



STUDENT HANDBOOK 2007-2008

WAYNE HIGH SCHOOL
100 Pioneer Road
WAYNE, WEST VIRGINIA 25570

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This agenda belongs to:

Name _____
Address _____
City/Town _____
State _____ Zip Code _____
Phone _____
Student No. _____ Homeroom No. _____

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INTRODUCTION

Welcome to Wayne High School. It is the sincere hope of each of us that you will learn to enjoy and motivate yourself in academic excellence during your years as a student at Wayne High School.

As a school, we pride ourselves in academic, athletic, social, and moral excellence. It will be in your best interest to thoroughly become familiar with the regulations herein set forth. **Upon receiving this handbook, you will become responsible for knowing the rules and policies of our school system.**

<u>School Colors</u>	<u>School Address</u>	<u>School Mascot</u>
Red & Black	Wayne High School 100 Pioneer Road Wayne, WV 25570	Pioneer

MISSION STATEMENT

The staff of Wayne High School believes that ALL students should be extended the opportunity to learn and to achieve mastery of basic grade-level skill, regardless of their previous academic performance, family background, socioeconomic status, race, and/or gender. We believe that our school's purpose is to educate all students to high levels of academic performance while fostering positive growth in social-emotional behaviors and attitudes. We accept the responsibility to teach all students so that they can attain their maximum educational potential.

Wayne High School does not discriminate against any child because of race, color, national origin, age, sex, or handicap.

SEXUAL HARASSMENT POLICY

The Wayne County School system will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the school system.

Annette Schoew, Title IX Coordinator, is the Wayne County contact for sexual harassment and bullying. She can be contacted at 272-5116, ext. 363.

ASBESTOS NOTICE

We have on file at each school and the Wayne County Board of Education office the most recent inspection, operations, and maintenance plan for the control of asbestos in accordance with the asbestos hazardous emergency response act of 1986 (Public Law 99-519). These documents are located in the principal's office. A composite document for Wayne County Schools is located in the office of Larry Heck, Assistant Superintendent, P.O. Box 70, Wayne, WV 25570-0070 or phone (304) 272-5116.

WAYNE HIGH SCHOOL FACULTY AND STAFF

Kevin Smith	Byron Johnson	David Specht
Sara Stapleton	Velvet Kelly	Daune Tabor
Michelle Followay	Tasha Justice	William Tomblin
Brenda Ward	Linda Lusher	Angela Vance
George Brumfield	Lauren Marcum	James Wagner
Sam Cochenour	Brad Heck	Lynetta Welker
Jim Damron	Josh Riffe	David Wiley
Mike Dillon	Mark Wilson	Jane Wiley
Caleb Dyer	C. McSweeney	Loretta Wright
Dwight Dyer	Emory Mills	Hugh Wright
Ruby Dyer	James Dillon	Judy Adkins
Brian Dunfee	Natalie Perry	Brian Casteel
Dick Gilkerson	Charlotte Oyler	Fred Ferguson
Bill Glover	Belinda Robertson	Lorene Hogsett
Christin Grady	Lori Staley	Aaron McComas
Marilyn Graves	Aaron Staley	Freda Moon
Andrea Hager	James Ramey	Diana Moore
Jamie Harmon	Sesilia Riley	Essie Moore
Tom Harmon	Joni Ross	Jay O'Brien
Heather Heck	Mark Ross	Ruth Parsons
LyRhonda Ventura	Reva Sanders	Tony Perry

SCHOOL CLUBS & ORGANIZATIONS

Football	Tom Harmon
Baseball	George Brumfield
Boys' Basketball	Duane Tabor
Girls' Basketball	Sam Cochenour
Softball	Sam Cochenour
Volleyball	Hilma Tomblin
Cheerleading	Reva Sanders
Chess Club	Loretta Wright
Boys/Girls Track	Byron Johnson
Band	Aimee Forshey
Majorettes	Aimee Forshey
Flagcorp	Aimee Forshey
Newspaper	Ruby Dyer
Yearbook	Ruby Dyer
National Honor Society	Andrea Hager
Pioneer for Christ	Loretta Wright
Special Olympics	M. Graves/V. Kelly
HOSA	Linda Lusher
Student Government	Ralph Marcum
Teen Institute/Peer Mediation	Stephanie May
Upward Bound	Sara Stapleton
Wayne Singers	Bill Glover

SCHOOL YEAR

First Day - August 26

Last Day – June 2

HOLIDAYS-SCHOOL CLOSED

Sept. 5	Labor Day		
Nov. 11	Veteran's Day	April 17-21	Spring Break
Nov. 21-25	Thanksgiving	May 9	Election Day
Dec. 26-Jan 2	Christmas	May 29	Memorial Day
Jan. 16	M. L. King Day		

PARENT-TEACHER CONFERENCES

October 22

March 10

FACULTY SENATE –STUDENTS RELEASED EARLY

October 12 December 21 February 18 April 11
June 2

EARLY RELEASE DAYS (DISMISSED AT 1:05)

September 14

November 20

January 25

March 20

May 9

REPORT CARDS GIVEN OUT

October 15	November 5	December 11
January 23	February 22	March 26
May 5	June 2	

BELL SCHEDULE

7:45—Bell to Homeroom	11:20-12:05—Fifth Period+
7:50-7:55—Homeroom	11:53-12:38—Fifth Period
8:00-8:45—First Period	12:05-12:38—Second Lunch
8:50-9:35—Second Period	12:43-1:28—Sixth Period
9:40-10:25—Third Period	1:33-2:18—Seventh Period
10:30-11:15—Fourth Period	2:23-3:08—Eighth Period
11:15-11:48—First Lunch*	

- **Students with Fifth Period classes that are blocked will have First Lunch**
+Students with Fifth Period classes that are 45 minutes in length will have Second Lunch

SCHOOL CLOSINGS

In the event of inclement weather or mechanical breakdowns, our school may be closed. The same conditions may also necessitate an early school dismissal. School closings or delayed starting time will be announced over local radio and TV stations (Channel 3, 13, WTCR, WKEE). If no report is heard, it can be assumed that school will be in session. **DO NOT CALL THE SCHOOL!** We must keep the school lines open for emergencies.

**AUTHORITY OF PRINCIPALS, TEACHERS,
BUS DRIVERS, COUNTY BOARD**

1. Teachers may exclude from class for one class period or school day any student who fails to abide by the Student Code of Conduct.
2. Bus drivers may exclude from the bus in conformity with the WV School Transportation Regulations any student who fails to abide by the Student Code of Conduct.
3. Principals may temporarily suspend from school any student who consistently fails to abide by the Student Code of Conduct or who commits a serious violation of the Student Code of Conduct.
4. The Wayne County Board of Education may expel from school any student who consistently and systematically fails to abide by the Student Code of Conduct, who commits a serious violation of the Code of Conduct which the Board feels could cause danger to other persons or property or who the Board believes will not, in the future, behave in accordance with the Student Code of Conduct.

RESPONSIBILITIES

1. The school will provide for immediate notification by telephone or other most immediate means to the parents or guardians of any child excluded from class, suspended from school or placed in in-school suspension, etc. This notice shall be followed by written notice of the suspension or other action to be mailed the next school day to the home of the parent or guardian.
2. Reasonable provision of appropriate educational services to students who are excluded or suspended from class or school shall be made. These shall include the establishment of in-school suspension and alternative programs.
3. The Wayne county Board of Education shall provide due process hearings in accordance with procedures outlined in the Wayne County Board of Education Policy Manual and shall determine the appropriate length of expulsion or suspension for violations of this policy.

WAYNE COUNTY SCHOOLS
STUDENT CODE OF CONDUCT

The Wayne county Board of Education believes it is the responsibility of each student to behave in a manner that does not threaten, interfere with, or deprive other students of their right to an education. Most students willingly and routinely adjust their behavior appropriately in school and in the classroom. Some students will exhibit problem behavior and require external reminders or adult intervention. The purpose of the student code of conduct is to provide regulations governing the behavior of students that help promote a positive environment. This code sets forth appropriate standards of behavior for students.

PURPOSE

The Wayne County Board of Education recognizes the need of students, teachers, administrators, and other school personnel to have an orderly, safe and stimulating educational environment. The Wayne County Board of Education recognizes that education means meeting students' needs for learning, thinking, participating, enjoying and belonging throughout their lives. Promoting effective discipline in the school requires a comprehensive program supported by everyone in the school organization, parents, or guardians, and the community. In order to assure that schools are able to address these needs and to comply with 18-2e-5 of the WV Code, the Wayne County Board of Education provides the Student Code of Conduct.

VISITORS

The school policy is to accept those visitors who have legitimate business to attend to at WHS. WHS does not permit students to bring other students or small children to school because it is an interruption to their and other's educational process. Anyone who comes to school must obtain a pass from the principal or assistant principal. Visitors are expected to leave the school as soon as their business is completed. **All visitors must check in to the office immediately upon arrival.**

SUBSTITUTE TEACHERS

Our school is fortunate to have capable people to help us whenever our regular teachers are ill. A substitute teacher is an important visitor whose impression of our school will be carried to the community. Let us be certain that these are good impressions by being polite, helpful and considerate, as you would be to your regular teachers.

FUND RAISING

All fund raising activities for school organizations, on campus and off, must have prior approval of the school principal. This is done so that no two groups will have the same project at the same time.

EXTRA CURRICULAR ACTIVITIES

A 2.00 average is defined as the grade point average to participate in any extra curricular activities at this school. If you do not have a 2.00, you may attend summer school in an attempt to bring up your average.

To determine your average: A = 4 points, B = 3 points, C = 2 points, D = 1 points, and F = 0 points. Add up the total points and divide by the number of classes you have.

HOMEROOM POLICY

For a student to move in homeroom he/she must have the following number of credits: 10th grade-6; 11th grade-12; and 12th grade-18.

GUIDANCE SERVICES

Guidance services are available for every student in the school these services include assistance with educational planning, financial aid for beyond high school, interpretation of test scores, career information, study helps, problems at home, school and/or social concerns, or any question the students may feel they would like to discuss with the counselor.

LOCKERS

The office, for a fee of \$5.00, assigns lockers. Half-lockers rent for \$3.00. Two people are to share a locker. Lockers should always be locked when not in use. Do not give your combination to anyone else. Do not leave money or valuables in your locker. Lockers are not intended to be used as safes. Lockers are the school's property and may be searched at any time, when there is legitimate reason to do so. Locks removed continually will result in forfeit of locker. The school is not responsible for any loss you may have. **KEEP YOUR LOCKER LOCKED!!!!**

TELEPHONE

Use of the school telephone system is restricted to professional staff for instructional and administrative purposes only. Pay telephones are provided in the office and gym lobby for student use at a cost of 50 cents per call. Phone calls are limited to 5 minutes or less for the courtesy of others. Students may make calls between classes or during lunch.

INFORMATION SERVICES

Wayne High School's media center is open to students from 7:30 a.m.-3:30 p.m. each day school is in session. The primary function of the media center is to provide resource materials in multimedia formats to support all curriculum areas. All use of media center resources must be curriculum related. No food or drink is allowed in the library. A certified library/media specialist is on duty during media center hours of operation to provide reference assistance, reading guidance, and guidance in use of instructional hardware and software.

Students may utilize the media center for research, browsing, or study. Computer based research materials, networked resources for data processing, and a wide variety of audio-visual materials and equipment are available for student use. Circulating library materials may be for replacement costs when materials or hardware is lost or damaged.

Students must obtain permission to visit the media center from their classroom teacher. Admission other than at class time will be at the discretion of the media specialist.

COMPUTER SERVICES

Student use of computers in the computer lab areas and classrooms is a privilege. Computers are provided for instruction related tasks. Services available include word processing, desktop publishing, presentation support, and online research. All students must have signed copies of the Wayne County Schools Account Application and Contract and the WV Department of Education application for Educational Internet Account on file with the media specialist before using the school's computer network. This is in accordance with the Wayne County Schools Acceptable Use Policy for Technology and the State of West Virginia Policy 2460 governing use of computers in schools. **No food or drink is allowed in the computer rooms.**

CAFETERIA

Our cafeteria serves a regular hot lunch, alternate lunch and a salad bar. Students are expected to:

1. Pay for their lunch in the cafeteria.
2. Stand in single line and quietly wait their turn.
3. Keep the tables clean and clear. Return trays to designated areas and put trash in containers.
4. Use proper table and eating manners.
5. Lunch prices will be announced at the beginning of school.
6. Students may eat in the cafeteria, commons area, or outside. Food is NOT allowed in the hallways.
7. Lunch I.D. numbers are assigned to every student and must be used each day the student eats in the cafeteria.

FIRE DRILLS

Emergency drills are necessary for the safety of the students and faculty. Everyone should know the specific directions for reaching a point of safety from within the building. Fire drill information is posted in each classroom. General rules include:

1. Close windows.
2. Students will follow designated exit instructions, walk single file without talking to an area 100 feet from the point of exit.
3. Stay with your class group for roll call.
4. Teachers shall be the last one out of the room; they will take their roll book and keys with them and call roll when the group is safely away from the building.
5. No one is to return to the building until the principal gives a signal bell.

The pulling of a fire alarm without just cause will result in suspension or possible expulsion from school.

*NOTE: Emergency drills are serious exercises that could save your life. Please act in an appropriate manner.

SAFE SCHOOLS PLAN

Contingency plans have been created for Wayne High School in the event of an emergency situation. These plans are on file with the Wayne County Board of Education and the West Virginia State Police.

ACCIDENTS/INSURANCE

The school is responsible for only immediate, minor first aid. The school does not pay for any medical bill or hospital bill incurred as a result of such accidents. The parent or guardian is responsible for the payment of such bills.

Students are urged to obtain insurance protection against accidents. Insurance applications are handed out by your homeroom teacher at the beginning of school and are available in the office.

Any student who is enrolled in weight lifting, building maintenance, woodworking, ornamental horticulture, heating and air conditioning, or graphic design is required to have insurance with verification on file to take to class.

*NOTE: School athletic insurance has a \$100.00 deductible, paid by the parents.

EMERGENCY PROCEDURE CARDS

Upon entering WHS you are required to complete an emergency procedure card. This has important data about you that will help during an emergency. You need to complete this card in order to be properly enrolled in school.

FIRST AID and HEALTH SERVICES

The Wayne middle/High School Health Center is open from 8 A. M. until noon each day that school is in session. The staff includes: Lynn Booth, MA-Site Coordinator, Paul Connor, PA-C – Physicians Assistant, Isabel Pino, MD-Pediatrician, and Melody Cyrus, MD-Pediatrician. Students under 18 years of age must be enrolled in the Health Center and have consent from a parent or guardian to receive treatment from the physician or physician assistant. If they are not enrolled, telephone consent can be obtained from a parent or guardian if the need arises. Any student may receive care and services from the nurse, such as: first aid, vision, and hearing screenings, information, education, and referrals. The Health Center does **NOT** provide contraceptives, condoms, or abortion counseling. Only services that would normally be charged for at a clinic will be billed to insurance companies and other third party payer, such as Medicaid. A sliding fee based on family income is available for families with need. Charges to students and parents will be minimal. No student will be denied needed care due to inability to pay. Counseling and mental health services are provided by Pretera Center for Mental Health Services Inc.

MEDICATIONS

No medications are to be taken at school unless a doctor prescribes them. The office is to be notified of medicines, which need to be taken on a daily basis. **ALL** medications must be kept in the office. Students can obtain a medication form to be filled out by their parents and physician.

PHYSICAL EDUCATION/MEDICAL EXCUSES

If for any reason you cannot participate in gym class, a doctor's note must be submitted indicating the length of time you are to be excused.

CURRICULUM

WHS participates in the High Schools That Work program. The principles of HSTW form the basis for our curriculum.

What is High Schools That Work? HSTW is a nationally recognized initiative that raises student awareness and achievement so that more students will have a better awareness of their abilities in future education and career opportunities.

What is a cluster? Clusters are a large grouping of related careers or occupations. Students choose a cluster in the 8th grade.

What is a major? Majors are smaller grouping of related careers or occupations within a cluster. Majors are chosen in the 10th grade.

What majors and clusters are offered by Wayne County Schools?

1. Health Cluster
 - (a) Diagnostic Services
 - (b) Health Information
 - (c) Therapeutic Services
2. Business & Marketing Cluster
 - (a) Administrative Support
 - (b) Finance/Accounting
 - (c) Hospitality/Food Services
 - (d) Management/Marketing
3. Engineering/Technical Cluster
 - (a) Communication Technology
 - (b) Construction Technology
 - (c) Manufacturing/Production Technology
 - (d) Mechanical Services Technology
 - (e) Ornamental Horticulture
4. Arts & Humanities Cluster
 - (a) Visual Arts
 - (b) Performing Arts
 - (c) Liberals Arts
5. Human Services Cluster
 - (a) Personal & Family Services
 - (b) Public Safety/Legal Services
 - (c) Social Services/Education

6. Science & Natural Resources
 - (a) Agriculture/Agribusiness
 - (b) Science

What is a Pathway? Pathways are the level of educational skills need for a student to complete a chosen major. During the 10th grade students may choose from the following three Pathways:

1. Professional – for students interested in pursuing postsecondary 4-year degree.
2. Skilled – for students interested in pursuing a postsecondary 2-year degree, apprenticeships, and military service.
3. Entry – for students wishing to earn a high school diploma without any postsecondary plans.

How many credits are required for graduation? Students must earn 26 credits to graduate from a Wayne County Schools.

How are students classified?

1. Freshman – 0 to 5 credits
2. Sophomore – 6 to 11 credits
3. Juniors – 12 to 17 credits
4. Seniors – at least 18 credits.

As part of HSTW and in accordance with State Board Policy 2510, all students must complete a Work-Based Learning Experience prior to graduation. The Academic Resource person at each of the Wayne County High Schools schedules work-Based Learning Experiences. Work-Based Learning experiences are intended to provide students with experiences and activities that allow them to gain an awareness of the workplace, explore possible careers, and see the relevance of their academic program.

HONOR ROLL

Students are encouraged to strive for academic excellence in all areas. In order to make the honor roll a student must make a 3.00 or better average.

An honor roll is posted every nine weeks on the hall bulletin board for students to check and make sure their names have not been omitted. If they make the honor roll and their name is not listed they should notify the secretary immediately. After posting for two days, it is sent to the Wayne county news for publication. In computing class ranking and honor roll for the determination of honors, all subjects that carry credit must be considered regardless of the number of subjects carried in any semester.

HOMEWORK

Homework is to be used to enhance and reinforce the educational experience of the classroom. Teachers may assign homework for this purpose. Homework may be assigned so that students may spend an average of one to one and one-half hours per evening in homework for the total of their classes.

The following policy will be used when students are absent from school for making up missed class work on the day they return to school: 1 day absent-1day to make up work; 2 days absent-2days to make up work; etc. 5 or more days absent require special permission from the office.

*NOTE: It is the student's responsibility to see the teacher and ask for assigned work that has been missed and turn it in by the allotted time.

Parents may call the office if a student is going to be absent more than one day due to an illness and work can be collected for that student. Please call before 9 A.M. Parents should call the school each day their child is absent.

Severe illnesses requiring absence for two weeks or more should result in the parents contacting the school for the purpose of a homebound instructor. Homebound teachers will assign grades for work completed under his/her supervision. Call (304) 272-3239 to obtain a homebound application.

REPORT CARDS

Progress report cards are sent home every 4½ weeks. These cards are to serve as a progress report to parents to show how a child is doing in school. If after seeing a progress/report card, a parent wishes to have a conference with teachers, they may call the school for an appointment.

The grading scale for report/progress cards are:

A – Superior- excellent class work 93-100%

B – Very Good – above average class work 85-92%

C - Average – typical class work 75-84%

D - Poor – needs to put forth a more concentrated effort
65-74%

F - Failing – did not meet the minimum standards to pass, below 65%.

CERTIFICATE OF PROFICIENCY

In addition to receiving a diploma upon graduation, each graduation senior will also be issued a “Certificate of Proficiency.” This will provide verification of the student’s performance in school and serve as a warranty or guarantee that students are capable of accomplishing tasks at levels indicated on the Certificate of Proficiency.

The purpose of this Certificate of Proficiency is to issue to employers and post-secondary educational institutions a guarantee of the student’s proficiency level mandated by state law. The following information will be included on the Certificate of Proficiency: standardized test results in reading, math, and language arts; courses taken in grades 9-12 with grades and credits received; computer instruction received; grade point average for grades 9-12; class rank out of total graduation class; attendance per year; co- and extra curricular activities; grade scale including letter/numerical equivalent; level of proficiency in each basic skill area; special competencies; vocational training.

STATEMENT FOR DRIVER'S EDUCATION

Driver's Education is a special elective class. Requirements for Driver's Education include no more than 10 absences during the prior semester and no failure of a student's core classes. Being absent more than 10 days will result in failure of the lab portion of the class. Driver's Education standards are set by the State of West Virginia.

WITHDRAWAL FROM SCHOOL OR TRANSFER

If you are moving from or withdrawing from school you need to follow this procedure:

1. Consult your counselor.
2. Have the proper withdrawal forms fill out by teachers, return all textbooks and library books, and make sure that no debts are owed to the school, sport, or organization. Take completed form to the office for final clearance by the principal.

STUDENT CODE OF CONDUCT

In order for every student to have the opportunity to reach his/her potential, every student in the public schools of Wayne County shall:

1. Attend school faithfully, complete his/her assignments on time, and work to his/her full potential.
2. Behave in a manner that does not disrupt classroom learning or the operation of the school.
3. Obey teachers and principals and others in authority.
4. Refrain from aggressive or threatening behavior toward fellow students, teachers, or other school staff.
5. Refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco products.

STUDENT BEHAVIOR

The following behaviors are considered unacceptable when as a result:

- (a) the education process is disrupted.
 - (b) the health, safety, and /or morals of individuals are threatened or the rights of the same are violated.
 - (c) the property rights of others are violated or threatened.
 - (d) state or federal laws are violated.
1. TARDINESS: The proper operation of the school demands that all of us be punctual for appointments. However, we do accept that sometimes a student may be tardy for class. This we can accept, however, when you have been tardy 4 times with a 4½ week period, disciplinary action will be taken. At the beginning of each 9 weeks a new count shall be made of times tardy.
 2. VANDALISM: students engaging in wanton destruction of property of the school shall be suspended and a report may be made to the county administration with expulsion assigned to the guilty parties. Public restrooms are for your convenience. Please report any misuse of the restroom to the administration.
 3. ARTICLES PROHIBITED AT SCHOOL: Problems arise every year because students have articles that are hazardous to the safety of others, or interfere in some way with school procedure. Such items include: water pistols, water bottles, knives, radios, tape players, cell phones, pagers, smoke bombs, firecrackers, noise makers, etc. These items will be taken from the students and returned upon parental request after a conference has been held.
 4. FIREARMS: Firearms have no place on school grounds at any time. This includes vehicles parked on school grounds. The administration will request that any student in possession of firearms be expelled from school and legal action be taken against any student.
 5. TOBACCO: there will be no tobacco use on school property. The administration and staff have the right to confiscate any tobacco products students may have in their possession.
 6. CONTROLLED SUBSTANCE POLICY: The use, possession, or state of being under the influence of alcoholic beverages or illegal drugs, or substances by students in school buildings, on school property, or a property being leased by the Wayne County Board of Education or its member schools during school hours, or after school hours at

school sponsored activities regardless of whether the student is enrolled in the school sponsoring the event is prohibited. Students found to be in violation of this policy will be disciplined in accordance with Wayne County Public School's due process procedure.

7. DRUGS: students having controlled substances on school property shall be suspended with possible expulsion by the county administration. This is to be construed to include drugs of any type and alcoholic beverages. Prescription medications should be taken to the office as soon as a student arrives on campus. (See Medications).
8. FIGHTING: Student fighting poses a serious safety problem and violators are subject to a 5 day suspension for the first offense, 10 day for the second offense and expulsion from school for the third offense.
9. VERBAL THREATS: Verbal threats pose a disruption to the school environment and will result in disciplinary action.
10. FIRECRACKERS: A serious safety problem arises when students use any of the explosive firecrackers that are often available. This cannot be permitted in the interest of student safety. Those who use these shall be suspended and in the event the item is of the more explosive type we shall suspend and request expulsion for the remainder of the school term. Please remember that it is the student's safety we protect.
11. PROFANITY: At no time shall we allow profanity, cursing, or vulgarity to be used on the campus.
12. SOCIAL CONDUCT: All students are expected to conduct themselves as ladies and gentlemen while they are at school. This behavior prohibits physical contact, such as hugging, kissing, or any other behavior that is unacceptable in public. Dating is to be done at home, not at school. We accept holding hands only.
13. LITERATURE: Magazines, brochures, etc., pertaining to obscenity, drug purchases, etc. are not permitted on campus.

DRESS CODE

We expect our students to dress in a manner becoming of young men and women. Any type of attire that is disruptive to the educational process is not permissible. Examples of improper attire include:

1. Obscene or suggestive print or pictures on any article of clothing. You will be asked to change.
2. Cut-off or half T-shirts, fish net shirts, or any shirts that expose the belly.
3. Short shorts, gym shorts, or trunks. Jams and similar attire are permissible as long as they are not shorter than arms length.
4. Halter or tube tops.
5. See through shirts.
6. Bare feet. Students must wear shoes.
7. Cleated athletic shoes are not to be worn in the building and street shoes are not to be worn on the gym floor because they will damage the floor.

Summary of the Wayne County Schools Bully, Harassment, and Intimidation Policy

1. Any student who believes he or she has been the victim of any form of bullying, harassment, or intimidation should report the incident to their principal or assistant principal.
2. Any staff member who has or receives notice that a student has been or may have been the victim of bullying, harassment, or intimidation is required to report the alleged acts to the building administrators.

SCHOOLS EVENTS

Students are expected to conduct themselves in a proper fashion at a school-sponsored event. No students will be excused from an event during regular school hours unless the principal has given prior approval. Students are to stay in the area where the event is taking place. Any inappropriate conduct will lead to withdrawal of that student from future school events.

School events after regular school hours are a part of school activities and students are still responsible for their actions. Fighting and the use of alcoholic beverages will not be tolerated on school property at any time and violations will be dealt with appropriately. **Students suspended from school due to disciplinary action are not allowed to attend after school events (dances, ball games, etc.)**

PROM POLICY

The annual Junior-Senior Prom is a special time in the lives of all upperclassmen. This event is viewed as “not just another dance.” Therefore, the prom is for our junior and senior classes only. Members of the freshmen, sophomore classes and middle school students are not permitted to attend. Guests may come with a junior or senior provided they are a junior, senior, or graduate. Guests not enrolled at WHS must have prior approval from the principal.

DRIVING AND PARKING OF CARS

Students may drive to school as long as they do not abuse the privilege. Students who drive to school will park vehicles on the rear parking lot of the school. The vehicles are to be locked and remain so until time for departure. Students will not loiter or lounge in vehicles parked on the designated parking area. The front area is for faculty, visitors and school buses only. Cars are not to be used as lockers or for keeping lunch. Permission to go to your car during school hours must be obtained from the office. Parking out of designated area, or other abuse of rules will result in driving privileges being revoked. All students are to promptly leave school in an orderly manner upon dismissal, unless after school activity permits otherwise. The entrance to the parking lot is NOT a racetrack. Appropriate speed must be used entering and exiting the parking area. Excessive tardiness will result in the loss of driving privileges.

DRIVING AND ATTENDANCE

The Wayne County Board of Education provides free bus transportation to all Wayne High School Students living within the school district. Driving a car to school is a privilege. Students who drive to school and develop an attendance problem will have their driving privileges temporarily or permanently revoked.

TEXTBOOKS

Textbooks are furnished each year by the county and issued at the beginning of each year. Students who lose or damage a book while it is checked out to them will be expected to pay for it. Lost books are turned in to the office.

CLOSED CAMPUS

WHS is operated on a closed campus policy. Students are not allowed to check out to go to lunch. Students must stay on the school grounds from the time they leave their bus or car until school is dismissed. Any student leaving school during school hours must obtain permission from the principal, assistant principal, or secretary before leaving.

ATTENDANCE POLICY

1. Steps that will be followed when absences become excessive:
 - a. When a student's absences (unexcused) total **Five** (5) days, the student's parent/guardian will be contacted by phone/letter
 - b. If a student's absences (unexcused) total **Ten** (10) days, the student's parent/guardian will be contacted by phone/letter, and a conference will be held to resolve the student's attendance problem.
 - c. If a student's total absences exceed **Ten** (10) days, the student will be referred to the Wayne County Attendance Director.
2. When students are absent from school, they will have one school day for each day missed to make up assignments. If the work is not completed and turned in to the teacher within the allotted time, a zero will be given for any assignments not turned in. **It is the responsibility of the student to obtain a copy of any work missed during his or her absence.**
3. A student's drivers license will be revoked if the student withdraws from school, or if the student accumulates more than **Ten** (10) consecutive or **Fifteen** (15) total absences during a school year. **If a student's drivers license is revoked the license cannot be reinstated until the student has completed a full semester with acceptable attendance.**
4. Students must bring a note for all absences. All notes must include the student's:
 - a. Homeroom teacher's name
 - b. Student's full name and Student ID number

Notes are to be turned in to the office on the day the student returns to school. (Students have a maximum of Five (5) school days to turn in parental or doctor's excuses upon returning to school. No excuses will be accepted beyond the Five (5) day period.

DRIVER'S LICENSE APPROVAL

If a student misses 10 consecutive days or a total of 15 unexcused days in a school year, he/she will have their license revoked, or in the case of new applicants, a Proof of Enrollment will not be issued.

EARLY SIGN-OUT PROCEDURE

Occasionally a student may have to leave school before the end of the school day due to medical appointments or family emergency. To leave school early you need to follow this procedure:

1. If a student drives himself/herself, the parents must call prior to the time the student needs to leave.
2. Have a principal, assistant principal or secretary make sure you are listed on the sign-out sheet. This is your responsibility.
3. If parents are coming to pick you up, they **MUST** come in the office. Do not call and ask for a student to meet out front. This keeps someone other than parents from picking up students.
4. If a parent is having someone other than themselves pick you up, the parent must call and tell the principal or secretary.

Students must remember that they are responsible for work missed when they are excused early and they forfeit all rights to participate in extra curricular activities for that day.

WORK RELEASE & EARLY DISMISSAL

Students must have approval from the Wayne County Board of Education to be released any part of the school day.