

WAYNE COUNTY

THIS IS HOME. THIS IS FAMILY. THIS IS

PROUD



Student Information 2025-2026

Our Vision

Every student will be inspired, driven, and ready for success.

Our Mission

Mission: To provide an experience that puts every student on a trajectory for success.

Schedule for Wednesday (8/13) and Thursday (8/14)

Our new bell schedule will start 5th period the first two days. Please ensure that you are releasing students at the correct time for each class Wednesday and Thursday before lunch. There will be no bells before lunch the first two days. Friday we will begin our regular schedule!

WEDNESDAY, AUGUST 13TH

Advisory 8:15 – 10:00

1st Period 10:05 – 10:30

2nd Period 10:35 – 11:00

3rd Period 11:05 – 11:25

4th period - 11:30 – 11:50

5th Period – 11:56-1:27

6th Period – 1:32—2:21

7th Period – 2:26 – 3:15

THURSDAY, AUGUST 14TH

Advisory 8:15-8:35 (return any forms)

1st Period 8:40 – 9:25

2nd Period 9:30-10:15

3rd Period 10:20 – 11:05

4th period - 11:10 – 11:50

5th Period 11:56-1:27

6th Period 1:32-2:21

7th Period 2:26-3:15

DAILY SCHEDULE

- 1st Period 8:15-9:04
 - Break.....9:04-9:14
 - 2nd Period 9:14-10:03
 - 3rd Period 10:08-10:57
 - 4th Period 11:02-11:51
 - 5th Period (Lunch).....11:56-1:27
 - 6th Period 1:32-2:21
 - 7th Period 2:26-3:15
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- Lunch Schedule is staggered. Teachers will need to escort your class to and from the cafeteria at the correct time.

Bus Loading Information

- Three bus loads in the afternoon.
- Diagram of lineups – be sure you know which bus you ride, what load its on and where it lines up. Make sure to ask if you are unsure **BEFORE** bus loading this afternoon.
- Plan for afternoons (times are approximate)
 - 1st bell (3:15) – dismiss drivers, athletes, students who ride first load.
 - 2nd bell (3:25)
 - 3rd bell(3:35)

School Bus Expectation Matrix

Be Responsible	▪ Take care of your stuff & don't leave things on the bus
	▪ Follow all bus rules
	▪ Tell the driver if some one falls asleep
Be Respectful	▪ Keep your hands & feet to yourself
	▪ Respect other people's stuff & personal space
	▪ Keep your hands & feet out of the aisle
	▪ Use appropriate language
Be Ready	▪ Have your bus notes ready - <u>We do not accept bus notes past 2:30 pm.</u>
	▪ Get to your stop on time
	▪ Be ready to get off the bus at your stop
Be Safe	▪ Remain properly seated
	▪ Listen to the driver at all times
	▪ Know & follow the driver's hand signals
	▪ No fighting/play fighting/fooling around

Mandatory Emergency Drills First 30 Days

- Fire Drill
- Severe Weather
- Lock Down Drill
- Earthquake Drill
- Fire Drill
- Administration will send out dates



District Handbook

- Look at the Table of Contents and ask any questions you might have about the material inside.
- Pay particular attention to the following sections:
 - Threatening
 - Drug policy
 - Search and Seizure
 - School bus safety
 - Class changes
 - Disciplinary Actions

District Handbook

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

WCHS

Handbook



Importance of the Student Handbook

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

Pages

- Faculty – 5-6
- Academics/Graduation – 8-19
- Attendance – 19-21
- Activities - 23
- Youth Service Center – 26
- Rules/Procedures - 28

Bell Schedule

- The building opens at 7:15. No students will be allowed in classrooms until 7:35.
 - Students must report to the auditorium if they enter the building before 7:35.
- All students will report to their 1st period in the morning after picking up breakfast.
- No loitering before or after school hours. Students not in direct supervision must leave the grounds after the school day.

Academics

- General Requirements for Graduation (Classes of 2023 and beyond)
 - English Credits
 - Math Credits
 - Graduation Qualifier, Graduation Prerequisite, and Civics Test. (Freshmen Advisors should cover these in depth as listed in the Handbook)
- Graduating with Honors and Distinction
 - Information provided – students with questions may stop by the Guidance Office any time and discuss with Counselors.
- Wayne County Schools Work Ethic Seal Program
 - Information provided – students with questions may stop by the Guidance Office any time and discuss with Counselors.
- WCHS Pre-Requisites (Beginning with 22-23 School year)

Academics

- Early Graduation Option (for 9th – 11th Grade only) - See Guidance Office for questions
- Class Rank/GPA – info provided
- Academic Hall of Fame
 - Please look at requirements for class of 24 & 25
 - Class of 26 and Beyond (changes)
 - 4.0 GPA
 - ACT composite of 21
 - 2 AP or 2 Dual credit courses (passed with B or better)
 - 94% attendance rate
- Grading Scale
- Report Cards
 - Students/Parents should always know grades due to Infinite Campus Portals
 - Mid-Term and 9 weeks reports sent with Students
 - Only the End of Year Report Card mailed home (parents may request a copy at any time)

Academics

- Class Changes –page 17
- Homework Policy
 - Teachers – Ensure assignments are appropriate; provide directions; evaluate in timely manner; course syllabus
 - Students – Complete/Submit on time; be responsible for when absent; conference with teacher concerning questions/struggles
 - Parents – Contact teacher if difficulty completing; prompt/encourage students to complete assignments.
- Make-up Work Policy
 - Equal make-up for excused missed time (1 day for 1 day); due upon return if known ahead of time; student responsibility to get make-up work; suspension or expulsion work will generally not be graded, but encouraged to keep up.
- ILP – Students complete every year
- Academic Dishonesty—review closely

Attendance

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

Attendance

- Excused absences
 - All excused absences must have documentation turned in to the attendance office upon return to school – **must be turned in within 2 days of the absence.**
 - Parents may send a note for excused absence up to **3 days per semester**
 - Medical excuses are only when the student is seen by the doctor
 - Be proactive – make arrangements with teachers in advance if you know you'll be out.
 - Excessive absences/tardies are referred to the District Director of Pupil Personnel for consideration of truancy charges.
 - Excused Absences include court summons, failure of bus transportation, school activities, driver's test, Senior college visits (2), Religious holidays, Emergency circumstances as determined by Administration

Important for Student Drivers!

- Kentucky's "No Pass/No Drive Law" requires students to meet compliance of the law before being allowed to take the permit or driver's test or to maintain the privilege. Students must have less than 9 Unexcused absences and be passing 5 courses.
- Students are not allowed to park in faculty lots (ISS issued for repeat offenders)
- Drivers must continue to meet these requirements or the school is required to refer student names to the Kentucky Department of Transportation, who then takes your driving privileges away.
- To regain permit/license, a student must be compliant for a full semester.

Student Drivers (cont.)

- 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 an annual parking tag, which may be purchased in the office.
 - a.) Parking tags are \$10 each school year. Students with a current overall GPA of 3.5 may purchase a parking tag for \$5.
 - b.) Students should not have more than two failing grades to maintain their parking privileges each nine weeks. At administrator discretion, privileges may be suspended until grades are passing.
 - c.) Students should not have more than five unexcused absences each semester to maintain their parking privileges. At administrator discretion, privileges may be suspended until attendance resets each semester.
- 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.

Attendance

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

Attendance

- Permit/Driver's License – for your review
- Class Tardy Policy
 - Be where you're supposed to be when you're supposed to be there.
 - 1st unexcused tardy per class = warning. 2nd tardy = discipline
 - Resets each 9 weeks
 - More than 5 minutes = OUT OF AREA
- Tardy to school
 - Truant with 3 tardies, Habitual Truant with 6 tardies.
 - Same discipline as Class Tardy
- All students need to sign-in the front office upon arrival if after 8:15
- Driver's License Law – Must be passing 5 courses; no more than 9 UA
- Students 18 and over remain subject to regulations and policies of WCHS, including those regarding signing in/out of school.

Attendance

- Permission to leave school
 - Not allowed to leave once on school grounds (includes drivers who come onto campus) unless signed out by parent, guardian, or school official.
 - MUST leave school grounds immediately upon signing out.
 - Do not come hang around the office or in the halls when you expect to be picked up. We will call you out of class.
 - Only persons listed on pick-up list are allowed to pick students up early. Parent/Guardian must make changes to pickup list in person.
- Visitors
 - Must use the monitored entry system and come immediately to the front office upon entry of the school; must have legitimate school business; students are not allowed to bring a visitor to school
- Pick-up students
 - Must sign-out in front office if leaving early.
 - Parent pick-up – in designated spots in front of cafeteria. Do not block traffic. No parent pick-up in back.

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

- Sign In and Out are REQUIRED, even if you are 18 or over.
 - Sign-in the Front Office upon Arrival on the Co-op, WBL, College Sign-In sheet.
 - All students who leave early for Co-op, WBL, College must Sign Out in the front office on the Co-op, WBL, College sheet.

Activities

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

Health

- The school nurse is located in Room 156.
- You must return health forms if you wish to receive services from the nurse.
 - Make sure to complete this. Many students don't get this done, then can't get even a Tylenol or Advil for a headache.
- Administration of Medication—Review
 - Parents may come administer medication
 - Parent may bring medication to be dispensed by trained staff, provided the Doctor and Parent signs the order. Both Prescription and Over The Counter.
 - Self-medication in certain instances.
 - NO medication on buses with exception of Dr. approved self-medication
 - (epi-pen, inhaler, insulin, etc.)
- No medication will be dispensed after 2:30pm

Health

- Insecticide use—TBD
- Contagious Diseases and Parasites – Lice free school
- Accidents and Insurance
 - Report ALL accidents no matter how minor it seems (At school to nurse, sports to coaches, classroom to teacher, etc.). An accident form should always be filled out.
 - If medical attention is necessary, proper procedure will be followed
 - The school insurance covers accidents at school or school events. Student's personal insurance will pay first; then the school insurance will pay.
 - Insurance paperwork and questions go through Stephanie Robinette (front office area)

School Safety

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

Youth Service Center

- Audra Branscum is the Youth Service Coordinator
- Her office is in room 132
- Audra helps with a wide variety of needs – look at services YSC provides

Technology Usage

- Computer/Technology usage is a privilege
- Keep your log-in information confidential (sharing info can result in loss of privileges)
- Use appropriately
- Do not vandalize computers
- Do not print excessive materials
- Do not have drinks or food close to computers
- Report computers that do not work
- Chromebooks – New User Agreement must be signed. New Insurance Form must be signed, with insurance payment if opting in to the insurance program. They are expected to come to school charged! **DO NOT** charge a cell phone using the USB on the Chromebooks.

Chromebook Do's and Don't's

DO

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

DON'T

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

Chromebook Do's and Don't's

DO

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

DON'T

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

Chromebooks – Day Loaner Program

WE HAVE A LIMITED NUMBER OF CHROMEBOOKS!!!

- Students are EXPECTED to bring their assigned Chromebook or personal laptop device to school, charged, and ready to go. However, occasionally, a student may forget or had circumstances beyond their control to prevent them from bringing their required material(s).
- Student must have ID badge to get a day loaner.
- Returning Day Loaners – Students are expected to RETURN their day loaner chromebook by the end of the day.
- Discipline for Chromebook violations are handled by IT and Administration

Chromebooks – Day Loaner Program

- WCHS Chromebook Policy
- Students are expected to bring their assigned Chromebook (or personal laptop/Chromebook) to school, charged and ready to use in daily classes. However, occasionally, a student may forget or experience circumstances beyond their control which prevents them from bringing their required materials to class. Students in this situation may take advantage of the WCHS Day Loaner Program.
- Students who need a Chromebook for the day should go to the Chromebook help desk in room 157 in the morning. Students should take their student ID. At this point they may check out a day loaner for the day. Students are expected to return their loaner Chromebook by the end of the day either on their own between classes, at the end of the day before boarding a bus, or during designated seventh period collection times. Students who fail to return a day loaner on the day it was checked out will receive a morning detention. Students will not be able to check out a day loaner if they fail to return their device a third time.
- Though this program is designed to help students, the following disciplinary actions will occur after extensive day loaner checkouts:
 - After 5 checkouts, students will be assigned a morning detention for each event, 6-10. (NOTE: Students who check out a day loaner more than 5 times must bring their assigned Chromebook to the help desk within five school days so the Help Desk can verify the student still has his or her Chromebook and this it is in working order.)
 - After 10 checkouts, students will be assigned 1 day of ISS for events 11-15.
 - After 15 checkouts, students will no longer be eligible to check out day loaners.

Rules/Procedures

- Student dressing and grooming
 - Refer to Dress Code Page 28
 - Dress for Success
- Hallways and stairways – Quiet and orderly at all times. Trash in cans.
- Take PRIDE in our school
- Locks and lockers – WCHS not responsible for lost or stolen property. Lockers may be searched without warning.

Rules/Procedures

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

Food Service Update

- Household Income Form (HIF) – *Must have one completed form per household.* The letter on top of the form explains the Community Eligibility Option.

Cafeteria Procedures

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

Rules and Procedures

- Textbooks – Free to use, pay if lost/damaged (Dual Credit classes may require books that students enrolled are expected to purchase. That would be at student expense.)
- Unacceptable Objects – Toys and gadgets that do not fit into the curriculum should be left at home. The school assumes no responsibility to investigate loss or theft of such items. Confiscated items are not the responsibility of WCHS or its employees. You are encouraged not to bring large sums of money or value to school.
- Social events/extra-curricular activities – Proper conduct is expected at school-sponsored home and away events. Includes NO inappropriate signs, chants, gestures, etc. Face and body paint are permitted, but students must wear a shirt regardless. Discipline may be administered, including suspension from attending events.

Rules and Procedures

- Random Drug Testing – All students who participate in athletics or driving are subject to district drug testing. Others may be entered into the program voluntarily upon Parent Request. Return the ***Consent for Voluntary Random Drug Testing*** form if you don't drive or participate in an extra-curricular activity and your parents want you to be subject to random drug testing.
- There is a ZERO TOLERANCE policy at all sporting events for e-cigarettes/vapes. School consequences will apply.

Cell Phones/Media Devices

While on school property or while attending school-sponsored activities, on or off school property, students are permitted to possess personal telecommunication devices and other electronic devices, provided they observe the following conditions:

- New state law requires cell phones to be turned off/silent and put away before entering the building and can only be used during breaks, at lunch, and when the regular school day has ended. Any other exceptions during the regular school day must be approved by an administrator and /or teacher, and the telecommunication device can only be used in the presence of the administrator/teacher. Coaches and club sponsors may develop a cell phone policy for their after-school activities.
- Students are responsible for keeping up with devices if they choose to bring them to school. The district and WCHS will not be responsible for loss, theft, or destruction of devices brought onto school property.
- Students will comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
- If a disaster occurs at school, students may use cell phones without permission.

Deliberate/Inadvertent Use

1st Offense Warning: the teacher will send the student and their phone to the front office where the phone will be confiscated, placed in a safe location, and returned at the end of the school day.

2nd Offense The teacher will send the student and their phone to the front office where the phone will be confiscated, placed in a safe location, and returned at the end of the school day. The parent or guardian must sign acknowledgement of the telecommunication device policy.

3rd Offense ISS, the teacher will send the student and their phone to the front office where the phone will be confiscated, placed in a safe location, and returned at the end of the school day.

4th Offense Additional ISS and/or Out of School Suspension; The teacher will send the student and their phone to the front office where the phone will be confiscated, placed in a safe location, and returned at the end of the school day. A parent meeting will be scheduled to address continued concerns and develop a plan.

Any student found using their media devices irresponsibly (harassing texts, profanity, pornography, videoing, etc.) will have their device confiscated and returned to parent/guardian and the student could lose privileges immediately and for the remainder of the year and reinstated only upon Administrator approval. School consequences could include up to two days of Out of School Suspension and /or could result in being turned over to our school SRO.

Reference

KRS 158.165 "Personal telecommunications Device" means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone.

Rules and Procedures

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

Bullying Tip Line



Located on the WCSD Homepage

****Not for imminent emergencies – tell an adult. Teachers make sure our students understand how to use the Tip-line.**

Disciplinary Interventions

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

Progressive Discipline Plan

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

Disciplinary Consequences

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

Disciplinary Consequences

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

Important Parent Notifications

- Students and parents MUST sign Statement of Assurance in the Handbook
- We MUST have a copy (signed) for every student.
- Return (signed) to advisors on Thursday or to the front office after Thursday.
- Please Print your name on the first line so it can be read.
- Make sure all forms are completed
 - Healthy Kids Forms
 - Lunch Forms
 - Random Drug Testing
 - Transportation Form
 - Chromebook Forms
 - Code of Conduct

Closing – We're glad that you're here
and want to assist you in making it the
best year ever!