car onto school property, he/she is considered at school and is subject to school policies. Students cannot leave without permission of the principal or designee. This includes early morning arrival.
9. If a student must return to his/her car for a valid reason during the school day, he/she must first obtain permission from the office.
10. Students are not to park in the faculty lot without prior administrative permission. Vouchers must be displayed in the window. Violators of student parking rules/procedures will face disciplinary action.
11. Student drivers are not to shuttle any student without principal permission while on school campus.
12. No loitering in the parking lots before or after school. Unless supervised by a faculty/staff member, students are required to exit from the parking lots immediately following school.

*Violation of these policies may result in suspension and/or loss of parking privileges.

SEARCHES

To assist in providing a safe and drug free campus and atmosphere, 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.

Search of the student's person, handbag, book bag, athletic bag or clothing may be made if reasonable suspicion exists of violation of laws or rules of the school. This pertains to not only school grounds, but also school extra-curricular activities, such as field trips or athletic events. Metal detectors may be used if necessary. If a student refuses to allow a search, the police and parents will be notified and consequences may be given.

Any vehicle parked on school property may be subject to search by school authorities and/or law enforcement personnel. Such a search may be conducted without warrant for any reasonable purpose. The search may include all compartments and components thereof. Once the search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search. Please note that the drivers of the vehicle are responsible for the contents in their vehicles.

CAFETERIA OFFERINGS

1. Wayne County has been approved to participate in the Community Eligibility Option program with USDA which will allow us to provide meal service to all students at NO CHARGE, regardless of economic status. Every student will be provided with one free breakfast and one free lunch.
2. Breakfast will be provided before school in the cafeteria or students may choose an a la carte' breakfast by the front office. Grab and go breakfast will be available between 1st and 2nd periods in the cafeteria.
3. Various lunch offerings are available as students go through the line.

CAFETERIA PROCEDURES

The cafeteria at Wayne County High School will be a safe and clean environment where people interact with courtesy and respect.

1. ALL students are to report to the cafeteria in an orderly manner according to their schedule with the teacher to whom they are assigned. Students may bring their lunch or receive school lunch, but must remain in the cafeteria. No student will be allowed to remain in the classroom or visit other classrooms. Failure to report to

the cafeteria when assigned will result in disciplinary action. Students shall not break in front of others in the lunch line. This will result in the student being placed at the end of the line. While in the lunch line, students will keep hands, feet, and other objects to themselves. Conversations should be held in a quiet tone of voice. Students may use either of two lines or the salad bar line.

2. In general, students may sit wherever they wish within the cafeteria while eating. The administration and/or cafeteria staff reserves the right to assign seats within the cafeteria if they deem it necessary. All students are expected to exercise good manners and eat quietly. When finished with their meal, students will take their trays and all trash to the proper area and then report immediately back to their seats. Throwing food or other items while in the cafeteria will result in disciplinary action being taken.
3. All students will remain seated in the cafeteria until dismissed by the lunchroom monitor. Students needing to be excused must ask permission of the lunch monitor, with only one student permitted to leave at any given time.
4. Before the dismissal of a lunch group, the monitor will inspect each area of the cafeteria. All students are expected to maintain a clean area. Students who willfully leave a mess for others to clean will receive disciplinary action.
5. Students may pre-pay lunch/breakfasts. Students can only withdraw pre-paid money for food in the cafeteria.
6. No outside food (food brought in to the student) will be permitted.

NO STUDENT LUNCHESES ARE CHARGED. STUDENTS CAN BORROW MONEY AT THE SCHOOL BANK.

PHONE CALLS

Students will not be called out of class for phone calls. In an emergency, a message will be given to the student. The use of school phones by students is off limits without permission of a school faculty member.

TEXTBOOK INFORMATION

Textbooks are free to all students. However, each student will be responsible for books and required to return them to the school at the end of the school year or when leaving the school enrollment. If the textbook is lost, damaged or destroyed, the student is responsible for paying for the cost of the book. Chromebooks are also provided for students. See Chromebook information in this handbook.

SCHOOL BANK

The mission of Cardinal Security Bank is to educate students about banking procedures by offering small loans and savings accounts. Savings accounts will earn 4% per year, compounded monthly. Lunch loans are \$2.00 with a flat interest rate of \$.25 within 4 school days. Late fees will be charged on all past due loans. Larger loans up to \$50.00 can also be obtained.

STUDENT OBLIGATIONS

All students are obligated to pay the full amount on any order made with any salesperson (rings, keys, jackets, etc.) who services Wayne County High School. This also includes items distributed for fundraising, even if they are lost or stolen. Students are also responsible for any or all lost, stolen, or damaged textbooks or other school supplies assigned to the student.

RANDOM DRUG TESTING

All students involved in any extra-curricular activity or who drive a vehicle on campus are subject to the District Drug Education and Testing Program (Wayne County Board of Education Policy 09.423). The Wayne County School District promotes and encourages a drug free environment. As a part of this policy each student and their parent(s) must sign a permission form to participate in the education and testing services and to abide by this policy in order to participate in any extra-curricular activity or to drive a vehicle on campus.

Those students found in violation of the Wayne County Board of Education Drug Free Schools policy will be required to participate in an assessment for chemical dependency and to follow any subsequent treatment recommendations. This assessment will be provided by district behavioral health personnel at no charge to the student or by a behavioral healthcare professional of the student and parent(s) choosing and expense. Should the student and their guardian(s) elect a private provider, district behavioral health personnel will act as the case coordinator to ensure timely service provision, compliance and overall coordination of care.

The complete Random Drug Testing Policy is available upon request.

UNACCEPTABLE OBJECTS/MATERIAL

Students should not bring things to school (such as toys and gadgets) that do not fit into the curriculum offered at our school. Students should not bring blankets, throws, or any covering not considered an article of clothing to school nor use them in classrooms or public spaces. Such items are not allowed and will not be tolerated. Any student using such items in school is subjected to possible disciplinary action. **The school has no responsibility to investigate and therefore may not investigate the loss or theft of unacceptable objects/materials, as these items should not be brought to school by students. The school will not be held responsible for any financial loss due to the student's decision to bring such objects to school.**

*****Students are encouraged NOT to bring large sums of money or things of value to school.

Confiscated items that are in violation of school code of conduct or school handbook are not the responsibility of the school or its employees.

SOCIAL EVENTS – SPORTS/EXTRA CURRICULAR ACTIVITIES

Students are expected to display proper conduct at all athletic, social, and school-sponsored events. Athletic events (both home and away), and school-sponsored off campus events (including but not limited to field trips, club meetings, prom, etc.) are school functions and school rules apply. Proper conduct at sporting events includes: NO inappropriate signs, chants, gestures etc. Face and body paint are permitted, but a shirt must be worn regardless. Misbehavior may result in disciplinary actions up to/including suspension from attending events.

CELL PHONES/MEDIA DEVICES

The school **strongly discourages** students from bringing cell phones/media devices to school because of the potential loss of valuable personal property. **The school has no responsibility to investigate and therefore may not investigate the loss or theft of personal media devices, as these items should not be brought to school by students. Loss of personal items is NOT the responsibility of the school or its employees.**

Cell phones/media devices can be a distraction to the educational process and therefore must be turned off and out of sight during class time (including in the hallways). Headphones, earphones, and any other means of listening to these devices are generally prohibited during class time. At their discretion, teachers may choose to allow use of these devices as part of the educational process. It is **strongly encouraged** that cell phones/media devices be securely placed with the student or locked in the student's locker during class time. Disturbances during class by any of these devices will result in disciplinary action, including confiscation for the remainder of the day on the 1st offense.

Use of devices to take pictures/video is prohibited throughout the school day as such use could violate student privacy and/or rights and may result in disciplinary action.

FIELD TRIP PRIVILEGES

Students with discipline issues may be denied access to field trips. Alternate assignments will be provided if the field trip determines part of the student's grade for the class. Students with 9 or more unexcused absences are not eligible to participate in field trips. Students must not neglect their regular classroom work. Whenever a student knows in advance that they will miss one or more classes due to such an event, it is their responsibility to notify the teacher(s) as far in advance as possible.

MISCONDUCT ON SCHOOL BUSES

Students found to be in violation of any rules applying to the riding of a school bus to and from school, on a field trip, to or from extra-curricular events, etc., will be referred to the principal's office for consequences.

NO WEAPON POLICY

The WCHS policy on weapons or dangerous instruments is very clear-ZERO TOLERANCE. Guns, knives (including pocket knives), and any other items that could be considered dangerous are not permitted on school grounds or school functions - in any students' possession or vehicles. The School Resource Officer may file appropriate charges based on any weapons found in a student's possession. Any confiscated items will not be returned to the student or guardians until the conclusion of the current school year.

PROM PRIVILEGES

A student who has more than 10 behavioral infractions or more than 9 unexcused absences will not be eligible to attend the prom. A student with a documented drug/alcohol offense will also not be permitted to attend.

Students with exceptional/extenuating circumstances may wish to appeal their ineligibility. A three-member appeals panel of school employees will be appointed by the principal. All decisions of the appeals panel will be final.

Students who wish to bring a guest who is not a student at WCHS will be required to submit a guest application. All non-student guests are subject to the approval of administration. Guests who are in poor behavioral/attendance standing in their home school will not be permitted to attend. All guests should at minimum be high school freshmen (or equivalent) and should not exceed the age of 20. Administration reserves the right to deal with situations on a case-by-case basis.

BULLYING

It is the policy at Wayne County High School that all students have the right to learn in a safe environment, free from emotional, psychological, or physical bullying. Furthermore, it should be understood that all parties involved, be they the offender, the victim, or the by-standers, share responsibility for acts of bullying.

Bullying is defined as: *any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated: (1) That occurs on school premises, on school-sponsored transportation, or at a school sponsored event; or (2) That disrupts the education process. This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.*

It is important for students and adults to differentiate between normal conflict and patterns of bullying.

Normal Conflict: Students must apply standards of reasonability to daily interactions with peers. Simply being called a name on one occasion, while possibly traumatic, is not considered bullying. In order for events to be considered bullying they must occur more than once, on a repeated basis.

Physical Bullying: This form of bullying includes any form of undesired physical contact, whether it be to cause discomfort, embarrassment, or pain. Some examples include hitting, kicking, pinching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Verbal Bullying: This form includes any unwanted or unwarranted verbal interaction. Some examples of verbal bullying include teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm. Any language designed to demean, embarrass, or otherwise victimize an individual, over a persistent period of time or events, is verbal bullying.

Social Bullying: Usually created and aggravated by other forms, psychological bullying involves a bully willfully affecting the psychological or emotional state of the victim. Some examples include leaving someone out on purpose, telling other students not to be friends with someone, spreading rumors about someone, embarrassing someone in public.

Cyber Bullying: This form of bullying involves the internet or technological means as a way for an aggressor to victimize an individual. Cyber bullying can include text messaging, email or social media interactions, message board posts, and essentially any other technological forum.

It is the responsibility of adults to address the offender and correct his or her bullying behaviors. It is the responsibility of the victim, witnesses, bystanders, or confidants to report any incidences of bullying to a WCHS Employee. The victim shall be given an opportunity to talk with our school counselor or administrator(s). All reports of bullying will be investigated by the teacher, school counselor, and/or school administrators. Parents of both victim *and* offender will be notified regarding any valid complaints and the steps being taken toward resolution.

Students or parents may report incidents of bullying to the classroom teacher or school administration. Reports can be verbal or written and should include specific details (who, what, where, when, why) of incidents of bullying.

When the administration deals with students for behaviors that could be considered bullying should they occur on a repeated basis, the administration will be responsible for educating the student about the possible consequences of his/her actions. The student will be made aware of future consequences should the behavior continue, and the student will read and agree to a non-bullying pledge. Depending upon the severity of the behavior, the student may also be subject to other consequences per the student handbook.

When a student is guilty of bullying another student, the following consequences will be in effect.

First Offense: Due process. An administrator will converse with the student, and contact the parent or guardian. The student will receive a *minimum* of two days of ISS, may be required to view intervention videos, and may undergo mediation with a school administrator/counselor.

Second Offense: Due process. The parent or guardian will be contacted. The student will receive a *minimum* of four days of ISS. The student will be required to view intervention videos, and undergo mediation with a school administrator/counselor.

Third Offense: Due process. The parent or guardian will be contacted. The student will receive up to 5 days OSS. The administration will contact the Court Designated Worker, filing charges in protection of HB91.

It should be noted that the hierarchy of disciplinary actions applies to actions taken by the aggressor him/herself, independent of the identity of the victim(s). This means that a student may reach his/her third or subsequent offense through actions involving one or more victim(s).

In order to resolve issues between students, conflict resolution procedures may be implemented with the consent of the complaining student.

DISCIPLINARY INTERVENTIONS

The following continuum of interventions will be used in an attempt to correct student behavior: counseling, parent contact/conference, morning detention, lunch detention, in-school suspension, out-of-school suspension, court charges, alternative school placement, expulsion.

MORNING DETENTION

Morning Detention will meet every morning from 7:50-8:10. It is the student's responsibility to be present on time on the assigned date with academic work. Failure to comply may result in further disciplinary action. Morning Detention may be assigned by any staff member of the school.

LUNCH DETENTION

Lunch Detention is assigned for various interventions. Students are expected to obtain a to-go lunch and report directly to the ISS Room for their designated lunch time.

IN-SCHOOL SUSPENSION (ISS)

The ISS program operates as a highly structured center of learning intended especially for those students, who for one reason or another, need to be distanced from the normal school environment.

Students may be assigned to ISS on either a short-term or long-term basis. Short-term ISS assignments may be made for non-compliance with established rules of behavior (i.e. – dress code, tardies, disrespect, etc.).

Long-term ISS may be assigned to students who fall into one or more of the following categories:

1. Students who show a persistent pattern of disruptive behavior despite corrective intervention.
2. Students who are physically and/or verbally aggressive toward staff or other students.
3. Students who are deemed to be a school safety risk.
4. Students who are at-risk of dropping out of school due to insufficient academic progress.

For the safety of self and others, students that are assigned to ISS will forfeit cell phones and media devices and are subject to search of personal belongs (empty pocket, book bags, and metal detection) to ensure a safe environment for all at WCHS. Refusal to comply could result in further consequences, including Out of School Suspension (OSS).

ISS Rules and Regulations:

- A. Any student assigned to ISS shall be subjected to the policies of the room supervisor.
- B. Any student who refuses to attend ISS could be suspended.
- C. Any student who misbehaves in ISS may receive extra time or be suspended from school—original ISS assignment will be honored upon return to school.

OUT OF SCHOOL SUSPENSION (OSS)/EXPULSION

Any student assigned out of school suspension/expelled will not be allowed to participate in any school activity, including extra-curricular activities during the assigned OSS/expulsion. Any loss of monies paid as a part of registration or fee for such an activity will be the loss of the student and his/her family, and no responsibility of the school.

Any student currently under OSS/Expulsion from school will not be allowed to represent Wayne County High School in any capacity or attend any school related activity (on or off school grounds) until disciplinary penalty has been fully completed. Furthermore, the discipline will begin immediately as assigned by Administration. This is inclusive but not limited to athletics, band, academic team, clubs, JROTC, prom, etc. Violation of this policy will risk further OSS or expulsion.

Generally, schoolwork missed by students during OSS may not be made up (770AG547). If this is the cause for a student to fail a class, an appeal may be made. It is the school's stance that the suspended student be able to follow along with textbooks etc. for homework purposes, but for no grade. However, the school does not want a student to fail because of behavior that constituted OSS. The student will be able to take any tests missed while on OSS. If the student is failing at the end of the class/semester, then the teacher will add the grade attained by the student on the test in question.

ALTERNATIVE SCHOOL PLACEMENT (WAYNE COUNTY LEARNING ACADEMY)

Wayne County Middle and High Schools have established an alternative school known as Wayne County Learning Academy (WCLA). The intent of WCLA is to provide intensive individual guidance for students who for whatever reason do not thrive in the traditional school setting. Placement at WCLA could be used for a variety of purposes, including but not limited to: academic credit recovery, non-traditional schedule, safety, discipline, or by request.

Recommendations for a student to attend WCLA may be made by the WCHS Administration, Parents, Wayne County Board of Education, the Judicial System, or a branch of the Health and Social Services. Determination of placement at WCLA will be made on a case-by-case basis with input from all stakeholders to determine the best place for success for the student.

TIERED CONSEQUENCE PLAN

WCHS has established a tiered consequence plan as a means of encouraging students to think about their overall behavioral choices/patterns and to provide a means of intervention to hopefully correct inappropriate patterns of behavior.

If a student accumulates:

Level 1 - 5 Behavioral Infractions – Student will receive additional 1 Day ISS, plus the consequence for the 5th infraction.

Level 2 - 10 Behavioral Infractions – Student will receive additional 2 Days ISS plus the consequence for the 10th infraction. Behavioral Contract with noted impending action to be taken if contract broken by student's behavior. Copy of contract mailed to parent.

Level 3 - 15 Behavioral Infractions – Student will receive additional 3 Days ISS plus the consequence for the 15th infraction - Possible Intervention Team meeting

Level 4 - 16 Behavioral Infractions – Student will receive additional 1 Day Out of School. Suspension plus the consequence for the 16th Infraction

Interventions that may be used if the behavioral contract is not adhered to: Court charges / Long-term ISS placement or Alternative School placement / Possible Expulsion by the Wayne County Board of Education

**Please note that some behaviors may supersede the Tiered Consequence Plan.

Disciplinary Consequences

Discipline Matrix

The following pages include the behavior matrix developed by the WCHS Discipline Committee, SBDM Council, and Administration. This matrix will be used by administrators to address discipline issues that occur within our school. Students and parents should become familiar with this matrix.

There are a few things which must be noted in regards to discipline issues at WCHS:

- The matrix will be used as a general guideline. Administrators reserve the right to use discretion when addressing individual issues.
- “Administrator Decision” on the matrix allows Administrators to use their best judgement in each situation.
- The matrix follows the Wayne County Code of Conduct guidelines.
- Following the matrix is a description of more severe, law violations.
- Any behavioral event not listed in the matrix will be handled with Administrator Decision using his/her best judgment.
- ALL TOBACCO products, AS WELL AS ELETRONIC CIGARETTE DEVICES will be destroyed.

INFRACTION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 TH OFFENSE
Minor Classroom Disruption	Principal Consulting/ Detention/1 Block ISS	Principal Consulting/ Detention/2 Blocks ISS	Principal Consulting/ Detention/3 Blocks ISS	Principal /Parent/ Detention/1 Day ISS
Cutting /Out of Area	Up to 2 Day ISS	3 days ISS	Administrator Decision/ Truancy Charges	Administrator Decision /Truancy
Out of Area (went class) Gone Too Long (≥10 min)	½ Day ISS	1 Day ISS	2 Days ISS	Administrator Decision
Excessive Hall Pass Use	Warning by Administrator	Detention	1Block ISS	2 Blocks ISS
Tardy to Class Tardy to School	Warning by Office Staff Warning by Office Staff	Detention Detention	1 Block ISS 1 Block ISS	2 Blocks ISS 2 Blocks ISS
Failure Attend Detention	2 Blocks ISS	2 Blocks ISS	2 Blocks ISS	2 Blocks ISS
Parking in Faculty Lot	Warning by Staff	½ Day ISS	1 Day ISS 3 Day Parking Ban	1 Day ISS 5 Day Parking Ban
Failure to Complete Assignments	Tutoring/ Detention/ISS	Tutoring/ Detention/ISS	Tutoring/ Detention/ISS	Tutoring/ Detention/ISS
Lighting Devices in the Building	1 Day ISS	Administrator Decision	Administrator Decision	Administrator Decision
Skipping Lunch or Not Eating in Cafe	2 Days Lunch Detention	3 Days Lunch Detention	1 Day ISS	Administrator Decision
Dress Code Violation	Warning Letter/Student Call for Change	½ Day ISS with correction 1 Day ISS no correction	1 Day ISS with correction	Administrator Decision
Came on Campus, Left Prior to School Starting	Up to 1 Day ISS	Up to 2 Days ISS	Up to 3 Days ISS	Administrator Decision
Leaving School without Permission	Up to 3 Days of ISS, Parent Contact	4 Days of ISS, Parent Contact/Truancy Charge	1 Day OSS/1 Day ISS/ Truancy	Administrator Decision
Cell Phone Violation	Verbal Warning	Confiscated/Returned at End of Day/ 1 Period ISS	Confiscated/Parent Pick Up/ 2 Periods ISS	Confiscated/Parent Pick Up/3 Periods ISS
Name Calling	Up to 1 Day ISS	Up to 2 Days ISS	Administrator Discipline	Administrator Discipline
Fussing/ Harassment	Counseling/Up to 3 DAYS ISS/Suspension	Counseling/ ISS/Suspension	Administrator Decision	Administrator Decision
Accessory to Violation	Up to 5 Days ISS	Administrator Decision	Administrator Decision	Administrator Decision
Minor Disrespect/ Insubordinate	Minimum ½ Day ISS	Minimum 1 Days ISS	Minimum 2 Days ISS	Administrator Decision

Disrespect and/or Defiance to Staff	Minimum 1 Day ISS	Minimum 2 Days ISS	Minimum 3 Days ISS	Administrator Decision
Major Class Disruption	Minimum 1 Day ISS	Minimum 2 Days ISS	Minimum 3 Days ISS	Administrator Decision
Public Display of Affection	Warning Letter	½ day ISS	Up to 1 Day ISS	Administrator Decision
Possession and/or Use of Tobacco (All tobacco products are destroyed)	1 Day ISS, Tobacco Education	2 Days ISS, Parent Involvement	3 Days ISS, Parent Involvement, SRO	Administrator Decision
Possession and/or Use of Electronic Cigarette (All e-Cig items turned over to School Resource Officer)	1 day ISS, e-Cig Education	2 days ISS, Parent Involvement	3 days ISS, 1 Day Suspension, Parent Involvement, SRO	Administrator Decision
Inappropriate Contact	Minimum 1 Days ISS	Minimum 2 Days ISS	Minimum 3 Days ISS	Administrator Decision
Instigation of a Conflict	Up to 2 Days ISS	2 Days ISS	3 Days ISS	Administrator Decision
Lying to a School Employee	Up to 5 Days ISS or OSS	Administrator Decision	Administrator Decision	Administrator Decision
Disruptive Behavior	Up to 5 Days ISS or OSS	Administrator Decision	Administrator Decision	Administrator Decision
Unauthorized Areas	Up to 1 Day ISS	Administrator Decision	Administrator Decision	Administrator Decision
Bullying	Due Process, Parent Contact, Minimum 2 days ISS, Video, Counseling	Due Process, Parent Contact, Minimum 4 days ISS, Video, Counseling	Due Process, Parent Contact, Up to 5 Days OSS, Contact CDW	Future events equal longer Suspension, Contact CDW
Fighting	Up to 2 Days OSS, 3 Days ISS, SRO & CDW Notification	Up to 4 Days OSS, SRO Contact/Disorderly Conduct/WCLA Placement	Suspension/ Long Term ISS/WCLA Placement/ Possible Expulsion	Administrator Decision
Inappropriate Physical Contact	Up to 5 Days of OSS, Parent Contact, Contact CDW	Up to 7 Days of OSS, Parent Contact, SRO/CDW	Up to 10 Days OSS, Parent Contact, Referred for Expulsion	Administrator Decision
Profanity/ Vulgarity/ Obscenity	Up to 5 Days ISS or OSS	Administrator Decision	Administrator Decision	Administrator Decision
Profanity/Vulgarity/ Obscenity at Employee	Up to 5 Days ISS/OSS/ Possible Teacher Abuse/Possible WCLA	Administrator Decision	Administrator Decision	Administrator Decision
Threat/Harassment	Up to 10 Days ISS, OSS, or Expulsion/SRO Notified/WCLA Possible	Up to 10 Days ISS, OSS, or Expulsion/Notify SRO/WCLA Possible	Administrator Decision	Administrator Decision
Possession of Dangerous Instrument (Including Pocket Knife)	Contact Parent/SRO, Charges with CDW, up to 10 Days ISS or 5 Days OSS	Administrator Decision	Administrator Decision	Administrator Decision
Vandalism	Restitution within 10 days. ISS, Suspension, or Expulsion	Administrator Decision	Administrator Decision	Administrator Decision

Fighting & Assault

Fighting offenses, regardless of infliction of bodily injury, occur when: (1) a person acts with the intent of making physical contact with another person, or acts with the knowledge that such contact would probably result; (2) physical contact with another person does result; and, (3) the contact is offensive to the other person. For purposes of this policy a fight may also include a student attempting but failing to make harmful or offensive contact with another person.

Any student who suspects they will be involved in a fight should be proactive by talking to any teacher or staff member. Often, fights can be prevented with discussion and/or counseling. Any student who feels they may be involved in a fight should use this diversionary tactic to possibly prevent involvement in a fight. WCHS Administrators will alert the School Resource Office (SRO) on any 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.)

Please note, some students may be provoked. If any student is deemed to have had the opportunity to walk away and report this incident and he/she chooses not to, this participant shall receive the fullest extent of the punishment, as does the instigator. It should be observed that name-calling and one being talked about by another does not constitute a reason for one to fight on the behalf of self-defense. There is a difference between a student engaging in “self-defense” and being on the offensive.

Encouraging fighting or assault, including use of insults, taunts or challenges to another in a manner where such words or behavior is likely to incite a fight is also prohibited. Videotaping / recording and/or electronically sharing or posting images or videos of fights are considered to encourage fighting and as such, are prohibited. Helping arrange circumstances for the purpose of allowing others to fight is considered to encourage fighting and as such, is prohibited.

Law Violations

The following offenses (inclusive but not limited to) are in violation of state and/or federal laws. School officials will notify legal authorities in resolving such problems and these offenses may result in ISS, OSS, Expulsion, or WCLA placement. Criminal charges may be filed.

- Fireworks/Explosives/Arson
- Assault/Battery to either student(s) or school employees
- Theft/Burglary (Restitution within 10 days)
- Drugs/Alcohol/Controlled Substance (Possession/Use/Trafficking)
- False Fire Alarm/Bomb Threat
- Terroristic Threatening
- Weapons (guns, knives, clubs, chains, pepper spray, etc. as deemed by SRO. ALL dangerous instruments [including pocket knives] are confiscated until the end of the school year or turned over to the SRO/Authorities)
- Sexual Harassment
- Abuse of a Teacher/Staff Member (Verbal and/or Physical)
- Disorderly Conduct – Committing a breach of the peace. In Kentucky, a person is guilty of disorderly conduct when in a public place and with intent to cause public inconvenience, annoyance, or alarm, or creating a risk thereof, he: (a) Engages in fighting or in violent, tumultuous or threatening behavior; (b) Makes unreasonable noise; (c) Refuses to obey an official order to disperse issued to maintain public safety in dangerous proximity to a fire, hazard or other emergency; or (d) Creates a hazardous or physically offensive condition by any act that serves no legitimate purpose.

INCORRIGIBLE BEHAVIOR

Incorrigible behavior is defined as constantly displaying improper conduct after being corrected. Students who display a pattern of incorrigible behavior are subject to the filing of charges under KRS 600.020(4) “Beyond the Control of the School”, long- term ISS or Alternative School placement, and/or referral to the Board of Education for expulsion.

IMPORTANT PARENT NOTIFICATIONS

- All students received a Wayne County School District Code of Conduct. Additional copies available upon request.
- Students use Internet for many class assignments. Should you not wish your student to have Internet access, you will need to send written notification to the principal. (See pages 21 and 22 for more information regarding usage of technology.)
- For school safety and health, there is an Integrated Pest Management program (see page 19). Should you wish to be notified of planned applications of pesticides, send written notification to the school principal.

- Students have their pictures taken (school yearbooks, class projects, etc.) and sometimes appear on video (class project, assembly, etc.) for school purposes only. Should you wish for your child to not participate in such activities, notify the school principal in writing.
- Students and parents who wish to have their name deleted from public disclosure of directory information (military, ring company, picture company, etc.) should contact the guidance office to complete a form making this request.

Inclement Weather Announcements will be made through the following means: text/email notification for those signed up, local radio stations WKYM FM 101.7, WFLW FM 95.7, WMKZ FM 93.1, WFLW AM 1360, and TV stations LEX 18, CBS 27, ABC 36, FOX 56.

New Requirements for Vaping Regulations in Kentucky Schools

Upon the first behavior incident related to tobacco, alternative nicotine or vapor products, the student must be referred to the school counselor or other school-based mental health services provider to review the adopted prevention and cessation materials.

STUDENT STATEMENT OF ASSURANCE

This is to testify I have received a copy of the Wayne County High School Student Handbook and the Wayne County School District Code of Conduct. I assume the responsibility of reading the WCHS Student Handbook and WCSD Code of Conduct and it is up to me to ask any questions concerning topics I do not understand.

Student Name (Please Print)

Grade Level

Student's Signature

Date

Parent's Signature

Phone Number

This page must be signed and returned to the front office as soon as possible.