



# Student Handbook 2022 - 2023

## HOME OF THE WILDCATS

Pride - Determination - Respect

### MISSION STATEMENT:

*Lifelong Learners Striving for  
Excellence*

### Motto:

**“Building Tomorrow’s Future”**

### Welcome Students!

We’re excited to have you join us for this new school year. This year will be one of the very best ever!

In order for you to gain the most from this school year, it is important for you to review and follow the rules and guidelines. By following them, you will achieve success.

We want the very best for you. Good luck as you set your goals high and strive with the Water Canyon Wildcats!

### CONTACT INFORMATION

**School Address:** 880 N. Carling St.  
Hildale, Utah, 84784  
**Main Phone Number:** 435-874-1407  
**Fax Number:** 435-874-1405  
**Website Address:**  
<https://wchs.washk12.org/>  
**Powerschool Website Address:**  
<https://psa.washk12.org/public/home.html>  
**Facebook:** facebook.com/watercanyon  
**Twitter:** @WaterCanyonHS  
**Instagram:** @watercanyonhs

### ADMINISTRATION AND STAFF

Steve Showalter.....Principal  
Launa Williams .....Assistant Principal  
Wendee Wilkinson.....Counselor  
Becky McNeil.....Counselor  
Deputy Shaun Cox.....Resource Officer  
Kristen Swindlehurst.....Office Manager  
Donna McIntyre.....Registrar  
Nancy Wikan.....Media Coordinator  
David Farrar.....Head Custodian  
Chauntel Julander.....Media & Technology Specialist  
Sandra Brown.....Kitchen Manager

### FACULTY

#### Language Arts

Williams Wixom-Burdick  
Leanne Worwood

#### CTE

Kathleen Haggard  
Ben Klepper  
Ben Jackman  
Brad Garrett

#### Fine Arts

Nicole Barlow  
Alli Farrar

#### Physical Ed

Travis LeBaron  
Melanie Graff

#### Mathematics

Sukanaivalu Faiga  
Aaron Cardon  
Hunter Wixom

#### Science

Halie Mouton  
Drew Mills

#### Social Studies

David Mackey

#### Special Ed

Bonnie Andreason  
Stephanie Johnson

#### World Lang

Nataly Wixom-  
Burdick

### BLOCK SCHEDULE

<b>1<sup>st</sup>/5<sup>th</sup></b>	<b>8:15</b>	<b>To</b>	<b>9:30</b>
<b>2<sup>nd</sup>/6<sup>th</sup></b>	<b>9:36</b>	<b>To</b>	<b>10:51</b>
<b>Intervention</b>	<b>10:51</b>	<b>To</b>	<b>11:25</b>
<b>Lunch</b>	<b>11:25</b>	<b>To</b>	<b>11:58</b>
<b>3<sup>rd</sup>/ 7<sup>th</sup></b>	<b>12:04</b>	<b>To</b>	<b>1:19</b>
<b>4<sup>th</sup>/8<sup>th</sup></b>	<b>1:25</b>	<b>To</b>	<b>2:40</b>

## BEHAVIOR AND CITIZENSHIP

### Respect and Responsibility at Water Canyon High School

#### Student Behavior

Learning to be a good citizen is an important lesson taught in school as well as at home. **Courtesy to teachers, school employees, other students, and visitors are expected from all students.** Students should be considerate of the rights, safety, property, and feelings of others, despite race, gender, religious or economic background. Students who choose to harass others for any reason will be disciplined promptly.

#### Work Ethics Guidelines

Certain behavior is expected and necessary for school, just as it will be for the workplace. Water Canyon High School students have an advantage because they learn and practice these behaviors now, and they become second nature.

1. **Arrive on time; be ready to work.**
2. **Come prepared with all necessary materials.**
3. **Turn in clean, legible assignments on time.**
4. **Avoid disrupting the teaching and learning environment.**
5. **Be respectful of others.**
6. **Follow teacher instructions and obey classroom rules.**

Students who repeatedly have problems following the Work Ethics Guidelines--so that they are interfering with the learning environment of others and for themselves--may be assigned to an alternative program outside of regular classes.

#### Cheating/Plagiarism

If a student cheats on an assignment or test, they will automatically receive a zero for the work in question. The teacher will note that the student was cheating in the grade book and parents will be contacted about the situation. The student will have a chance to redo the work and the new score and the zero will be averaged to give the student a final score on the work.

#### Assignment Makeup (Missing School)

All work missed during any missed class time for any reason (excused, unexcused, tardy, etc.) is the responsibility of the student to make up. Assignments given prior to mid-term may not be able to be made up after mid-term and zero credit would be given for those assignments not in by that deadline. Additionally, if an area of study is completed, departments may not let you do makeup work after an area is done depending on the department and work that is missed. **Individual teachers or departments may have procedures to follow to determine the amount of time given to get missed assignments after missing class, please refer to their disclosure statements.**

#### Assignment Makeup (Not Doing Work)

If a student chooses not to do an assignment, a teacher will input a grade of less than 10% and create a comment about the student not doing their work. The student will have a chance to redo or complete the assignment, and the grades will be averaged together for a final score.

#### Internet Acceptable Use Policy

WCHS has internet access throughout the building; however, in order for students to have access to the internet they must follow the WCHS "Acceptable Use Policy". **Failure to follow this policy may result in the loss of computer privileges.** There may also be disciplinary or legal action taken for illegal or inappropriate material being viewed or downloaded.

#### Electronic Devices

Cell phones, portable music players, cameras, games, and other electronic devices **should not be used during class time (unless instructed to do so by a teacher) and should be kept in a backpack or pocket.** Unauthorized use of these devices by students will result in the following actions:

- First offense - teacher/staff warning to the student about the violation.

- Second offense – the device(s) will be confiscated and may be picked up from the office by the student at the end of the school day.
- Third offense – the device(s) will be confiscated and must be picked up from the office by a parent/guardian at the end of the school day.
- Fourth offense – the device(s) will be confiscated and must be picked up from the school by a parent/guardian. A conference with an administrator will be held where disciplinary actions may be taken. Actions may include a child being suspended or sent to the Focus Center for a remainder of time if the situation cannot be resolved.

The use of these devices is regulated under the "Acceptable Use Policy" of the WCHS pertaining to the use of electronic equipment.

#### Dress Code and Grooming Policy

##### Washington County School District Policy:

Students who attend school in WCHS are expected to come to school dressed and groomed appropriately for a learning environment and show respect for others by supporting the following dress and grooming standards. These standards are intended to ensure that every school in the WCHS will be a safe place for each student to learn, free from physical or moral threats and free from intimidation by others, including gangs and gang appearance.

\* Students have a responsibility to cooperate fully with clothing standards required for special classes (such as shop, home economics, laboratories, physical education) and special school activities.

##### Full School District Policy- [2200 Student Dress Code](#)

##### Water Canyon High School Student Dress and Grooming Policy:

All tops (blouses, tee shirts, dresses, etc.) need to, at minimum, hang over the shoulder covering the entire top of the shoulder and cover the entire upper body hanging over your bottoms. No bare backs or midriffs or clothing that is translucent enough to see skin through and tops should completely cover undergarments.

All bottoms (shorts, skirts, dresses, etc.) need to be a modest length. Bottoms need to be worn high enough not to show any underwear, and should not have slits in them above the finger length height, if they do, you need to wear shorts or something underneath so bare skin is not exposed.

All clothes should not show any bare skin, or show skin through them (back, midriff, slits in pants, etc.) in any of those areas that should be covered by tops or bottoms. An undershirt or shorts would need to be on underneath these clothes covering skin from being exposed in those areas if they aren't covered.

No hoods or hats should be worn inside the building at any time.

No clothing with explicit words, symbols, or pictures is allowed at school. No clothing with logos of alcohol, drugs, or adult content should ever be worn to school.

Please make good clothing choices and dress appropriately for school. Pictures and information will be on the school website, shown throughout the school, as well as disseminated to all students at the beginning of the school year.

Dress code violations will be handled by the administration with students being sent to the office. In a first offense, clothing to cover up areas that are not appropriate will be provided (clothes need to be returned to the school or paid for by the student) or the student may try to find something to wear from a friend or call home. If the same piece of clothing, or a similar piece of clothing, is worn a second time after their first violation, parents will be required for a meeting with the student and the administration.

- A student in violation of the Dress Code policy may be sent home to make the necessary changes to be in compliance with the

policy. The student may return as soon as the required changes are made.

**Once again, please make good clothing choices and dress appropriately for school.**

### **Fighting**

**Fighting will not be tolerated.** Any fighting will result in both parties being suspended from school. If you are concerned that you or others may be involved in a fight, report your concern to the office immediately. Multiple instances of fighting will result in the student being sent to an alternative location.

### **Skateboard/Rollerblade Policy**

Washington County School District has adopted a **no skateboard or rollerblade policy** on all of their school campuses. WCSD is not responsible for any accident that may occur as a result of riding skateboards or roller blades on school property.

### **Substitute Teachers**

Substitute teachers are to be considered guests in our school with as much authority as the regular teacher. It is the responsibility of students to see that every courtesy and assistance is offered to substitute teachers. Substitutes will send students who repeatedly disrupt the class or show disrespect to other people in the class to the main office.

### **Public Displays of Affection**

Students are not to physically express affection in public. This means students should not hold hands, embrace, kiss, etc. Students who repeatedly engage in inappropriate displays of affection face possible administrative discipline.

### **Vandalism/School Property**

Students must not mark on school furniture, walls, ceilings, floors, buses or equipment, or tamper with fire alarms, fire extinguishers, or any electrical systems. **Anyone who willfully destroys school property or creates a safety hazard to themselves or others will be subject to school disciplinary measures and charged for repairs.** Additionally, the individual may be referred to the proper law enforcement agency.

## **ATTENDANCE**

### **School Hours**

The school day begins at 8:15 a.m. and ends at 2:40 p.m. unless students are working with a teacher, involved in a school activity, or on a district-wide early out schedule. The building will be open from 7:30 a.m. to 3:15 p.m.

**To check a student out from school before the end of the school day, a parent/guardian must come into the office. For the safety of our students, phone calls from the parking lot will not be sufficient to allow the student to leave the building.**

### **Attendance**

The Washington County School Board wants to make every effort to be in compliance with state law and work together in harmony with parents and to assist them with their responsibility to have their children in attendance at school. ([2900 Attendance District Policy](#))

**Absence:** An absence is defined as any time a student is not in attendance in the classroom to which he or she has been assigned. **Students are responsible for the completion of any work missed due to absence regardless of the reason for the absence.**

### **Excessive Absences**

If a student reaches **four** absences in any given class in a quarter an email will be sent home to the parents notifying them. If a student reaches **six** absences in any given class in a quarter a phone call to the parent from the administration or counselor will be made to discuss the situation.

If a student reaches **nine** absences in any given class in a quarter a mandatory meeting will be set for the parent to discuss the situation with the administration.

If a child reaches **eleven** absences they may be required to transition to online recovery of credit for that class and be required to pay the \$50.00 fee associated with that program.

**Unexcused Absence/Truant:** All absences that are not excused by a parent are classified as unexcused absences. Teachers will mark the students as unexcused if they do not know why they are absent, but will mark them as truant if they know that they were at school and are not currently attending their class. **Students who are marked truant will automatically lose the privilege of early lunch release and will need to work off the truant mark (to be determined by teacher or administration).**

**Tardy:** A tardy is defined as reporting to class after the bell to start class has sounded. Students may be marked tardy if they are not in their seat when the bell to start class rings. Tardiness is disruptive to the normal class routine and can be detrimental to a student's achievement. Students who are persistently tardy to class (five or more total for a quarter) will lose the privilege of going to lunch early. Students may earn back the early lunch privilege by attending lunch detention or working with their teacher to work off excessive tardies.

A tardy may be excused by a parent when an emergency situation results in a student arriving to school late. **A student may not be excused for tardiness between classes, even after lunch** (except if they are taken by a parent and the parent notifies the office at the time of return).

### **Excessive Tardies**

If a student reaches **five cumulative** tardies in any given quarter they will no longer be eligible for early lunch release. If a student reaches **ten cumulative** tardies in any given quarter a phone call to the parent from the administration will be made to discuss the situation and the student will be required to stay in lunch detention. If a student reaches **fifteen cumulative** tardies, they may be sent to the Focus Center or given an alternative placement to finish the quarter.

### **Transfers or Moving**

A student transferring to another school must bring their parent/guardian the last day of attendance in order to check out. The check-out procedure begins in the counseling center and includes returning all books and school materials to teachers, returning all books checked out from the media center, and paying any fines. The counseling center must also have the student's new address and the name of the new school when possible.

### **Leaving School Before Last Scheduled Day**

The Washington County School Board requires:

1. The student must submit a written request from parents to the school administrator **three days before leaving.**
2. Students need to be cleared through the administration before they make arrangements with the teachers. At this time, they will receive a check-out sheet and written confirmation.
3. All paperwork and assignments that are completed on time will be accepted and graded with the student receiving proper credit.
4. Tests and final exams are not to be given early.
5. The grade may be reduced if the student fails to be in attendance to take the final exam (the grade is not reduced because of the absence, but because of the student's failure to complete the final exam).
6. No student is to be given an incomplete grade the last term unless circumstances are so unique that it can be handled no other way. This applies to all students, not just those who leave early.

### **Educational Leave**

If you will be absent to do something of an educational nature, you may apply for educational leave (see the assistant principal). The idea is to get, do, and turn in some of your homework in advance so that you won't have so much to catch up on when you

get back. **Start the process at least 7 days before you plan to leave.**

## **SCHOOL PROCEDURES AND INFORMATION**

### **Counseling Services**

Counseling services are available to all students. Many problems dealing with both school and personal life can be resolved by counseling with a concerned person. The school counselors are happy to meet with you and to help you with personal problems that may arise. Ask your teacher for a hall pass or stop by the counseling center during the non-class time and make an appointment. The counselors are sincerely committed to helping each student get the most out of school and life.

### **Counseling Center Class Change Policy**

Each class change will be considered by the counselors individually. To make a class change, see a counselor and the following procedure will be followed:

- All other student fees need to be paid in advance of doing a class change request
- **There is a fee to change a class.** Pay the \$5 at the front office after you have talked with your counselor.
- Class changes **will not be done for the following reasons:** If the change requires numerous changes to your schedule, or if the class is full or unavailable.
- **CLASS CHANGE DEADLINE:** All class changes each semester must be done by the end of the first week of that semester.

### **Hall Passes**

Hall passes are required any time you are out of class during a regular class period. This includes going to the office or restrooms. You must have a hall pass from the teacher responsible for you that period.

### **Physical Education**

Please put your name on your P.E. clothes and remember to **lock everything up every time you leave the locker room. Water Canyon High School will not be responsible for items lost/stolen from the locker room if they are not locked properly into the locker that is provided to you.**

If you cannot participate actively in P.E., you should bring a doctor's excuse which states what activities you must avoid and for how long. If you haven't been to the doctor yet, dress out and speak with your teacher.

### **Lockers**

**Lockers will be available upon request in the front office.** Any problems with lockers should be reported to the office immediately. Lockers are the property of the school and may be inspected by administration at any time. Students should not keep valuables or money in their lockers. Leave valuables or excessive amounts of money at home. **Do not** give your locker combination to anyone; combinations **cannot** be changed during the year. Damage to the locker due to stickers, jamming, etc., is the financial responsibility of the student assigned to the locker.

### **Personal Property**

Students must assume sole responsibility for loss or damage to any personal property left anywhere in the building, including a locker. The main office maintains a lost and found. **We strongly encourage you to leave expensive items at home.** Students should not bring large amounts of money to school. Items such as toys, electronic games, iPods, MP3 players, etc. are **not** permitted in school. **Cell phones are not to be used during class time.** Any of the above items will be confiscated and can be picked up at the office as determined by the Electronic Devices section.

### **Media Center**

The Media Center is open before school, during lunchtime, and after school for student use. The Media Center is for reading and

studying. All books checked out through the library need to be returned in the same condition they were checked out in.

### **Lunchtime**

At lunchtime, students may purchase a hot lunch from the school, bring their own lunch from home, or go off campus **if they can get back to school on time for their next class. Students who repeatedly return late to class following lunch will lose their off-campus lunch privileges.**

Be sure to observe these lunch rules:

1. Clean up after yourself.
2. No crowding or cutting in line.
3. No throwing anything in the lunchroom.
4. No rough play in the lunchroom (yelling, running, pushing, etc.)
5. Be on time for your next class
- 6. No unauthorized entry to classrooms during lunch.**

There is an early release period for lunch for those who have earned this privilege. Students with less than five cumulative tardies and less than five cumulative unexcused absences, no truancy marks, and all their grades a C- or above for all of their classes will be released for lunch ten minutes before the 11:15 lunch bell from their class. **This is a reward that we want ALL of our students to earn and enjoy.**

### **Elevator Key**

There is a \$10 refundable deposit for any student needing to use an elevator key. Once the key is returned a refund will be issued.

### **Student Cars**

9th-grade students with a driver's license are not permitted to drive on Washington County School District property.

### **Bus Transportation**

Bus transportation is a privilege granted by the school district. If you misbehave on the bus, an official complaint will be filed by the driver and turned over to the school administrator. You will be given a referral and your parents will be notified. Misbehavior on the bus can result in losing privileges to ride the bus to and from school.

### **Fire & Emergency Drills**

Fire and emergency drills at regular intervals are required by law and are an important safety precaution. It is essential that when the fire alarm goes off, everyone obeys instructions promptly and clears the building by the prescribed route immediately. In the event of a drill, students will remain outside until the all-clear signal is given.

### **Evacuation Procedure**

Students will line up with classes at the evacuation site, out on the elementary school field, and the football field parking lot. Students will line up with the teacher of the class they were in, or just left (if at lunch or between classes). In the event of an actual emergency, information will be sent via PowerSchool Messenger about reunification with further instructions including location and pickup time.

### **Visitors**

**All visitors must report to the main office upon entering the building.** Visitors need to be cleared with the main office and approved to be on school property at any point during the school day.

### **Report Cards**

The school year is divided into four grading periods or terms. These terms last for approximately nine weeks. During the year, students will receive one grade per class at the end of each term. **Parents and students are strongly suggested to check PowerSchool consistently to know updated attendance and**



grades. If you need assistance with PowerSchool, please contact the main office.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Student ID Cards**

A student ID card is a passport to the activity program. It identifies a student as an "active" member of the student body. Lost student ID cards should be replaced. There is a \$5 charge to replace lost ID cards.

### **Student Government**

Student government consists of several elected representatives from each grade. The purpose of student government is to give the students an active voice in school affairs. Students should know who their representatives are and communicate to them problems, concerns, good ideas, and suggestions.

### **Competitive Activities**

Any student participating in a competitive activity during the school day or the evening **must be in attendance and on time to all classes that day** until leaving for the activity in order to be eligible to participate. A fee must be paid at Water Canyon High School prior to participating in 9th-grade team athletics (fee waivers are available). Student-athletes must meet minimum citizenship and academic requirements. Any questions regarding eligibility should be directed to the school counselors.

### **Insurance**

Student accident insurance is available through a private insurance company. Families may choose from several different policy plans. Students who want to participate in extracurricular activities, but do not have family insurance, are encouraged to consider this insurance option. No insurance is provided for students participating in extracurricular activities by the school. The policy may be purchased at the first of the year. Contact the main office for more information.

### **Dances & Activities**

There will be a variety of activities and assemblies presented during the year. Students should be on their best behavior. Those students who misbehave may be denied the right to attend future activities. Dances are for 9th-12th graders only.

### **School Chartered Clubs**

Students are encouraged to be involved in school-sponsored activities and clubs. WCHS clubs and activities are in alignment with WCSD school board policy and local, state, and federal law. Refer to WCSD Policy 3640 on the school district website.

## **DISTRICT POLICIES**

### **ATTENTION**

### **ALL PERSONS AND VEHICLES ENTERING SCHOOL PROPERTY ARE SUBJECT TO SEARCH**

#### **District Policy**

**Unauthorized use of this property is prohibited. It is the policy of the Washington County School Board; local law enforcement has the authority and will enforce all trespass and loitering laws on this property.**

**Please obey all traffic and parking laws. It is the policy of the Washington County School Board, that all traffic and parking laws will be enforced by local law enforcement on this property.**

#### **Anti-Discrimination Policy**

It is the policy of the Washington County School District not to discriminate on the basis of sex, age, religion, race, or national origin in educational programs and activities.

### **Safe Schools Policy**

The Board of Education of the Washington County School District recognizes that every student in the schools should have the opportunity to learn in an environment that is safe, conducive to the learning process, and free from unnecessary disruption. To foster such an environment the following policy has been adopted and is based on the following principles.

The following are the grounds for suspension and expulsion from school as found in the [Safe Schools Policy](#) of the Washington County School District. A complete copy of the policy is available at the school upon request.

### **GROUNDS FOR SUSPENSION AND EXPULSION**

A student may be suspended or expelled from school for any of the following reasons:

1. Frequent or flagrant willful disobedience, defiance of proper authority or disruptive behavior, including the use of foul, profane, vulgar, or abusive language 3.2.1.1.;
2. Willful destruction or defacing of school property 3.2.1.2.;
3. Behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school, including bullying, emotional, physical, or sexual harassment 3.2.1.3.;
4. Possession or use of pornographic material on school property 3.2.1.4. H.B. 100-4-30-07;
5. Possession, control, or use of an alcoholic beverage as defined in Section 32A-1-105 of the Utah Code 3.2.1.5.;
6. Possession, control, or use of tobacco 3.2.1.6.;
7. Behavior which threatens harm or does harm to the school or school property, to a person associated with the school, or property associated with any such person, regardless of where it occurs 3.2.1.7.
8. Because of identification and association with gangs, the following will not be permitted on school campuses or at school activities: bandannas or any article of clothing bearing gang symbols, names, initials, insignia, or anything else that signals gang affiliation 3.2.1.8.
9. When a school official determines that time is needed to establish further facts of an act or series of acts of disobedience and misconduct disruptive to the learning process which may lead to suspension or expulsion from school 3.2.1.9.

A student shall be suspended or expelled from school for any of the following reasons:

1. Any serious violation affecting another student or staff member, or any serious violation occurring in a school building, in or on school property, or in conjunction with any school activity, including 3.2.2.1:
  - a. possession, control, or actual or threatened use of a real, look-alike, or pretend weapon, explosive, or noxious or flammable material under Section 53A-3-502, 3.2.2.1.2.;
  - b. the sale, control, or distribution of a drug or controlled substance as defined in Section 58-37b-2, 3.2.2.1.3.;
  - c. the sale, control, or distribution of an imitation controlled substance as defined in Section 58-37b-2, 3.2.2.1.4.;
  - d. the sale, control, or distribution of drug paraphernalia as defined in Section 58-37a-3, 3.2.2.1.5.
2. The commission of an act involving the use of force or threatened force which if committed by an adult would be a felony or class A misdemeanor, 3.2.2.2.

**A secondary school student who commits a violation of section 1(a) above involving a real, look-alike, or pretend firearm, explosive, or flammable material shall be expelled from school for a period of not less than one year.**

**A student may be denied admission to school on the basis of having been expelled from that or any other school during the preceding 12 months.** A suspension or expulsion under this policy is not subject to the age limitations under Subsection 53A-11-102(1).

#### **Technology Acceptable Use Policy (Abridged)**

The information included below has been abridged to include only student responsible use information. The policy can be read in its entirety at the Washington County School District Website (**Policy 3700**)

## COMPUTERS AND THE INTERNET

It is the policy of the Washington County School District to permit students, patrons, to have computer and Internet access under approved regulations and guidelines, to include those listed in the Children's Internet Protection Act, State Law, and policies adopted by the Board of Education. In general, the user's responsibilities require responsible, decent, ethical, polite, efficient, and legal use of computer and network resources. Students must not access obscene, pornographic, or material that is deemed to be harmful to minors. District and school personnel will instruct students on acceptable use of computers and Internet resources and proper network etiquette. All students are granted access to the internet, but all access to the internet through district resources is subject to the terms of the [Technology Acceptable Use Agreement and District policy](#).

**Internet use is a privilege, not a right, and inappropriate use will result in a loss of network privileges, disciplinary action, and/or referral to legal authorities.** The system administrators will close an account when necessary. An administrator or faculty member may request the system administrator to deny, revoke, or suspend specific user access and/or user accounts.

Authorized District employees have the right to intercept or read a user's e-mail, to review any material, and to edit or remove any material which they believe may be unlawful, obscene, defamatory, abusive or otherwise objectionable. If the District intends to impose any discipline upon a student other than revoking privileges for the remainder of the school year, the student will be afforded appropriate or adequate due process.

Nothing is private on the District-owned network. If a user accesses a particular site on the Internet, it is likely that someone knows the connections that the user is making, knows about the computer the user is using, and what the user looked at while on the system. Frequently these sites maintain records that can be subpoenaed to identify what the user has been viewing and downloading on the Internet. In addition, the District reserves the right to monitor whatever a user does on the network and to make sure the network functions properly. A user has no expectation of privacy as to his or her communications or the uses made of the Internet.

- Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
- Be polite
- Do not be abusive in your messages to others
- Use appropriate language
- Do not swear, use vulgarities, or any other language inappropriate in a school setting

## INTERFERING AND ELECTRONIC COMMUNICATION DEVICES

This includes any device or object that may, if used or engaged, interfere with the educational process for either the student possessing or using the object or for other students. These devices include, but are not limited to:

Telephones  
Cameras  
Radios  
Video broadcasting devices  
Lasers, laser pens, or laser pointers  
Portable music players such as CD players, MP3 players, or iPods  
Video games  
Other electronic equipment or devices

Except as set forth below, a student may possess, but may not operate or engage, any interfering device during school hours or at

school functions, unless specifically authorized in advance by the school personnel in charge of the class or activity.

It is District policy that students and others in the District will not be subject to video or audio capture, recording, or transmission of their words or images by any student at a school without express prior notice and explicit consent for the capture, recording, or transmission of such words or images.

During any time when a student is scheduled to be in class or involved in a regular school activity, it is a violation of policy for the student to have in his or her possession an electronic communication device or camera which is in the "on" position and ready to receive, send, capture, or record any communication, visual image, sound, text message or other information.

Electronic communication devices and cameras must not be possessed, activated, or utilized at any time by any person, including a student, teacher, staff employee, patron, or any other individual, in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower rooms, restrooms, and any other areas where students or others may change or be in any stage or degree of disrobing or changing clothes.

The principal or administrator of the school is hereby given authority to make determinations as to other specific locations and situations where possession of electronic communication devices and cameras is absolutely prohibited.

At no time may any electronic communication device or camera be utilized by any student in any way which gives the impression to others of being threatened, humiliated, harassed, embarrassed, or intimidated.

## STUDENT DISCIPLINARY ACTIONS

Any electronic device found on District property is subject to search and confiscation. Pornographic or indecent material will be reported for possible criminal prosecution in accordance with the UCA 76-10-1235 and/or other applicable District, state, and federal regulations. For each observed violation of this policy, it shall be the duty of the school teacher or administrator observing the violation to immediately confiscate the interfering device. Employee or patron violations will be immediately reported to the appropriate school or District administrator. Furthermore, the school or District may take additional disciplinary action as described in other District policies. The confiscated device shall be forwarded to the administrative office together with the name of the person from whom the device was confiscated. The school office should make arrangements to notify the parent/guardian of the student from whom the device was confiscated and arrange for the parent or guardian to pick up that device at the school office.

Any use of an electronic communication device or camera to record sounds or images or otherwise capture material in an unauthorized setting or at an unauthorized time shall subject the user of the device to increased discipline based on the circumstances and whether the student has been involved in prior violations of this policy and/or other District Policies.

The use of any interfering device or any electronic communications device or camera to threaten, intimidate, or embarrass another or to capture and transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty may result in an immediate suspension of not less than three days nor more than ten days.

The use of any interfering device in a manner that may be physically harmful to another person, such as shining a laser in the eyes of another student, may result in an immediate suspension of not less than three days nor more than 10 days. When a student repeatedly engages in such behavior, the punishment may be increased as is appropriate.

## Prevention of Sexual Harassment

### Excerpts from [WCSD Policy 2116](#)

Sexual harassment includes any gender-related unwelcome written or verbal slurs, vulgar jokes, derogatory statements or actions. Sexual harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the harassment is so severe, pervasive, and objectively offensive that it can be said to deprive the victims of access to the educational opportunities or benefits provided by the school and such harassment takes place in a context subject to the School District's control.

### Student Complaint Procedures

If a student believes he/she is subject to harassment, the student should first consider telling the person that they do not like what is happening, that they consider it a violation of the school district policy on harassment, and that they want it stopped. In many cases, a clear statement that the student wants something stopped will be enough to take care of the situation. **Students are not required, however, to confront the person in this way.**

The student has the right and **is encouraged** to report the problem immediately to the **principal, counselor, or assistant principal** at their school. Students should not feel embarrassed, intimidated, or reluctant to file a valid harassment report.

Any teacher, counselor, administrator receiving a report of harassment from a student must report the incident to the school principal or designated administrator or supervisor. The principal or designated administrator/supervisor has the responsibility to conduct a preliminary investigation when he/she receives an oral or written complaint, observes, or has reason to suspect sexual harassment.

Students or staff may request a district-level investigation by submitting the written complaint to the appropriate person, the Assistant Superintendent, the Superintendent, or the Human Resource Director.

The complainant and the accused have the right to be represented by a person of their choice, at their own expense, during sexual harassment investigations and hearings. Complainants also have the right to register sexual harassment complaints with the U.S. Department of Education's Office for Civil Rights or the Utah Anti-Discrimination Division/EEOC. Nothing in this policy shall be construed to limit the right of the complainant to file a lawsuit.

### Retaliation Prohibition

Any act of reprisal against any person who opposes sexually harassing behavior, or who has filed a complaint, is prohibited and therefore subject to disciplinary action. Likewise, reprisal against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a sexual harassment complaint is prohibited and therefore subject to disciplinary action.

### False Complaints:

False, malicious, or frivolous complaints of harassment will result in corrective or disciplinary action taken against the accuser.

### Training

Principals in each school and program directors shall be responsible for informing students and staff of the terms of this policy, including the procedures established for investigation and resolution of complaints. Additional Information is available online at: [http://www2.washk12.org/policy/1000/1420\\_sexual\\_harass.html](http://www2.washk12.org/policy/1000/1420_sexual_harass.html)

### [Bullying and Hazing Policy 3510](#) Prevention of Bullying and Hazing

The Washington County School Board is committed to protecting its students, employees and school guests from bullying or harassment of any type, for any reason. The School Board believes that all students, employees or guests are entitled to a

safe, equitable and harassment-free school experience. **Bullying or harassment in any form will not be tolerated and shall be just cause for disciplinary action.** Conduct that constitutes bullying or harassment will be dealt with immediately and consistently.

**"Bullying"** is aggressive behavior that is intentional and involves an imbalance of power or strength. A person is bullied or victimized when he/she is exposed repeatedly and over time to negative actions on the part of one or more persons. Therefore "Bullying" means intentionally or knowingly committing an act that endangers the physical, and/or emotional health or safety of a student, a school employee, or a school guest. Any act involving any of the following elements will be considered bullying: (1) physical brutality, (2) forced or involuntary consumption of any food, liquor, drug, or other substance, (3) coerced actions or activities of a sexual nature or with sexual connotations, (4) physically obstructing freedom of movement, (6) verbal intimidation, such as teasing and name calling, (7) non-verbal and emotional intimidation through gestures, social exclusion. The conduct described above constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

**"Cyber-bullying"** is a form of bullying involving the use of email, instant messaging, chat rooms, cell phones, or other forms of information technology. Information put on the internet in social media form can be used to show cyber-bullying, even if it has since been deleted. **Use your best judgment and always be considerate of everything you post online ever, once it is out there, it is somewhere forever.**

**"Hazing"** is a form of bullying done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event.

**No school employee, student, or guest, may engage in bullying, Hazing or cyber-bullying anyone else:** (1) on school property, (2) at a school related or sponsored event, (3) on a school bus, (4) at a school bus stop; or (5) while the school district employee or student is traveling to or from a location or event described above.

### Report violations anonymously or with contact information in one of the following ways:

Report the incident online at the following address:

<http://psaddons.washk12.org/pssccripts/bully/index.php?School=403>

Call 628-0441 to leave a message with the assistant principal, school counselor, or the school resource officer

Email [steve.showalter@washk12.org](mailto:steve.showalter@washk12.org) to report to the principal

Email [launa.williams@washk12.org](mailto:launa.williams@washk12.org) to report to the principal

Email [wendee.wilkinson@washk12.org](mailto:wendee.wilkinson@washk12.org) to report to the counselor

Each reported complaint shall include: (1) name of complaining party; (2) name of offender (if known); (3) date and location of incident(s); (4) a statement describing the incident(s), including names of witnesses. Each reported violation of the prohibitions noted previously shall be promptly investigated by a school administrator or an individual designated by a school administrator. **Formal disciplinary action is prohibited based solely on an anonymous report of bullying, hazing, or retaliation.**

### Consequences or penalties may include but are not limited to:

- Student suspension or removal from a school-sponsored team or activity including school sponsored transportation
- Student suspension or expulsion from school or lesser disciplinary action
- Employee suspension or termination for cause or lesser disciplinary action

- Employee reassignment

**Discipline actions must also include, as appropriate:**

- Procedures for protecting the victim and other involved individual from being subjected to further bullying or retaliation for reporting the bullying or hazing
- Prompt reporting to law enforcement of all acts that constitute suspected criminal activity
- Prompt reporting to the Office of Civil Rights (OCR) of all acts that may be violations of civil rights
- Procedures for providing due process rights under Section 53A-8-10
- 

**Criminal Trespass Policy**

Unauthorized use of district property is prohibited. It is the policy of the Washington County School Board that local law enforcement has the authority and will enforce all trespass and loitering laws on Washington County School District property. It is the policy of Washington County School District that all traffic and parking laws will be enforced by local law enforcement on Washington County School District property. **It is the policy of Washington County School District that all persons and vehicles entering school property are subject to search.**

**Search and Seizure**

The following are subject to search and seizure on campus:

1. Students. All students are subject to search if reasonable cause exists to suspect imminent danger to the student or others, or in violations of any school or district policy.
2. Visitors and non-school persons. Per [WCSD Policy 5220](#), any person **and their vehicle** on any school campus are subject to search at any time.
3. Lockers. Student lockers are school property and as such are subject to search at any time.

**Additional Policies**

[A140](#) - Handling Students with Lice

[N001](#) - FERPA Notice

[N002](#) - PPRA Notice

[N003](#) - Civil Rights Disclosure