

# Wendover High School

110 S Wildcat Boulevard Wendover, UT 84083

Office: (435) 665-2343

Fax: (435) 665-7706

**This handbook is designed to serve as a helpful resource to all students and parents in knowing the personnel, schedules, rules and procedures. Students are encouraged to be familiar with the expectations and opportunities included in the handbook. Use this booklet to keep track of assignments and activities. With this handbook you can build valuable habits of organization and achievement.**

*This handbook belongs to:*

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Student No. \_\_\_\_\_ Locker # \_\_\_\_\_

## WHS Administrative Team

Heather Castagno      Principal      Ext. 6100

Morgan Bingham      Counselor      Ext. 6102

Maria Cortez, Olga George      Secretaries      Ext. 6101

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# Principal's Greeting

WHS Wildcats! Welcome back for the 2019-2020 school year! I am excited to begin this new year @ WHS. Over the past couple of years we have been able to make many positive changes here and we will continue to do so.

I continue to encourage each of you to begin this year with a positive attitude and a determination to be the best that you can be. As our students you have shown that you are capable of doing and becoming whatever you want to be. Do your best, be your best and remember that you represent your school, your family and your community! We continue to strive to fulfill our motto of:

## **Wildcats becoming College & Career Ready!**

Don't forget to display your Wildcat PRIDE:

- P**reparation
- R**espect
- I**ntegrity
- D**edication
- E**xcellence



Let's have a great year!

Mrs. Castagno, Principal

# WENDOVER HIGH SCHOOL SONG

Fight Wendover High  
We love you best, you are so grand.  
Win Wendover High  
You are the finest in the land.  
We all love you best  
So fight to win, that is our creed.  
Win then, our dear old Wildcats  
We'll cheer you on in word and deed

Students, you're the best  
So keep your standards very high.  
Tops in all the West  
We'll sing your praises to the sky.  
So when you are gone,  
Remember us. We'll think of you.  
Wildcats, we'll always be here.  
To you our promises are true.

Please come back some day,  
And wave your banners in the night  
We are here to stay,  
To keep the home fires burning bright.  
So when you return, to cheer for our  
Sons by and by,  
Students and the Alumni

# School Bell Schedules

## M,T,W & TH

Warning Bell 7:55<sup>am</sup>  
1<sup>st</sup>/ 6<sup>th</sup> 8:00<sup>am</sup> – 9:10<sup>am</sup>  
2<sup>nd</sup>/7<sup>th</sup> 9:15<sup>am</sup> – 10:25<sup>am</sup>  
3<sup>rd</sup>/8<sup>th</sup> 10:30<sup>am</sup> – 11:40<sup>am</sup>  
LUNCH 11:40<sup>am</sup> – 12:10<sup>pm</sup>  
4<sup>th</sup>/9<sup>th</sup> 12:15<sup>pm</sup> – 1:25<sup>pm</sup>  
5<sup>th</sup>/10<sup>th</sup> 1:30<sup>pm</sup> – 2:40<sup>pm</sup>  
PRIDE 2:45<sup>pm</sup> – 3:15<sup>pm</sup>

## Friday

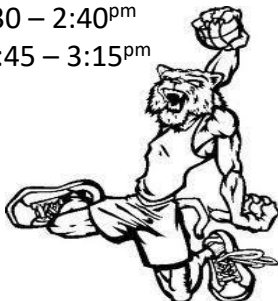
Warning Bell 7:55<sup>am</sup>  
1<sup>st</sup>/ 6<sup>th</sup> 8:00<sup>am</sup> – 8:55<sup>am</sup>  
2<sup>nd</sup>/7<sup>th</sup> 9:00<sup>am</sup> – 9:55<sup>am</sup>  
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5<sup>th</sup>/10<sup>th</sup> 12:30<sup>pm</sup> – 1:25<sup>pm</sup>  
Pride 1:30<sup>pm</sup> – 2:00<sup>pm</sup>  
**Teacher Collaboration**  
2:30<sup>pm</sup> – 3:00<sup>pm</sup>

## PM Assembly

Warning Bell 7:55<sup>am</sup>  
1<sup>st</sup>/ 6<sup>th</sup> 8:00 – 9:10<sup>am</sup>  
2<sup>nd</sup>/7<sup>th</sup> 9:15 – 10:25<sup>am</sup>  
3<sup>rd</sup>/8<sup>th</sup> 10:30 – 11:40<sup>am</sup>  
LUNCH 11:40<sup>am</sup> – 12:10<sup>pm</sup>  
4<sup>th</sup>/9<sup>th</sup> 12:15 – 1:25<sup>pm</sup>  
5<sup>th</sup>/10<sup>th</sup> 1:30 – 2:40<sup>pm</sup>  
**Assembly** 2:45 – 3:15<sup>pm</sup>

## AM Assembly

Warning Bell 7:55<sup>am</sup>  
1<sup>st</sup>/ 6<sup>th</sup> 8:00 – 9:10<sup>am</sup>  
**Assembly** 9:15 – 10:00<sup>am</sup>  
2<sup>nd</sup>/7<sup>th</sup> 10:05 – 11:15<sup>am</sup>  
LUNCH 11:15 – 11:45  
3<sup>rd</sup>/8<sup>th</sup> 11:50<sup>am</sup> – 1:00<sup>pm</sup>  
4<sup>th</sup>/9<sup>th</sup> 1:05 – 2:15<sup>pm</sup>  
5<sup>th</sup>/10<sup>th</sup> 2:20 – 3:15<sup>pm</sup>



## **Student Body Officers**

Student Body President – KD-Anna Petersen  
Student Body Vice President – Easton Tangaro  
Student Body Activities Director – Mckenna Castagno  
Student Body Business Director – Citlaly Lujan

## **Class Officers**

Senior Class President – Estefania Duran  
Senior Class Vice President – Yanae Marquez  
Junior Class President – Annai Luna  
Junior Class Vice President – Bansari Chaudhari  
Sophomore Class President – Isabella Cecena  
Sophomore Class VP – Valeria Gonzalez  
Freshman Class President – Florence Gomez  
Freshman Class VP – Ailani Flores  
8<sup>th</sup> Grade Class President – Lizbeth Salazar  
8<sup>th</sup> Grade Class President – Kadence Murphy  
7<sup>th</sup> Grade Class President – Alexa Aranda  
7<sup>th</sup> Grade Class Vice President – Janella Ortiz

## **WILDCAT PRIDE**

**Preparation.** Students are prepared each day and class to learn.

**Respect.** Students respect themselves, others, and the school.

**Integrity.** Students act with honesty toward self and school

**Dedication.** Students will dedicate themselves to high levels of learning and preparing for a successful future.

**Excellence.** Students are excellent at everything they do.

# PRIDE

## Common Area Behavior Expectations

### Hallway:

- Be respectful and responsible with language and behavior.
- Be to class on-time.
- Help keep hallways clean.
- Limit displays of affection.

### Lunchroom:

- Be respectful and responsible with language and behavior.
- Follow teacher/staff directions.
- Help keep the lunchroom clean.
- Food is to remain in the lunchroom.

### Bathroom:

- Be respectful and responsible with language and behavior.
- Use the bathroom in a timely manner and return to class.
- Electronic devices prohibited.
- Leave the lights on.

### Gymnasium:

- Be respectful and responsible with language and behavior.
- Follow directions of teacher/staff.
- Help keep the gym clean.

- Do Rowdy Right!

### **Computer Lab:**

- Be respectful and responsible with language and behavior.
- Sit at and use assigned computer.
- Maintain preset computer settings.
- Leave screen on home page for next user.
- Help keep the lab clean.

### **Library:**

- Be respectful and responsible with language and behavior.
- Follow teacher/staff directions.
- Use quiet voices.
- Help keep the library clean and organized.
- Check-out and return materials with librarian.

### **Locker Room:**

- Be respectful and responsible with language and behavior.
- Place personal items in locker.
- Help keep the locker room clean.
- Cell phone use is prohibited.
- Dress in a timely manner and return to class.



# Philosophy of Education at WHS

## MOTTO

### **Wildcats Becoming College & Career Ready**

We strive to have our students be successful and prepared for college and career readiness in a way that they become lifelong learners and contribute to the greater good of our society.

## WHS Student Responsibilities

Students are responsible for making the most of their education and the many opportunities provided at Wendover High School. Gaining an excellent education is the number one priority as you transition through your school experience. Think carefully as you make daily choices. Every choice counts.

### **The Teaching/Learning Process**

You deserve the best instruction we can provide. Teachers are responsible to provide excellent instruction in every class, every day. You are responsible and must be engaged and responsive to that instruction.

### **Respect and Responsibility for Yourself and Others**

All students have a right to the best education possible. Please honor your right and the rights of others to learn. Although other students may influence your choices, they are never responsible for your choices, actions, or behavior.

# School Core Beliefs

**Every student counts.** Each student is a valued individual with unique physical, social, emotional and intellectual needs.

**Learning is our first priority.** Every student is expected to learn and achieve at their highest possible potential.

**Self-esteem.** How each student feels about himself or herself is vitally important. Positive self-esteem is enhanced through personal development, academic achievement, positive interpersonal relationships and mutual respect.

**Quality instruction.** Students learn best when provided with a variety of effective instructional approaches to support their learning levels

**Learning leads to a successful life.** What you learn and choose to gain while at WHS will ensure your success throughout your life. By focusing on goals each student wishes to accomplish later in life, he or she will be more focused and committed in high school.

**School spirit.** Our school is a positive school with strong school pride, spirit, citizenship and sportsmanship. All students, parents, teachers, administrators and community members share in the responsibility to develop these qualities.

**We believe that the most important person in this school is the student...AND we are willing to do whatever it takes to help them succeed!**

# Student Activity Code of Conduct

Wendover High School offers many meaningful activities for students to get involved in, build useful skills, compete and associate with students from other schools, and to develop leadership skills. We encourage all students to get involved. Go out for a sport. Be in a club. Run for an office. It is our goal that every student be involved in at least one extra-curricular activity.

Our students stand out wherever they go. People notice our students and often report details of their distinctive behavior. You are different! You stand out! People notice and are impressed. Students from Wendover High School show respect, appreciation, enthusiasm and passion. Give your all in whatever you do. The following are just a few guidelines you should always remember both at school and wherever you are.

The following are guidelines for participating in school-sponsored activities:

**School Attendance.** Students must attend school the day of a school game, activity or performance in order to be eligible to participate. Allowances for absences on these days must be approved by the principal.

**School Suspension.** Any student who is suspended from school may not travel with the team, dress in school uniform, participate in school-sponsored activities or practice during the term of suspension.

**Tobacco, drugs or alcohol.** Any use or consumption of tobacco, drugs or alcohol will disqualify a student from participation in a school-sponsored activity or game and result in due process under school and UHSAA guidelines. Also, students attending a school-

sponsored game or activity will also face consequences if using such substances.

**Proper department and language.** Students who participate in or attend any school-sponsored game or activity are required to behave themselves in a decent and appropriate manner. Any inappropriate behavior or language will be dealt with by school administration.

**Appropriate dress.** Students attending a school-sponsored activity should dress appropriately. For formal activities, such as concerts, plays or banquets, students are encouraged to dress nicely. Students should avoid immodest or obscene attire at all school activities.

**Vandalism.** Involvement in vandalism or any other illegal activity could result in immediate dismissal from a team or club and suspension or expulsion from school.

## General School Guidelines

### Address or Telephone # Change

Whenever there is a change in your address or telephone number, you are expected to notify the office promptly.

### Activities

All school activities must have the approval of the student body executive council and final approval through the administration. Advisory or club parties held away from the school campus **MUST** be approved by the administration and will be confined to the local area. Any party authorized by the school must be properly sponsored by teachers and/or advisors. Parents must be notified of the activity and given an explanation of the limits of the school's

responsibility. Permission slips for students to participate may be required.

### **Activity Cards/Sports Pass**

Student ID cards will be given to every student after picture day at no cost. Passes for sports and extra-curricular activities can be purchased for \$20. This card will get a student in to every home game at Wendover High School during the year.

### **Alternative School**

Blue Peak Online High School, the Tooele County School District Alternative School, is provided through the Tooele Board of Education as an alternative to the regular program. Students currently meeting the requirements for graduation will not be allowed in the alternative school. Application must be made through the school counselor with the approval of the WHS school administration and District Case Management Team.

### **Assemblies**

The Student Council and faculty sponsor all school assemblies. These assemblies are part of the total educational program. All assemblies must be approved by school administration and be scheduled to minimize disruptions from classroom instruction. Students, by law, are under the jurisdiction of the school for the entire school day and should be in attendance at the assemblies.

### **Athletic and Extra-Curricular Eligibility**

Students must hold a minimum term grade point average (GPA) of 2.0 in the preceding grading quarter and meet the Utah High School Activities Association (UHSAA) standards to participate in activities sponsored by the UHSAA. The secondary schools in Tooele County School District will follow the academic eligibility requirements as outlined by the Utah High School Activities Association.

1. Students falling **below the term 2.0 GPA** will be ineligible to participate in the succeeding grading period. Mid-term progress reports do not apply.
2. **No student shall be eligible to represent his or her school if he or she has academically failed more than one subject in the preceding grading quarter.** Incompletes (I) are considered failures until made up.
3. Determination of academic eligibility shall be made no later than the seventh calendar day following the last day of the grading period. Grade changes after that time cannot restore lost eligibility.
4. Any student who is declared ineligible during the 4<sup>th</sup> quarter of a school year may become eligible for the fall quarter of the next school year by:
  - a. Passing a correspondence class in the failed subject from an accredited institution.
  - b. Successfully completing an extended day class which meets the District requirements for extended day classes.
  - c. Successfully completing a summer school class in the failed subject area.
5. Any student who is declared ineligible shall remain ineligible for the full subsequent quarter of the current school year.

**In addition to guidelines required by the Utah High School Athletic Association, Wendover High School eligibility requires all students involved in extra-curricular activities, sports and/student government to maintain grades of D- or higher in each class and no outstanding U's in order to earn playing time during a game.** Weekly grade checks will take place every Monday to ensure students maintain eligibility. Grades must be posted on SIS in order

to prove eligibility. If circumstances do not allow grade input into SIS, a written and signed note from the teacher and approval from Administration is required before the student participates in the game. Coaches reserve the right to higher the required grade expectation for their players. This must be communicated and signed by the parents in a written disclosure statement.

**If a student is not on track for graduation, he or she maybe participate in athletics and team practices but cannot compete in official games.**

### **Athletic Coaches/Advisors' Policies**

The policies and procedures of the individual coaches and advisors must follow school guidelines. The policies and procedures of coaches and advisors may NOT be less than those outlined in this handbook. Coaches must publish any guidelines stricter than those listed in the handbook, and a copy of the guidelines must have prior approval of the principal before being issued.

### **Athletic Equipment and Uniforms**

Wendover High School takes pride in providing quality equipment and uniforms for all athletic teams. Once issued, equipment and uniforms become the responsibility of the individual athlete. If a uniform is lost or stolen, the individual who checked it out is responsible for the replacement of the lost or stolen item.

All athletic equipment and all uniforms for a particular sport must be accounted for and checked in before a student will be allowed to check out another uniform or equipment for the next athletic season. If a uniform is unaccounted for, the student will be assessed a fine equal to the replacement cost of the uniform. The fine will need to be paid to the financial secretary in the front office before participation in another sport.

## **Attendance**

A separate section discussing the Attendance Policy immediately follows this alphabetical listing of terms and guidelines. See Attendance Policy Section.

## **Bullying**

**Purpose** – It is the purpose of the Tooele County School District to respond to school-related bullying incidents by implementing prevention efforts where victims of bullying can be identified and assisted, and perpetrators educated, in order to create safer schools that provide a positive learning environment. Students and adults, who engage in any form of bullying on or about school property, or at any school activity, may be suspended or expelled under the terms of this policy. All policies are posted online and can be found at [www.tooeleschools.org](http://www.tooeleschools.org).

**Definition** – Bullying as defined in this policy means aggressive behavior causing harm or distress; exists in a relationship in which there is an imbalance of power or strength, repeated over time. A person is being bullied or victimized when he or she is exposed to negative actions on the part of one or more persons.

### **Types of Bullying –**

1. Physical bullying: hitting and/or punching.
2. Verbal bullying: teasing and/or name-calling.
3. Non-verbal or emotional bullying: intimidation through gestures, social exclusion and relational aggression.
4. Cyber-bullying: sending insulting, threatening or harassing messages by telephone or computer, or electronic messaging.
5. Sexual Harassment and Sexual Bullying: unwanted sexual comments, pictures, suggestions, advances, or threats.  
Also refer to the Sexual Harassment Section, pg. 57



**Bullying Procedures at School** – It is everyone’s responsibility to help eliminate and stop bullying! Bullying can have serious effects on any individual that is being bullied. Those bullied are more likely than their peers to be depressed, lonely, anxious, have low self-esteem and struggle to develop positive, healthy relationships. Bullying is a serious issue that must be dealt with effectively at the school level. You can do this by standing up in a positive way for someone being bullied, walking away, and/or reporting the behavior to school personnel. Don’t be a passive bystander related to bullying kinds of behavior.

Students at Wendover High School that bully others will be referred to the administration for further review and action.

**Bullying will result in education/counseling, suspension, expulsion, alternative placement, or other action as deemed appropriate by school administration.**

### **Bus and Other Transportation**

All district school buses, vans and cars being used for transporting students to and from school, field trips, assemblies, and activities must be left clean. The driver has complete authority over the vehicle and all rules must be adhered to by the students. Any damages will be paid for by the student or parents of the student. Windows will be opened only with the consent of the driver and must be closed before leaving the bus.

Bus students shall have written permission from parents or guardians to leave the bus at any stop other than his/her regular stop. Drivers have the authority to assign seats. Secondary students must live two miles or more from school to be authorized to ride the bus. The driver has the right to refuse transportation to any student for bad conduct until he/she has obtained a permit to ride from the school administration or transportation supervisor. A bus driver or adult acting as an advisor or chaperone has the authority to stop the bus and call the police to address disorderly conduct.

Tooele School District allows only guardians and designated adults over 21 years of age to transport a student to a school event when circumstances do not allow a student to ride district transportation. Private Vehicle Transportation forms are available in the office.

It is the policy of Wendover High School that all students will ride in district transportation to all events. Only under unusual circumstances will approval for other transportation be allowed through the principal. Students must ride home from the activity on district transportation. The only exception will be if the student is released at the activity to the parent/guardian only. No other exceptions. The parent must be at the activity and issue a written permission slip to the coach or advisor before taking the student.

### **Rules and Regulations Governing Student Transportation**

Students shall:

1. Follow directions the first-time given by the driver.
2. Respect the rights and safety of others.
3. Keep hands and arms or objects inside the bus/vehicle at all times and remain seated.
4. Keep the bus clean and aisles clear.
5. Arrive at the bus stop five minutes before the bus arrives. Wait in line in a safe place, clear of traffic and away from where the bus stops. Students may only board the bus at the stop sites. The bus will not stop in-between stops to load or unload students.
6. Cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver.
7. Be permitted to carry only objects that could be held on one's lap.
8. Refrain from using profane language, tobacco, alcohol, drugs or any other illegal controlled substance on the bus or at the bus stop.

9. Refrain from eating or drinking on the bus. Refrain from taking animals, nuisance items, hazardous materials, weapons, or fireworks on the bus.
10. Have written permission from parent or guardian to exit the bus at any stop other than his or her stop. The parent or guardian must also call the bus garage to notify them of the request.
11. Pay for any damages that the student may cause on, or to the bus.
12. Referred to the school administration for bus violations that may not be resolved with the driver.
13. Be required to sign a copy of the rules and regulations form. Parental signature is required on the form and the form will be kept on file at the transportation department.

### **Campus (Open/Closed)**

Wendover High has a closed campus policy for students in grades 7 and 8. This means that students in seventh and eighth grade are to remain on school property at all times during the school day. Students in grades 9-12 are permitted to leave campus at lunch time only during the school day. If high school students eat off campus, they need to be punctual in their return and on-time for class. Late to class from being off-campus may result in loss of off-campus privileges for offending students.

### **Cell Phones**

The Tooele County School District recognizes and supports the use of technology in its classrooms. Cell phones are able to be used in classrooms at the direction of the classroom teacher. While we recognize the value of cell phone technology, it may create a distraction to learning – and that is unacceptable at all times.

Student use of cell phones must be done so in accordance with policy as set forth by the Tooele County School District. Strict adherence to these rules and regulations is required.

Additionally, the District restricts the use of other electronic communication devices by students. The Tooele County School District reserves the right to define the educational value of any new electronic wireless devices that may become available in the future and to prohibit their use if they have no educational value or if such use creates learner distraction or disruption.

Possession of a cell phone may be forfeited by not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their cell phones. Tooele County School District shall not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized use of a cell phone.

Student use/possession of a cell phone depends on the grade level of the student. The following outlines the authorized use/possession of cell phones by students.

Students may use cell phones before and after school, as long as they do not create a distraction or a disruption. Students may also use cell phones during passing time between classes and during the lunch break, as long as they do not create a distraction or disruption or cause the student to be tardy for the next class period. Cell phone usage in classrooms is to be conducted as directed by the classroom teacher. Use of electronic devices in locker rooms, restrooms and shower facilities is strictly prohibited.

Because of the threat to privacy and the integrity of the educational program, the use of a camera or picture cell phone is subject to the following rule: the use of a camera function of a cell phone is strictly prohibited on school premises or at school activities. Violation of this provision may cause the revocation of the cell phone use for the school year.

**Consequences for inappropriate cell phone usage are as follows:**

**First Offense:** The cell phone will be turned in to the office and administration notified. The cell phone will be returned to the student at the end of the day.

**Second Offense:** The cell phone will be turned over to the office and administration notified. The cell phone will be returned to the student's parent.

**Third Offense:** The office will hold the cell phone overnight and the student may have the phone returned to them after school the next day. Parents will be notified.

**Subsequent Offenses:** The office will hold the cell phone for additional nights' dependent on the administrators discretion. Parents will be notified.

### **Cheating**

It is important for each student to be honest and have personal integrity. Students are on their honor to not receive inappropriate help or assistance with their assignments, projects, quizzes or tests. The following guidelines will be followed in the unfortunate event cheating occurs:

**First Offense:** The teacher will notify the administration and parents. The teacher will meet with said student and his/her parents to discuss the infraction. Students will be required to do an alternative assignment or test at a separate time as determined by the teacher.

**Second Offense:** The teacher will notify the administration and parents. The student will receive no credit on the assignment, test, quiz, etc. The matter will be referred to school administration for further review and action.

### **Class Change Policy**

The school counselor will be available during registration week and the week prior to classes beginning. All class changes must be completed by the end of the 1st week of school. Class changes for other terms must be completed by the first day of the term. Please

call 435-665-2343 ext. 6102 to make an appointment with the school counselor or you may sign-up in the counseling office and return at the appropriate time.

### **Class Meetings**

Class meetings will be scheduled and held as called by advisors and/or administration.

### **Computer Usage and Fraud**

Computer use is to assist students with the educational process. Students may have access to the computers if they follow the signed technology policies and the teachers' disclosure statements. Students who violate computer policies may lose their computer use privileges.

Accessing or altering private computer information is illegal and will be prosecuted. **The cost of restoring the computer hardware, software, or data will be charged to the student.** Copyrighted software is in use at WHS. The licensed works are the proprietary products of the copyright holder. The software has been licensed to WHS for use. The software may be used by authorized users only.

All software must be used in accordance with the license restrictions contained in the master license agreements. All students using computers at WHS must sign a computer use agreement form with the classroom teacher or lab instructor and it must be on file with the computer specialist in the school. If the student violates the agreement, the student will face appropriate consequences related to computer privileges and usage at WHS.

A person who gains access without authorization to a computer or computer network to alter, damage, modify, or destroy any computer program, computer, or a computer network is guilty of a third degree felony. A person who intentionally and without

authorization interferes with or interrupts computer service is guilty of a Class A misdemeanor.

- Students are not authorized to enter grades or attendance for teachers.

- Students may never sit at or use a teacher's computer for any reason. (With or without permission)

- Students may not use email, games, chat rooms or network messaging.

Computers are provided for school related work only. Any other use is prohibited.

Violations will be reported. Violations will result in the following consequences: -- Verbal or Written warning, Parental Notification, Suspension, Denial of Computer Privileges, Prosecution as Appropriate and Necessary.

### **Constitution**

The WHS student constitution contains information concerning student policies, organizations, elections, and student government activities. Copies are available in the library, main office, and from the Student Body Advisor.

### **Counseling Services**

The mission of Wendover High School's comprehensive guidance program is to empower students to successfully enhance their intellectual, emotional, social and psychological needs. The program will provide college and career readiness, instructional support to the professional staff, and will include sequential activities to aid students to acquire competencies in career planning, exploration, knowledge of self and others, education and vocational development.

Individual conferences are available by contacting the counseling department for an appointment.

## **Credit Recovery of Failing Grades**

In the unfortunate event that a student does not pass a class, the student will need to make an appointment with the school counselor to discuss credit recovery options. Students may be able to satisfy course requirements with the teacher whom taught the class, but sometimes that avenue is not always feasible. Another option is participation in electronic/digital courses for credit. This must be approved in advance, through the school counselor and administration prior to enrolling in the course. Students with failing grades are not eligible for participation in state-sponsored extra-curricular activities.

Online or correspondence credit may also be used to fulfill graduation requirements if the credit meets the same objectives and/or state core curriculum as the high school course. Students wishing to avoid taking a particular required class can use an approved comparable online or correspondence course in its place. All online or correspondence courses must be approved in advance by the school counselor and administration.

All final tests in online or correspondence course must be passed at 70% or higher in order to be considered as meeting graduation requirements.

## **Dances**

The purpose of having school dances is to provide wholesome entertainment for students. Dances are sponsored by the Student Council or a committee of the Student Council and must be chaperoned/supervised by at least three employee advisors.

Any inappropriate behavior will be referred to school administration and may result in further disciplinary action. This action will result in denial of privileges for a period of time. Any guests involved in such action may not be allowed to attend future activities at the high school. All dances will end no later than 11:30



p.m. and the sponsoring organization is responsible for cleaning the dance area and putting away all equipment.

If a student leaves a dance for any reason, he/she will not be allowed to return to the dance under any circumstances. Dress standards will be enforced at all dances. Guests of high school age may attend the dance with a member of the student body of Wendover High School.

### **Disclosure Statements**

Each teacher will provide a disclosure statement for his/her classes at the beginning of the course. Teachers will determine grading and assignment procedures and policies in the disclosure statements in accordance with school and district policy and guidelines. All students are expected to abide by classroom standards and procedures as outlined in the disclosure statements. Any change in basic class procedures or expectations must be accompanied with an updated disclosure statement.

### **Fees and Returned Checks**

All fees should be paid during registration before school begins and may be paid by cash, credit card (on-line), money order or check. Parents may apply for a delayed payment plan. All unpaid fees and returned checks will be automatically sent to collections from the bank. The school does not receive these checks and cannot retrieve them to avoid this process.

### **Fee Waivers**

To apply for fee waiver you can access the forms online at [tooeleschools.org](http://tooeleschools.org), or you are welcome to visit with the school counselor or administration. Students/families who qualify for fee waiver may be exempted from most school fees. However, this waiver does not cover the following: Credit Recovery, Extended Day classes, Concurrent Enrollment College Classes, No Grade Fees, Yearbooks, Summer School Classes, or Class Change Fees.

Qualification for fee waivers is based on family size and household income. Qualifying examples also include those who are in state custody or foster care. As well, case-by-case determinations are made for extenuating circumstances, such as: exceptional financial burdens imposed by loss of income, or substantial reduction of income, or extraordinary medical expenses, and who are not reasonably capable of paying the fee.

Families applying for fee waiver will need to complete the “School Fee Waiver Application” form and present it to the front office secretary. All students attending Wendover High School will receive free breakfast and lunch due to our Title I eligibility status.

Parents are entitled to appeal a denied fee waiver application to the Tooele County School District Administration. Students will be allowed to participate in all classes, programs and activities for which they applied for waivers during the period which the student’s eligibility for waiver is being determined or appealed.

### **Funds and Collections of Money**

All funds received by clubs, athletic teams, and other school groups must be receipted and deposited immediately with the school secretary. Expenditure of any monies and all financial procedures must be followed at all times as outlined by the Tooele County School District policy manual. No students will be responsible for the collection of any school funds.

### **Fundraising Activities**

All requests for fundraising activities for the entire school year, and subsequent summer, must be submitted to school administration as requested by administration. The requests are reviewed, compiled and submitted to the School Board for approval twice each year; in September (first semester and February (second semester). Fundraising activities will be under the supervision of the class/club advisor and administration. All fundraising monies

must be deposited daily with the school secretary and never be left in a classroom, desk or other personal place of storage.

**Gambling**

Gambling on school property or at school events/functions is not allowed. Any form of gambling is unacceptable and not permitted.

**Grade Changes**

Grade changes are to be completed within two weeks of the new quarter. Teachers must obtain and submit the grade-change form with the school counselor. The option to issue PASS or FAIL (“P” or “F”) grades needs prior approval by school administration at the beginning of the quarter.



## Grades

The Utah State Office of Education grants high schools the authority to assign credit for each subject a student takes and passes in the public schools. At Wendover High School credit will be granted on a quarterly basis. This means that the grade a student earns at the end of the nine-week period (quarter/term) will be placed on the permanent record.

The percentage of success used to establish letter grades are as follows:

A = +93%, A- = 90% - 92.9%,

B+ = 87% - 89.9%, B = 83% - 86.9%, B- = 80% - 82.9%

C+ = 77% - 79.9%, C = 73% - 76.9%, C- = 70% - 72.9%,

D+ = 67% - 69.9%, D = 63%, D- = 60% - 62.9%,

F = - 59.9%

### Final Grade Weighting

- Assessment: No less than 50%
- Homework: No more than 10%
- Classwork: Remaining percentage of the whole.

## Grades, Incomplete

A student whose work has been clearly satisfactory up to the time of an unavoidable absence and is behind in his/her work at the end of a grading period will be marked with an "I" (incomplete) on his/her report card. The "I" will be replaced by the letter grade when the incomplete work is made up. All incompletes must be made up within two weeks of the end of the grading period or the "I" will be changed to an "F" (a failing grade). A student who has been in regular attendance and whose work is incomplete without a valid reason will not receive an incomplete. That student will

receive the grade earned on the basis of the work completed, even if the grade is a failing mark

Students are encouraged to complete assignments on time. Students turning in late assignments/projects may have their grades reduced by no more than 10%. This grade reduction is not a required school policy, but is at the discretion of the classroom teacher.

### **Grades, Midterm**

All students will receive midterm grade reports each term. The school will mail these reports to parents near the mid-point of each school term.

### **Graduation Academic Career Pathways**

In order to earn Career Pathways recognition (certificate and cord) at graduation, a student must complete four (4) units of credit in a single Career Field. Career pathway courses may be taken in grades 9-12. Students should use the Career Field brochures to guide them in class selection. There are three types of courses - Core, Career Pathway and Elective. A course can only be counted for credit in one area. Current 12th grade students must complete a Career Pathways application form at the counseling center to receive Career Pathways recognition during graduation.

### **Graduation Ceremony Eligibility**

Wendover High School issues diplomas to students who have fulfilled their obligations and passed all requirements for graduation as specified by Wendover High School, Tooele County School District, and the Utah State Board of Education. All fees and fines must be paid and satisfied accordingly in order to participate in graduation exercises.

### **Graduation (Early)**

Students interested in early graduation after their eleventh grade year must complete all graduation and application requirements through the SEOP process. If students plan to graduate early, the plan must be in place at least one term prior to the graduation. All interested students must make an appointment with the school counselor if planning to graduate at the end of eleventh grade. Note: Eligible candidates must earn 31 credits, pass the state required civics exam and meet all graduation requirements for the graduating class in order to be eligible for early graduation.

### **Graduation Credit Requirements**

There are three requirements students must complete in order to earn a high school diploma.

1. Students must pass the required amount of credit. Listed is the credit amount that each graduation class needs to complete.

Class of 18 = 31

Class of 19 = 34

Class of 20 = 34

Class of 21 = 34

2. Students must pass the state required civics test.
3. Students must complete the following minimum credits in the categories listed below.

Language Arts: A student must have four units of credit in English in grades 9-12. A student must be enrolled in English each year.

Social Science: A student must have three units of credit in the area of Social Science in grades 9-12. General requirements vary according to the grade of the student.

Science: A student must have three units of credits in the area of science in grades 9-12. All ninth-grade students are required to take a science class. All college bound students should have four units of science credit.

Mathematics: A student must have three units of credit in the area of mathematics in grades 9-12. College bound students should complete four units of mathematics.

Computer Science: A student must have one-half unit of credit in computer studies in grades 9-12.

Financial Literacy: A student must have one-half credit in Financial Literacy and it must be taken either their junior or senior year to count for credit.

Arts: A student must have one and one-half units of credit in the arts in grades 9-12.

Healthy Lifestyles and Fitness: A student must have two units of credit in this area in grades 9-12. One and one-half units of physical education must be taken in grades 9-12. Three semester classes are required for each student, which are:

- a. Participation Skills and Techniques -0.5 credit
- b. Fitness for Life -0.5 credit
- c. Elective PE - 0.5 credit

Participation Skill and Techniques Physical Education semester credit may also be earned by successfully completing two seasons of competitive sports participation, or one year of drill team, cheerleading, or flag team. Only one P.E. class may be taken per quarter, except weight training may be taken with a P.E. class. One-half credit of Health must be taken in tenth grade. Physiology and Anatomy cannot be substituted for health.

Vocational Education (CTE): All students must complete two credits in vocational education somewhere between grades 9-12.



### **Graduation: Valedictorian and Salutatorian**

The valedictorian at Wendover High School will be that student with the highest calculated using the following formula in classes taken in grades 9-12. The salutatorian will be that student with the second highest calculated average, according to the formula, in classes taken in grades 9-12. If there are identical averages, valedictorian will be awarded to the student with the highest number of concurrent enrollment classes taken in high school.

The students selected for valedictorian and salutatorian must have been students in residence at Wendover High School for their entire senior year. Students who wish to compete for the honor of valedictorian or salutatorian of the graduating class must also maintain 90% attendance. The school building leadership team will be committee who will calculate averages and decide which students will be awarded these honors.

### **Calculation of Valedictorian & Salutatorian**

Valedictorian and Salutatorian will be calculated using the following formula. High school and college classes are worth the following credits.

Caseload Values are as follows:



Each high school class is worth 1 point for each quarter taken. For example, 1 year of Language Arts = 4 points, 1 quarter of Art or P.E., etc. = 1 point. Concurrent Enrollment classes are worth 6 points each. A student will earn 1 extra point for each Pathway completed.

$$\frac{(\text{GPA} \times .5)}{4.0} + \frac{(\text{ACT} \times .25)}{36} + \frac{(\text{Caseload} \# \times .25)}{140}$$

**Gymnasiums**

Please use the gym in a safe and appropriate manner. Please remember to put equipment away when finished and clean up any trash. Lunch time activities may take place in the gym with proper supervision. No food or drinks are allowed in the gyms during the school day except for the old gym where lunch is served.

**Hallways and Hall Pass**

To maximize instruction time, it is best for students to be in class focused on learning during class time. In the event a student needs to leave class, he/she must have an official hall pass from the teacher. Teachers are advised to monitor the hall pass in a location that is convenient for the teacher to hand to the student, rather than just hanging it on a peg at the back of the room where it can be taken without permission. Teachers are expected to maintain a logbook to track student hall pass usage for their classes. No hall passes are to be allowed during the first 15 and last 15 minutes of class, except in very rare, extreme emergencies.

**Home-Bound Program**

Home-bound instruction is designed for students with special needs (usually a medical necessity) to maintain their academic standing in classes. Requests for home-bound instruction must be made through the school counselor and school administration, and the Tooele County School District Case Management Team.

## **Immunization Requirements**

Immunization records provided by a licensed physician, registered nurse or public health official are accepted as a certificate of immunization if the type of immunization given and the dates given are specified and the information is transferred to an official certificate for immunization and verified by the school district.

The school shall limit/prohibit attendance by a student under a conditional enrollment who has failed to obtain the required immunization five days after written notice of a pending suspension and if the student's rights have been mailed to the parent, guardian, or legal age brother or sister of a student who is without parents or guardian.

Parents or guardians whose children are prohibited from attending school for failure to comply with the provisions of this act shall be referred to the juvenile court for medical neglect.

## **Insurance**

Wendover High School offers student accident insurance through the cooperation of a state approved insurance company. The insurance provides coverage in case of accidents while a student is going from or coming to school as well as during the entire school day. If students are not covered by a personal insurance policy, they are encouraged to purchase school insurance. All inter-scholastic athletes are required to either carry insurance or have their parents sign an insurance waiver form before they begin a sport season. Athletes are required to have a physical before they are allowed to compete in athletic events. All athletes must have a Consent Form on file with the physical form.

If an athlete receives an injury that requires medical attention, the athlete must have a doctor's release before he/she will be allowed to resume participation.

## **Internships/Work Release Program**

A student who wishes to participate in an internship/work release program must meet the following criteria: 1) Be a junior or a senior. 2) Internship and work release programs must not interfere with classes that are required for graduation. 3) Students must have a 2.0 GPA the preceding quarter. 4) Must have the counselor's approval. Students applying for an internship and work release must work through the Work-Based Learning Coordinator.

### **Language & Gestures (Profane and Obscene)**

All language used in the educational environment needs to be respectful and appropriate. Profane or obscene language is not appropriate and will not be tolerated. Those using inappropriate language will be subject to various consequences, including suspension.

### **Lockers**

Lockers are provided for the convenience of students to store supplies and school-related materials. You are provided a locker as a privilege. You are renting the locker from the school. The school still owns the locker. Students who store valuable items in their locker do so at their own risk. You should not bring electronics, valuables, or large sums of money to school. The school is not responsible for items that are lost or stolen from lockers. Locker combinations will not be changed during the school year. Do not share your combination with anyone.

School officials have access to your locker and can search it at any time, with or without your permission, and with or without you being present. This is in accordance with the Policies, Rules and Regulations of Tooele County School District. Students are responsible for personal property and should therefore make certain that the locker is locked at all times. Remember to put a lock on your gym locker. Do not leave your personal belongings unsecured. You are responsible for any damage done to your locker. You are responsible for anything found in your locker.

## **Lost and Found**

All lost and found articles should be turned into the main office. Before an article can be claimed, the article must be accurately identified by the owner. The school will not be responsible for any items lost at school.

## **Lunch**

WHS has a great lunch program! Your lunch experience is intended to be a pleasant one. Please respect the rights of others. Please be orderly in line and remember to clean up after yourself when you are finished eating. Remember to throw away all garbage. And to stack your tray. School staff assigned to lunchtime duties need to be in their assigned area at the schedule time. All food and drinks need to be kept in the cafeteria. No food or drink is allowed in the halls or in classrooms.

## **Media Center**

The Media Center extends service to everyone and is open from 7:30 a.m. to 3:30 p.m. daily. Students may be admitted to the Media Center during class time with written consent from the classroom teacher. Students are reminded that the Media Center is a place for quiet study. Those who cannot comply with this will be asked to leave. Food or drink will not be allowed in the Media Center. Students should leave personal belongings in their lockers.

Overdue books cause additional record-keeping for the Media Center staff, and it also deprives other students from using the materials. Fines will commence on the first day after the due date of the book(s) in question. The rate for each overdue book will be \$.10 per day until the book(s) is returned. Students are responsible to pay for all lost books and fines. Additional books will not be checked out to the student until all overdue books are returned and all fines paid.

## **Messages**

The school office is unable to deliver messages to students except in cases of emergency. The emergency must be specified to a school official before classroom activities will be interrupted. Personal messages should be arranged outside of school time.

## **Money, Change**

Students are encouraged to bring money to school only as needed to make purchases while at school and to make sure the money is secured at all times. Students may obtain change in the office except during class time. No personal checks will be cashed in the school office for change.

## **Parking Regulations: Utah Law Reads**

Students who drive cars to school are allowed to park in school parking. They are required to obtain a Wendover High School parking sticker from the office. Students who do not properly display a valid parking sticker will be issued a parking citation. The maximum speed for students within a block of the school is 15 miles/hour.

Students should be aware that automobiles parked on the school premises or in the school parking lot are subject to search when school officials have reasonable suspicion that weapons, drugs or objects prohibited by school policy or state law are contained. Unless otherwise declared in the rules and regulations, it is a CLASS B misdemeanor for any person to be illegally parked on the Wendover High School Campus.

## **Pop, Candy and Juice Machines**

The snack food machines are placed in the school for the convenience of the students. Please refrain from taking food, pop, candy, or juice in the classrooms, gyms or auditorium. All items sold in school vending machines or stores have to be on the USDA

approved list of Smart Snacks from Midnight to ½ hour after school is over.

### **Public Display of Affection**

School is a public place and it is not the place for individuals to display excessive physical affection for one another. Public display of affection should be limited to hand-holding. The first violation will call for a warning and the second time will call for an administrative contact with the parent. A third infraction may result in suspension.

### **Posters and Signs**

There are several poster bulletin boards throughout the school. Any announcements placed on the bulletin boards must have the advisor's signature before being put on display. All posters/signs should be taken down by the organization after their usefulness is over. Students or organizations who wish to put up posters or signs in the school should be reminded that the size of the poster cannot exceed the size as mandated by the Utah State Fire Marshall (four by six feet.)

### **College and Career Readiness Plan (CCR)**

Each student should have a College and Career Readiness Plan (CCR). This is a key ingredient of the individual planning component. The CCR is a process that involves activities planned and directed by the school counselor that will assist students in planning, monitoring, and managing their own learning as well as their personal and career development. The counselor, administration, teachers, and others at Wendover High School face a challenge to ensure that our students leave our school system with a plan and that plan will be reviewed annually with parents and students individually.

### **Sportsmanship**

We pride ourselves in the positive sportsmanship of our students. We view good sportsmanship as a commitment to fair play, ethical behavior, respect and integrity. In perception and practice, sportsmanship is defined as those qualities which are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all activity disciplines. All students, whether spectators or team members, are expected to model good sportsmanship. Students who display poor sportsmanship will be removed from school activities and face possible additional restrictions or punishments by school administration.

### **Sterling Scholars**

The Deseret News KSL 5 Television Sterling Scholar Northeast Utah Region Competition takes place each year to recognize outstanding achievements from the senior class students. The Northeast Region offers the following categories: Music, Computer Tech, English, Foreign Language, Business & Marketing, Dance, Family & Consumer Sciences, Math, Science, Visual Arts, Social Science, Skilled & Tech Sciences, Speech, Drama and General. Students may sign up in the Counseling Office during the first few weeks of school, with the school-wide competition being held during the late fall. Preparations for regional competition will begin after Winter Break is over; region competition is held during the month of April. Detailed information is made available in September to any interested senior. The School Principal is ultimately responsible for deciding which students will represent the school as our Sterling Scholars.

### **Student Council**

Student Council operates under the provisions established in the school constitution, and under the direction of faculty advisor(s) and the school administration. The purpose of student council is to provide support for the overall school vision and mission whereby students provide strong leadership, are positive role models, and provide meaningful school-related activities for all students. All

students are encouraged to participate in the government of our high school. The Student Council will meet monthly. Class Officers of each grade level should also plan to attend the meetings.

### **Sunday Activities**

There should be no school-sponsored activities held on Sundays. This is a day in which the school, staff, faculty, and student body will be free from any school obligations. With this in mind, there will be no school-sponsored meetings/activities held on Sundays.

### **Telephones**

The telephone in the main office is for school business only. Students will not be called to the telephone unless it is an emergency. WHS also provides a line and a phone in the front part of the Main Office for student use. Students are permitted to use this phone between classes and at lunch. If a student needs to use the phone during class, he/she needs to report to class and return with a hall pass from the teacher.

### **Textbooks**

Textbooks are rented to all students. Teachers will keep an inventory number list of all assigned textbooks. Once a book is assigned to a student, the student is responsible for the book. Lost and damaged books must be paid for by the student. Charges for lost or damaged books will be billed from the main office.

### **Vandalism and Destruction of School Property**

Students who willfully destroy school property through vandalism, carelessness, or rowdy behavior, will be financially responsible for the repair or replacement of the damaged property. The administration may elect to have the student complete school



community service as part of the restitution. Law enforcement may be involved if deemed necessary by the administration.

**Visitors**

We welcome visitors to Wendover High School. We require that visitors first check-in with front office personnel upon entering the school in order to receive a visitor’s badge. If a parent wishes a private meeting with a teacher, we ask that they make an appointment to allow the teacher to prepare for the visit. Parents are welcome to visit classes at any point in time. To attend class, it is required that parents sign-in at the front office and receive a visitor’s badge. Students are not able to bring cousins, friends or other guests with them to class. All classroom visits must be done so in accordance with guidelines as set forth in Tooele County School District Policy.



# **Attendance Policy**

According to state law, students in Utah are required to attend school for a minimum of 180 Days and 990 Hours of instruction each year. All students deserve to be successful in school. It is critical all students and parents make a serious commitment to regular, consistent school attendance.

## **Teacher Responsibilities**

Teachers will actively encourage appropriate attendance. All teachers will provide brief and meaningful bell-ringer activity at the beginning of class to encourage and reward punctual attendance. Care should be given so that missing the bell-ringer does not punish students who are excused. Teachers will minimize the time students are allowed to leave the class. Hall passes must be required for every student excused. Teachers may excuse only one student at a time. Teachers should avoid allowing students to leave class during lunch.

## **Student Responsibilities**

Students are expected to attend all classes in which they are enrolled. If a student fails to attend class, the teacher will mark the student down as absent. Five unexcused absences within a school year will result in letters home, meetings with principal and possible referrals to the Division of Child Family Services or DCFS, as educational neglect.

## **Tardiness**

Punctuality is an important character trait. Repeated tardiness is unacceptable and presents a major disruption to the educational process of the student, the class, and the teacher. Students are expected to be in class ready to begin the class period when the tardy bell rings. Teachers and office staff will track and monitor student tardies. Utah law requires all students between the ages of six and eighteen years to attend school on a regular basis.

## **Other Attendance Issues**

### **Suspended Students**

Suspension is viewed as a serious matter. According to Utah Law, suspension may be used when students do not comply with rules for the governance of the school, pursue the prescribed courses of study, or do not submit to the teacher's authority. A suspension should be an educational process. It should teach accountability for actions and that there are consequences for poor choices. A suspension is also a method of bringing students, parents and school administration together to discuss the student's needs and to develop plans for future success that involve the student.

### **Suspension: Problems and possible solutions**

The disposition of the student while at home on suspension is the responsibility of the family. The effectiveness of the suspension rests with how the student and the parents view the suspended time. A student who is suspended may not participate in school activities/functions, return to school, or be on school premises until an administrator readmits him from the suspension. If a student who is suspended comes onto school grounds during a suspension, further disciplinary action may occur.

### **Suspension: Due Process Requirements Prior to Suspension:**

1. The student must have had a reasonable opportunity to know the expectation for acceptable conduct in the school.
2. The student has the right to know the charges that are made against him/her and must be given a chance to explain the occurrence as he/she perceived it.
3. Parents/Guardians must be notified immediately of the suspension. They have a right to know the events that led to the suspension and the specific charges made against the student.
4. Suspended students will remain on the membership rolls and they must be counted as an excused absence during the period of suspension.
5. Under state law, suspended students have the opportunity to make up class work from suspension days for full credit.
6. If the matter of suspension involved law officers, parents must be notified prior to the student and administration meeting with the law.

### **Suspension Alternative**

When it has been determined that a student shall be suspended for any period of time, the parent/guardian, upon meeting with the administration, and with the consent of the administration and policies, may be given the option of attending all classes with the student in lieu of excluding the student from school during the period of suspension.

If this option is accepted, the parent or guardian must agree to attend all of the student's classes with the student for each day of the suspension time. If the parent/guardian fails to attend a class period with the student, the student will be excluded from classes and return to home suspension for the duration of the suspension. While in the building, the parent/guardian must remain with the student at all times, and must follow all school guidelines and policies.

### **Expulsion**

Expulsion is a more serious disciplinary action than suspension as it terminates a student's attendance at school and school activities for an extended period of time. Expulsion records are attached to the student's permanent records. Safe School Policy indicates parameters of expulsion. If a student is expelled, educational responsibility lies with the parent. Any student involved in a matter that may require expulsion will be referred to the District's Case Management Team.

### **Due Process**

A student can, within 15 days of the date of notice of a suspension, grade, or citizenship grade, appeal the action. A written dated appeal shall be made to the person from whom the notice came. If an appeal is not made within the 15 days, the notice is final. The appeals hearings are as follows:

1. Within ten (10) calendar days a conference shall be held with the student, parent/guardian, administrator, and the necessary staff member(s). If the issue is not resolved, the matter will be referred to an appeals committee.
2. Within ten (10) calendar days after the conference, the appeals committee will review the complaint.
3. If the issue is not resolved, the Tooele County School District Grievance Procedure for Student Rights and Responsibilities will be sanctioned. The WHS Appeals Committee will consist of one Student Government Member, One Community Council Member, two teachers and one administrator selected by the principal.

### **Custodial Rights of Parents**

If the custodial rights of parents are divided, it is the parent's responsibility to notify the school as to who has access to the child and the school records. We will not be able to release records to the non-custodial parent if the appropriate legal documentation is not on file in the main office and counselor's office. If there are specific people who may not have contact with your student, legal

documentation needs to be provided to the office that states the restrictions.

### **Homebound and Hospital**

Any student that is absent for reasons of health, accident or injury for more than ten (10) consecutive days is eligible for homebound instruction. The school must receive a notice from a medical doctor before authorization is given for homebound privileges. If a student qualifies for homebound instruction, the parents should contact the counselor for information on the application.

### **Checking Out During the School Day**

Once a student has arrived at school, it is imperative that the student checks out with the attendance secretary before leaving the school. If the student does not check out, the absence will be considered truant and cannot be cleared by a parent/guardian.

### **Make-up Policy**

Students who are absent for any reason are missing valuable educational time. Every student is expected to make-up all work when absent. Late work will be accepted and assessed based on mastery/proficiency within the quarter term in which it was assigned. Late work will result in a 10% reduction in the overall score for the assignment.

Concurrent Enrollment (CE) courses are college courses and must follow the expectations of university guidelines.

### **Ten Day Drop-Rule**

As per state law, any student who does not attend school for ten consecutive school days, without a legitimate excuse, will be dropped from the attendance rolls.

# Citizenship Grades

Wendover High School has adopted Tooele County School Districts policy for Attendance and Citizenship Grading.

## **Attendance Standard:**

If a student exceeds 5 tardies or 3 unexcused absences in any one class within a term, he or she will receive a citizenship mark of Unsatisfactory, "U". For athletic, and extracurricular eligibility purposes, a student may not have a U on their grades to participate in an event.

Students are subject to the teacher's daily attendance records. If there are questions concerning absences, please contact the teacher.

504/IEP student accommodations will be handled on an individual basis.

Students who are absent 10 consecutive days will be un-enrolled and have to reregister upon their return, unless prior approval is granted. (Utah Administrative code R277-419. Pupil Accounting)

## **Excusing Absences:**

Parents may excuse absences by calling the attendance office at their student's school at any time of the day or night and leaving a message. All calls to excuse absences should include the date of the absence, time of the call, and specific class periods missed (if not for the entire day), and a phone number where a parent may be reached. Parents are expected to excuse absences within one week of the absence.

Fraudulent excusing of absences by students will result in school discipline.

Parents may excuse absence for family activities (as long as its excused with the office before the activity), medical reasons, and family funeral.

### **Citizenship Grade Make Up:**

Students will be required to make up the "U" once they receive the citizenship grade. When a student reaches their 6<sup>th</sup> tardy or 4<sup>th</sup> absence in a class, they will be required to attend lunch detention the following day. Further absences and tardies for the class, in the same term, will continue to result in lunch time detentions.

Students are required to make up all "U" citizenship grades that are posted on their transcript in order to participate in graduation ceremonies. The ways to make up U's that have been posted on a student's transcript are:

- 2 for 2's: Student who gets two consecutive terms with no F's or U's will qualify to remove two U's from their transcript.
- Attend a college visit, career fair, or CTE fair and the student may clear 2 U's pending proof of attendance.
- School service: Work two hours with a school janitor and clear one U.

### **Consequences of Repeated Unsatisfactory Behavior:**

Students cannot participate in graduation ceremonies for Tooele County School District schools with any unresolved "U" grades. All "U" grades must be made up by the last day of school for seniors of the student's graduation year in order to participate in graduation ceremonies.



# WHS Dress Standards

## **A. Purpose and Philosophy**

1. Tooele County School District (TCSD) is committed to provide a safe, wholesome, orderly, and positive environment conducive to teaching and learning for all students. The TCSD Board of Education recognizes that dress and grooming seriously affect the behavior of students attending school and may also impact sanitation, health, and safety conditions.
2. Students shall dress in a manner suitable to the day's activities consistent with the standards of health, safety, and acceptable behavior. The student dress and grooming standards shall apply to all schools in the district and to both male and female students. The dress code also applies to students whether attending school or any school sponsored function or activity (as a participant or member of the audience).
3. School administrators are responsible for communication and enforcement of this policy and student dress and grooming standards, as well as, ensuring compliance with applicable federal, state, and local laws, in addition to, legal precedence and board policy. Involvement of stakeholders (i.e. PTA, Community Council, staff, students) in the management of schools is encouraged and can result in expanded thinking, increased ownership, satisfaction, and improved instructional programs and outcomes. Interpretation of the dress and grooming standards will be under the primary responsibility and discretion of school administrators. However, all district and school staff members shall have a share of responsibility in seeing that these standards are implemented and enforced

consistently in classrooms, in school buildings, on school grounds, on school buses, at school activities, and other school sponsored events. The building principal has the final discretion to implement this policy fairly and consistently.

**B. Student Dress and Grooming Standards**

1. Students' clothing and jewelry must not present a health or safety hazard or distraction, which would disrupt the educational process or mission. Disruption is defined as reactions by other individual to the clothing or adornment, which cause the teacher/administrator to lose the attention of students, to modify or cease instructional activities, or to deal with student confrontations or complaints.
2. Items that disrupt the educational mission shall not be allowed. Personal items such as clothing, paraphernalia, jewelry, backpacks, fanny packs, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, or sexually suggestive.
3. Items which display advertising, promotions and likeness of tobacco, ecigarettes, alcohol, or drugs or which are contrary to the educational mission, shall not be allowed.
4. All students shall maintain their hair, mustaches, sideburns, and beards in a clean, well-groomed manner. Hair which is so conspicuous, extreme, or odd that it may draw undue attention, disrupt or tends to disrupt or interfere with the learning atmosphere at the school shall not be allowed. Hair coloring is not prohibited; rather it should not detract from the purpose of 1) maintaining a safe school environment, and 2) prohibiting dress and grooming that causes actual disruptions to the learning environment or process.
5. Clothing, jewelry, accessories and piercings which are so conspicuous, extreme, or odd that they draw undue attention, disrupt or tends to disrupt or interfere with the learning atmosphere at the school shall not be allowed.

6. All students shall wear clean clothing. Students shall not wear clothes that are mutilated, cut off, overly distressed or “grungy/grubbies”, or immodest. No shorts or skirts above the knees are permitted unless leggings are worn. Such leggings may not be see-through.
7. Clothing that shows underwear is not permitted (i.e. sagging pants that reveal underwear, tops that reveal bra straps, etc.). Short shorts, mini skirts, bare midriffs, halter-tops, spaghetti straps, tank shirts, muscle shirts with enlarged holes, or similar revealing clothing is not permitted. Clothing must cover the midriff, underwear, majority of the back, and cleavage at all times (even when seated). This includes clothing that has holes or revealing modifications. School activity uniforms (i.e. singlets, spunks, cheer skirts, leotards, etc.) that do not meet these criteria are not appropriate for the school day and may only be worn during the approved activity. Such uniforms may be worn at school under team warm-ups or sweats.
8. Belts are to be worn at the waist and at correct length (i.e. not excessively long and hanging). Chains or other large metal accessories, which can present a safety risk, are not allowed.
9. Students shall comply with the laws that govern wearing of military uniforms and insignias.
10. Hats or head coverings of any kind are not allowed within the building except as part of an approved activity or for religious or medical purposes as authorized.
11. Immodest or suggestive clothing; apparel advocating illegal or inappropriate or offensive behavior or language; gang or gang-related apparel or symbols are strictly prohibited.
12. Tattoos and piercings are not specifically prohibited; rather, the policy is established around 1) maintaining a safe school environment, and 2) prohibiting dress and grooming that causes actual disruptions to the learning environment or process.
13. School officials may require or approve students to wear certain types of clothing for health or safety reasons in connection with certain specialized activities (i.e. welding gloves or jackets, helmets, safety glasses, etc.).
14. Shoes or sandals shall be worn at all times to ensure personal safety and hygiene. Students are encouraged to dress

appropriately for weather and wear reasonable footwear for the activity and season.

15. Reasonable accommodations may be made for students whose religious beliefs are substantially affected by dress code requirements.
16. Blankets are not allowed to be worn around the school. If a blanket is needed for traveling to and from school, it will need to be stored upon entrance into the school.
17. Students who violate dress and grooming standards will be subject to student discipline. Due process procedures will be followed in the case of any dress and grooming code violations. Schools may have acceptable clothing to loan to students who have violated the provisions of this policy. An offending student may be sent home until he or she complies with dress and grooming requirements and/or a parent conference conducted to address the dress and grooming issues.

The complete TCSD dress code policy can be found at [www.tooeleschools.org](http://www.tooeleschools.org)

### **C. Graduation**

In order to maintain dignity and decorum at high school commencement, students participating in commencement exercises are subject to the dress and grooming standards articulated in this policy and are required to wear the prescribed cap and gown during the ceremony. Graduate caps can have embellishments made to the top of the mortarboard as long as it is not more than 1" above the surface of the mortarboard. No embellishments may be made to the underside of the cap.

## **Safe Schools Issues**

The Tooele County School district and school administration have a serious, sacred responsibility to provide a safe environment for all

students to attend school and complete their education. Any activity or intent which threatens this in any way must be dealt with effectively and immediately. The goal of the Tooele County School district regarding school safety is to be proactive. The District will attempt to anticipate problems to ensure the safety of students, staff, the school, its facilities, and the community in general. All students will be required to sign a form indicating that the student and parents have received a copy of the Tooele School District Safe School Procedures.

This policy will be distributed at the beginning of each school year. School administration will provide immediate response to any report of a Safe School violation. Any students who serve as a threat to the safety of others will be dealt with accordingly within parameters of the school and district policies. All safe school violations will be forwarded to the Tooele County School District Case Management Team for further review and action.

In order to create a positive school environment and assure the general public of our concern for the security of all students and staff, and to create an environment free of intimidation and coercion, the following procedures will be

### **Alcohol, Tobacco and Drugs**

Tooele School district prohibits any student use, possession, sale, distribution, or being under the influence of alcohol, controlled substances, imitation controlled substance, and/or drug paraphernalia. These policies and administrative procedures apply to actions of students during school hours, before and after school while on school property, while traveling in vehicles authorized by the school or district, at all school or district-sponsored events, and when the actions affect the mission or operation of the Tooele public schools.

Any medications must be administered through the school administration office. No medications may be kept in lockers for

any reason. Any violation of the above may result in suspension according to Tooele Board Policy and referral to juvenile court.

### **Behavior Issues, Fights, Violence**

Safety is a major priority of the staff of Wendover High. Whether in the classroom, anywhere on campus, or when representing the student body of Wendover High School, any behavior, which disrupts the educational process or atmosphere of the school, will be considered inappropriate.

Any acts of violence will result in immediate parental notification. The appropriate law enforcement will be notified. Students involved in fighting may be issued a ticket, referred to juvenile court and suspended from school.

If a problem is occurring, students are encouraged to “Seek Assistance” from an adult in the building. Any student involved in a fight will be sent home the day of the fight for safety reasons.

### **Destruction of School Property**

Students who willfully destroy school property through vandalism, or carelessness will be financially responsible for the repair or replacement of the damaged property. The administration may elect to have the student complete school community service as part of the restitution. Law enforcement may be involved if deemed necessary by the administration. The student may also be referred to juvenile court for vandalism.

### **Fire Alarms/Bomb Threats**

Falsely set fire alarms or bomb threats are not only a serious disruption of school, but they also present a danger to all students, faculty, and staff within the building. In addition, these issues are felony offenses. Wendover High School takes a zero tolerance toward false fire alarms, bomb threats or the emergency fire equipment. Students engaged in such activity are subject to suspension and the filing of criminal charges.

## **Hazing or Initiation**

Hazing is a criminal offense. Students are guilty of hazing when they intentionally or knowingly endanger the mental or physical safety of another, involve any type of brutality of a physical nature such as whipping, beating, branding, bruising, electric shaving, placing a harmful substance on the body or exposing another student to the elements, involve any activity where a student would be subject to extreme sleep deprivation, isolation from social conduct, extreme initiations, admission to or a condition of continued membership in a group or organization.

Students participating in hazing will be referred to the administration for investigation. Any violation of this policy could result in suspension, expulsion, alternative placement and other appropriate legal or school consequences.

## **Gang Activity**

Gangs and gang activities detract from the educational goals, standards and expectations stated in the philosophy of Wendover High School. Display of membership in gangs through clothing, hairstyles, jewelry, hats, symbols, insignias, and behavior are strictly prohibited. Any gang related activity will require that parents be notified and the proper law enforcement agency will be notified.

A gang is defined as a group of three or more individuals with a unique name. Identifiable marks of symbols who may claim a territory or turf, who associate on a regular basis and who engage in criminal or antisocial behavior. Gang activities are prohibited in school and at extracurricular or school related activities, as is the wearing of gang paraphernalia or apparel that identifies a student as a gang member.

Students aligning themselves with gangs or involved in gang activities may be suspended from school under provisions of the Tooele County Administrative Guidelines for school suspension.

Also, gang paraphernalia or apparel will be confiscated by school officials and referred to the local police department.

### **Gun/Weapon Control**

The Gun-Free School Zones Act prohibits the possession or discharge of a firearm on or within 1,000 feet of a school. Those convicted of a gun violation face imprisonment for up to five years. Also prohibited is any object that can be used as a weapon to injure others.

In situations where school officials determine that objects may be used as weapons which pose a threat to staff or students, officials will:

1. confiscate the item;
2. notify proper law enforcement agencies;
3. suspend said student under provisions of the Tooele County Administrative Guidelines for School Suspension;
4. recommend an alternative instructional environment, such as home teaching, and;
5. press charges through juvenile court authorities. This includes any type of item used as a weapon.

### **Obscenities, Vulgarity, or Pornographic Materials**

Obscene, vulgar, immoral, indecent acts, whether in writing, pictures, gestures, or language are not the marks of good citizens representing Wendover High School. Students found in violation of these actions will be warned the first time and suspended upon a second offense for two days. If the problem continues, other alternatives will be addressed. Parental notification will be issued upon the first offense and thereafter. The offending student may be subject to community service at the school or other consequences as determined by school administration.

### **Search and Seizure**



School authorities are charged with protecting the health and safety of all students and staff. School authorities are responsible for promoting the effective operation of the school. The following Search and Seizure guidelines shall be observed to assure the privacy of individuals and the safety and the welfare of all students.

1. **Students.** A student shall be free from searches unless there is reasonable cause to believe that something is concealed that may be of immediate danger to the student or to the other students or the staff. School officials may request a student to remove all items from pockets or other personal property.
2. **Lockers.** Lockers remain the property of the school and are provided to students for their convenience. Students should be aware their assigned locker will be jointly accessible to the student and the school officials and may be subject to search at the discretion of school officials.
3. **Vehicles.** School officials have the right and the duty to inspect any vehicle parked on the parking lot or premises of the school. If an official has reasonable cause to believe that the contents threaten to affect adversely the safety, health or welfare of students, or if they reasonably suspect drugs, weapons, illegal or prohibited matter, or stolen goods, a car may be searched.

### **Sexual Harassment Policy**

In keeping with Federal EEO Guidelines, Wendover High School strongly disapproves of any form of sexual advances, requests for sexual favors, and/or physical contact directed toward any employee, student, or visitor. Violations of this policy will result in immediate disciplinary action against the employee, student, or visitor engaging in such activity. Those who find they are victims of such behavior are encouraged to report it to the administration as soon as possible, or contact Tooele County School District Title IX Coordinator, Doelene Pitt, 92 South Lodestone Way, Tooele, Utah

84074, 833-1900. ADA and 504 for Secondary students, Doelene Pitt. The reporting officers at Wendover

High School are: Heather Castagno, Sexual Harassment and Kate Henderson for ADA and 504 concerns.

Sexual harassment includes, but is not limited to the following:

1. Derogatory, demanding, or offensive jokes, teasing or comments of a sexual nature.
2. Graphic remarks or sexual comments about an individual's body.
3. Sexually suggestive or obscene telephone calls, letters, notes or invitations.
4. Sexually suggestive or obscene pictures, cartoons, posters or objects.
5. Sexual gestures, unwanted pats/hugs, or any unwanted touching.
6. Any form of sexual threat, intimidation or exploitation.
7. Actual or attempted sexual assault, molestation or rape.
8. Sexist remarks or gender-based stereotyping.
9. Pulling down the pants of any student.

Sexual harassment by students or staff must be reported to the administration. Parents of any students involved must be informed immediately. Following a thorough and fair investigation, students or staff members who have violated this policy may face: suspension, expulsion, alternative placement, or other appropriate legal or school consequences.

### **Theft**

Students of Wendover High School are expected to show respect for each other's property and school equipment. Theft is a crime and will not be tolerated. Any incidence of theft will result in parental notification and suspension will be enforced. Retribution for loss will be required. The local law enforcement agency will become involved if deemed necessary by the administration.

## **Trespass**

A person is guilty of a misdemeanor if he/she enters or remains on school property, without authorization, when notice against such entry or remaining has been given personally by a school official, or by signs posted to prevent trespassers or by a current order of suspension or expulsion.

Adults without lawful business on school premises will be instructed to leave by school officials. Similarly, students without lawful or educational business will be asked to leave as well. In the event that adults or students violate trespass laws or do not comply with the direct order of school officials to vacate said premises, school officials to vacate said premises, school officials may:

1. notify proper law enforcement officials;
2. notify juvenile court officials;
3. recommend suspension, under provisions of the Tooele County Administrative Guidelines for School suspension, if students persist in defying the order to vacate school premises given directly by school personnel.

## **Emergency Procedures**

When a school emergency or disaster situation occurs we want to be prepared. A school emergency response chart is posted in every classroom with directions for emergencies that may occur while school is in session. Students will review these procedures with the teacher during the first week of school. We will briefly cover important information for parents and students in this handbook. In case of major emergencies, parents can help us by not calling the school. The best way to gain information is by turning on radios or televisions to hear important broadcasted information. Parents need to establish a meeting place where students know to meet if

a disaster occurs. The following procedures and codes will take place at Wendover High School:

### **Bomb Threats**

The administration will call 911 and the District Office immediately in the event of a bomb threat. An immediate "Lock Down" will be called. Teachers will scan their classrooms for any unusual item. The administration will determine when to exit the building. Fire Drill procedures will be used to exit the building. If a bomb goes off in the school, the "Lock Down - Shelter in Place" will be called. The WHS emergency team will go into action. Students will be moved outside of the building by a route that would avoid the emergency area. If a student is on their own, they need to be cautious and move carefully out of the building.

### **Earthquakes**

At the first indication of ground shaking, crouch under a desk or table, tuck your head, and keep your hands on the side of your neck unless you need to hold on to the legs of the item you have shelter under. If no shelter is available, move to an inside wall facing away from hazard areas. Try to stay calm and listen for directions. Aftershocks are likely to occur within warning minutes after the earthquake. As you move out of a building be prepared to Drop and Cover if aftershocks occur. Move to the area your school has designated as a meeting place.

### **Fire Drills/Alarms**

A fire alarm will be sounded in the building. Students will move in an orderly fashion to the meeting areas outside of the building if in class. If the alarm sounds during lunch or passing time, the students will exit the building and meet with their assigned period, in their assigned areas. Students will remain with the teacher until a clearance is called over the intercom from the administration.

### **Hazardous Release**

In case of a hazardous release event (chemical spill) near the school, a "Shelter in Place" will occur. All students and staff outside will quickly move indoors and all efforts will be made to stop outside air from entering the building. All procedures of a "Shelter In Place" will be followed.

### **Power Failure**

All students and staff should stay in place. Everyone should wait for directions from the office.

### **Relocation Centers**

If the staff and students at Wendover High School had to relocate because of an emergency, the Reunification sites will be:

1st Reunification Site: LDS Chapel

2nd Reunification Site: Anna Smith Elementary

If we had a mass relocation, we would move to place designated by school authorities. In the event this happened, students would only be released to parents or persons identified on the student's emergency release form.

### **Shelter in Place**

If there is a disaster that warrants us staying in the school we will announce: "Shelter in Place." Teachers will go to their doors and briefly check their hall to bring in any student or staff. Teachers will lock their doors and post the student/adult accountability form on the outside of the classroom door. Everyone will remain in the rooms until an announcement from the administration clears the "Shelter in Place Procedure."

# **Non-Discrimination and Equal Opportunity Statements**

## **Non-discrimination Statement**

The Tooele County School District, as a standing policy, does not discriminate against individuals because of race, color, religion, age, sex, national origin, disability, or status as disabled veteran.

This policy applies to all school programs and employment handled by the school district or through contractors, sub-contractors, or any other educational agency. Such discrimination is prohibited by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Vocational Rehabilitation Act of 1973, Age Discrimination Acts of 1974 and other Federal and State statutes and regulations.

Inquiries regarding the application of these laws and regulations, or grievance procedures to be followed in the event of a noncompliance, may be directed to the district's Equal Employment Officer, District Assistant Superintendent, 92 South Lodestone Way, Tooele, Utah, 84074, or the Director Denver Regional Office for Civil Rights, U.S. Department of Health, Education and Welfare.

## **Title VII Indian Education**

The Title VII Indian Education program provides supplemental services to meet the culturally related academic need of American Indian/Alaskan Native Students. The program is federally funded through the Department of Education in Washington D.C. by a Formula Grant Program.

To enroll in the program students must be enrolled in one of the District's Public Schools and Parents/Guardians must complete a

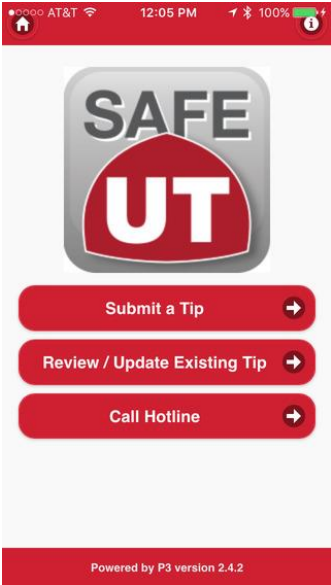
506 form. 506 forms are available in the school office or you can contact the Indian Education Office at (435) 833-1915.

# SafeUT

Call or CHAT with a Crisis Counselor using SafeUT. The SafeUT line is designed to provide 24/7 crisis intervention and emotional support in any type of crisis.

Use the SafeUT Crisisline to get help and understanding for things like:

- Relationship Difficulites
- Depression / Anxiety
- Loss and Grief
- School Problems
- Drug and Alcohol Problems
- Self-Harm
- Suicide
- Any life challenge that is concerning to you



You can also use this program to report concerns you may have about your safety or the safety of other students.

The program is available via telephone, district or school websites or a smart device APP.

Telephone: **1-800-273-8255**

Websites: [tooeleschools.org](http://tooeleschools.org)

App: Apple = App Store

Android = Google play

Wendover High School policy fall under the umbrella of Tooele County School District Policy. All TCSD policies can be found at [www.tooeleschools.org](http://www.tooeleschools.org)