

Student Handbook

2016 – 2017

Policies & Procedures



WEST JORDAN HIGH SCHOOL'S MISSION STATEMENT

The West Jordan High School Learning Community's mission is to instill in our students a commitment to excellence through the pursuit of learning, respect, knowledge, and responsibility.

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WJHS BELL SCHEDULES

Regular Bell Schedule		
1 st or 5 th	7:30-8:52	82 min
Announcements	8:52-8:54	2 min
AIP*/Independent Study	8:59-9:29	30 min
2 nd or 6 th	9:34-10:56	82 min
A	A Lunch	10:56-11:31
	3 rd or 7 th	11:36-12:58
B	3 rd or 7 th	11:01-12:23
	B Lunch	12:23-12:58
4 th or 8 th	1:03-2:25	82 min

Friday Collaboration Bell Schedule		
PLC Time	7:00-8:25	85 min
Warning Bell	8:25	
1 st or 5 th	8:30-9:50	80 min
Announcements	9:45-9:50	5 min
2 nd or 6 th	9:55-11:10	75 min
A	A Lunch	11:10-11:45
	3 rd or 7 th	11:50-1:05
B	3 rd or 7 th	11:15-12:30
	B Lunch	12:30-1:05
4 th or 8 th	1:10-2:25	75 min

Assembly Bell Schedule		
Warning Bell	7:25	
1 st or 5 th	7:30-8:48	78 min
Announcements	8:43-8:48	5 min
Assembly	8:53-9:53	60 min
2 nd or 6 th	9:58-11:12	74 min
A	A Lunch	11:12-11:47
	3 rd or 7 th	11:52-1:06
B	3 rd or 7 th	11:17-12:31
	B Lunch	12:31-1:06
4 th or 8 th	1:11-2:25	74 min

***AIP = Academic Intervention Period.**

***Lunch is determined by 3rd and 7th period teacher.**

POLICIES and PROCEDURES

ATTENDANCE POLICY

At West Jordan High School we, the participants and patrons, exemplify an environment of mutual respect and cooperation, a commitment to excellence in all endeavors, and the encouragement of leadership traits. The Jordan School District requires that all children achieve mastery in the basic skills, and any absence from school interferes with the child's opportunity to master these skills. In an effort to increase student success, to prepare students for attendance expectations in their future careers, and to exemplify our commitment to excellence and leadership, West Jordan High School has established the following attendance policy.

West Jordan High School is committed to academic excellence and understands that learning is increased with consistent attendance. In accordance to Jordan School District Policy AA432, this attendance policy states the responsibilities of West Jordan High School teachers, students, and parent/guardians regarding school attendance, defines absences and tardies, specifies loss of credit due to absences and tardies, and outlines attendance school make-up procedures to reinstate credit.

ATTENDANCE POLICY GOALS

West Jordan High School's attendance policy will help students accomplish the following goals:

- Develop student responsibility
- Develop quality citizenship among students
- Increase student respect for teachers, other students, and learning
- Encourage students to achieve success in their courses
- Prepare students for future employment

RESPONSIBILITIES

The Role of the Student

- The student shall gain the most of their educational experience by regularly attending and being on time to all classes.
- Students shall be present in assigned or designated areas at all times.
- Students shall follow proper check-in/check-out procedures.
- Students shall obtain make-up assignments from the teacher due to absences and shall turn them in according to arrangements made with the teacher.

The Role of the Teacher

- Teachers shall keep an accurate roll of all absences and tardies.
- Teachers shall emphasize the importance of punctuality by beginning class promptly with meaningful instruction.
- Teachers shall discuss attendance issues with students as they arise and inform the school administration if attendance does not improve.

The Role of the Parent/Guardian

- Parents/guardians should avoid interruptions of the academic year and plan medical appointments and vacations at times that will not require students to be out of school.
- Parents/guardians will show support regarding district policies and state law by expecting regular school attendance for student success.
- Parents/guardians shall contact the attendance office and notify the school of student's absence, in the case of illness or other legitimate reasons for absences, within five (5) days of the absence.
- The role of the parent/guardian is further summarized by the following:

Utah Compulsory Attendance Law [53A-11-101] requires every school age child to be in school. Parents/guardians are responsible for their children's regular school attendance and may be charged with a misdemeanor if they fail to ensure their student's regular attendance. Parents/guardians are responsible for notifying the school when an absence occurs within five school days of the absence.

The Role of the Administration

- The administration shall enforce and uphold Utah State Compulsory Education law that may include a referral to juvenile court for excessive absenteeism.
- The administration shall identify students with attendance issues and work cooperatively with parents/guardians and students to improve attendance.
- The administration shall maintain an earnest and persistent effort to improve student attendance.

The Role of the Attendance Office

- The attendance office shall keep administrators and parents/guardians informed of attendance problems.
- The attendance office shall notify parents/guardians of excessive absenteeism by phone message, calling machine, or letter.
- The attendance office shall review attendance daily and resolve discrepancies in student attendance records.
- The attendance office shall provide check-in /check-out slips upon authorization by phone or in person by a student's parent/guardian.

ATTENDANCE

To earn credit, a student must be in class a minimum of 87% of the days of the quarter (20 of approximately 23 class periods per quarter). ***If a student has a verified truancy (sluff), four (4) or more unexcused absences or four (4) or more tardies, per class per quarter, the student will receive a no grade (NG) for the quarter grade in that class.*** Truancies (sluffs) and excessive absences or tardies (4 or more) can be “made-up” through attendance school to receive credit in the class.

Absences that result from medical appointments, court appointments, or family weddings and funerals will not count towards the four (4) absences if they are verified with official documentation. Verified and documented absences are recorded as an “E” in Skyward. Documentation must be provided to the attendance office within 5 days of the absence.

Parent/Guardian may also excuse their student’s absences by calling the attendance office or sending a written note. If this is done within 5 days of the absence the absence will be marked as a “G” or a “Q” and will not count towards the four absences.

Students who have not met the attendance requirements but have received a passing grade will receive a “no grade” (NG) if the excessive absences/tardies are not made up. NG is not available to students who failed academically; those students will receive an F grade. An NG differs from an F in that an NG does not figure into the student’s overall GPA. However, both NG and F result in loss of credit. For athletic eligibility purposes, student government, and other programs that have a minimum GPA requirement, NG is counted as a failing grade.

- Students released from their regular classes in order to participate in school approved, extra-curricular activities are not considered absent.
- Absences due to suspensions or confinement in county detention do not need to be made up. However assignments from each class must be made up according to individual teachers’ disclosures.
- The “make-up” of excessive absences or tardies in attendance school does not excuse students from completing the class work and assignments missed during the absence(s). Make-up of the missed work is subject to requirements outlined by individual teachers’.
- Excessive absences may result in suspension, and/or referral to Jordan School District Truancy School and Juvenile Court for non-compliance with Utah Compulsory Education Law (Utah Code 53A-11-101).

PARENT/GUARDIAN AND STUDENT ACCESS

West Jordan High School provides computerized attendance information updated daily to assist parents/guardians and students. Students and parents/guardians may check class grades and attendance records through the Skyward grade book system. In addition, parents/guardians may set their own preferences in Skyward for receiving Skylerts by phone, e-mail, or text message to notify them of absences on a daily basis. A link to Skyward grade book is provided at <https://skystu.jordan.k12.ut.us>. In addition, parents/guardians may check attendance by calling the attendance office at 801.256.5610 between 7:00 a.m. and 2:45 p.m.

EDUCATIONAL/VACATION LEAVE

Jordan School District allows students to make application to an administrator to miss up to ten school days of each year for prior-approved education/vacation release. These prior-approved released days will not contribute to the accumulated total of absences. Forms are available in the attendance office and must be picked up at least two days prior to the absence. **Students may take no more than ten (10) prior-approved education/vacation release absences per year without having to complete make-up session.** On the block schedule, an education/vacation leave absence of ten (10) consecutive days equates to five (5) absences in each class (five A-day absences and five B-day absences).

ATTENDANCE SCHOOL AND AVOIDING LOSS OF CREDIT

Lost credit due to violation of the attendance policy can be avoided in the following ways:

- **Attendance School:** To make up attendance issues a student may go to Attendance School. Attendance School costs \$2/infracton.
 - Each absence or way late that puts the student over the three (3) allowed per class requires attending 1 hour of attendance school.
 - Every truancy requires 1 hour of attendance school.
 - Every tardy, over the three (3) allowed per class, will require 30 minutes of attendance school.

Attendance School will be offered before and after school and on Saturday mornings as scheduled. Attendance school schedules can be found on the school calendar and in the attendance office. Students must come prepared to work on school-related work during Attendance School. Teachers supervising the sessions will provide limited tutoring to help students catch up on work missed during their absence(s).

No food, drink, electronic device or any other disruptive items will be permitted in the attendance session. WJHS rules including the dress code will be enforced in each session. Sessions will start promptly. Students arriving late will lose the opportunity to attend the session. A student that is disruptive, as determined by the teacher, during attendance school will be removed and will forfeit the money and time for that session.

- **Teacher Make-up:** Teachers may allow students the opportunity to make-up absences by attending sessions in their own classes.
 - Teacher-initiated make-up hours are allowed only for the class of the teacher providing make-up; hours are not transferable to another teacher. For example; you cannot make-up attendance for Biology with your Drama teacher.
 - The assigned work must be academic in nature (no service work).
 - The student purchases and brings the Attendance School admission slip to the teacher and the teacher turns in the record of completion to the Attendance Office.

Attendance Code Definitions

<i>Code</i>	<i>Explanation</i>	<i>Definition</i>
<i>A</i>	<i>Absent</i>	<i>The student was absent and the school was not notified by parent/guardian.</i>
<i>B</i>	<i>Absence Made-up</i>	<i>The student attended make-up school for the absence.</i>
<i>D</i>	<i>In school suspension</i>	<i>Student is placed in a detention at the school and is in attendance.</i>
<i>E</i>	<i>Verified Excused Absence</i>	<i>The student was absent and considered excused because of doctor or Court note. Appropriate documentation was provided within 5 days.</i>
<i>G</i>	<i>Guardian Knowledge</i>	<i>Parent/Guardian notifies the attendance office of absence by phone or in person.</i>
<i>H</i>	<i>Home & Hospital</i>	<i>Sick 10 days or more with appropriate paperwork completed.</i>
<i>J</i>	<i>Testing/Counselor</i>	<i>Student is in a school sponsored testing situation.</i>
<i>K</i>	<i>Detention/Crisis Center</i>	<i>Student is in a court detention setting.</i>
<i>L</i>	<i>Tardy made-up</i>	<i>Student attended make-up class to make up tardy.</i>
<i>N</i>	<i>School Activity</i>	<i>The student is out of class due to a school sponsored activity.</i>
<i>Q</i>	<i>Guardian Knowledge</i>	<i>Parent/Guardian notifies the attendance office of absence with a written note.</i>
<i>R</i>	<i>Truancy Made-Up</i>	<i>The student attended make-up school for the truancy.</i>
<i>S</i>	<i>Suspension</i>	<i>The student has been removed from school setting for disciplinary reasons.</i>
<i>T</i>	<i>Tardy</i>	<i>Up to 10 minutes late to class.</i>
<i>V</i>	<i>Vacation/Education leave</i>	<i>The student is absent due to a prearranged vacation or educational leave. (10 days max per year)</i>
<i>W</i>	<i>Way Late</i>	<i>More than 10 minutes late to class.</i>
<i>X</i>	<i>Counselor Conference</i>	<i>The student has been meeting with their counselor.</i>
<i>Y</i>	<i>Administrative Conference</i>	<i>The student has been meeting with their administrator</i>
<i>Z</i>	<i>Truant</i>	<i>Verified Truancy</i>

Note: The following codes count against the students attendance and must be made-up once the student exceeds the allowable limit: A, T, W, Z

STUDENT CONDUCT

WEST JORDAN HIGH SCHOOL CODE OF CONDUCT

Students are expected to behave in a manner that will be a credit to themselves and to the school, whether at school or at school sponsored activities. Students should make choices (i.e. appropriate attire, suitable reading material, befitting language, and courteous behavior) that show respect for themselves and others. Students are reminded that all West Jordan High School staff members are asked to help students behave properly, and students are subject to the authority of all staff members--administrators, teachers, and other workers--while at school or a school activity.

WEST JORDAN HIGH SCHOOL RULES (Adopted 2006)

The following rules are uniform throughout the school. All students are expected to know and follow these rules. Make sure to read each teacher's disclosure and posted rules to learn how these rules will be interpreted in each classroom—each teacher has the discretion and responsibility to enforce the rules in a manner that befits the individual classroom.

- **Arrive on time, prepared, and stay in class the entire time.**
- **Use all electronic devices only when appropriate.**
- **Use positive actions and statements toward others.**
RESPECT GENERATES RESPECT.
- **Use all school materials and equipment properly.**
- **Dress to encourage learning—follow Jordan School District dress code (AA419) and dress code guidelines specific to WJHS.**

The school Administration shall take appropriate disciplinary action when students engage in activities which disrupt the educational environment, threaten or harm persons or property, or disrupt school activities. All students will be expected to follow all school and District Policies, which include, but are not limited to:

- WJHS Code of Conduct (see above).
- DISCIPLINE OF STUDENTS (Jordan School District Policy AS 67)

The Board recognizes that student discipline is essential to further the educational process and provide an environment conducive to learning. The Board authorizes the Administration to take appropriate action to preserve order among the students and staff and to protect school property. Acts of violence, use or possession of a weapon or facsimile, criminal behavior, and gang activity in or about District schools, property, or activities shall be dealt with in accordance with District policy and the law. (See Utah Code §53-A-11-901)

<http://policymanual.jordandistrict.org/policies/as067.html>

- DRUGS AND ALCOHOL (Jordan School District Policy AS90)

The Administration recognizes the need to prevent the possession, use, and distribution of illegal drugs, alcoholic beverages, and other substances prohibited in the guidelines of this policy. Therefore, the possession, use, and/or distribution by students, of any substance listed in the guidelines of this policy is prohibited on school district property, during school hours, and at any school-sponsored extracurricular program or activity including those held off school property. <http://policymanual.jordandistrict.org/policies/as090.html>

- STUDENT CONDUCT AND DRESS (Jordan School District Policy AA419)

School Dress and Grooming: Students shall dress in a manner that shows respect for the educational environment and is befitting the day's activities. Students' clothing and jewelry must not present a health or safety hazard or distraction, which would disrupt the educational mission. Disruption is defined as reactions by other individuals to the clothing or adornment, which causes the teacher/administrator to lose the attention of the students, to modify or cease instructional activities, or to deal with student confrontations or complaints. The dress code includes, but is not limited to:

- 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.
- Items which bear advertising, promotions and likeness of tobacco, alcohol, or drugs shall not be allowed.
- Clothing shall cover the midriff, underwear, backs, and cleavage at all times. Skirts, dresses and shorts must be at least mid-thigh length or longer when seated.
- Gang-related clothing, colors, and paraphernalia shall not be allowed in schools or activities.

<http://policymanual.jordandistrict.org/policies/aa419.html>

Note: The complete JSD Policy Manual can be found at: <http://policymanual.jordandistrict.org>

GRADUATION REQUIREMENTS (CLASS OF 2017)

To Graduate from West Jordan High School, a student must:

- Earn 27 credits (see Course and Credit Requirements for a specific list of required courses).
- Meet attendance requirements designated by West Jordan High School.

*Note: Meeting graduation requirements entitles one to receive a **diploma but does not entitle one to attend commencement**. Students may be denied the privilege of attending commencement based upon appropriate disciplinary action by the school administration.

Course and Credit Requirements: Credit is awarded on the basis of a student’s participation, mastery of subject matter, and/or attainment of skills. Credit is granted for courses taken in grades 9-12. The Utah State Office of Education and Jordan School District require all students to complete the following courses and credits for high school graduation (Class of 2017):

English/ Language Arts	4.0
Social Studies	3.5
Mathematics	3.0
Science	3.0
Healthy Lifestyles	2.0
.5 Health	
.5 Participation Skills & Techniques	
.5 Lifetime Fitness	
.5 Physical Education Elective	
Fine Arts	1.5
Applied Technology/Vocational	1.0
Information Technology/Computers	.5
Financial Literacy	.5
Elective Courses	8.0
Total Credits	27.0

Other Guidelines Pertaining to Credits Earned at West Jordan High School

- Student Aides:
 - Students who serve as aides in the classroom, office, media center, etc. shall receive elective credit for the time spent. All grades will be either “P” or “F.”
- Academic Intervention Period (AIP):
 - WJHS has an academic intervention period that meets Monday – Thursday for 30 minutes. Course grades will be evaluated weekly to determine if a student must attend AIP. If a student is failing any class, AIP will be required. Students passing all of their classes have the option of attending AIP for additional help or they may choose to work independently. During AIP teachers will be available, in their classrooms, to help students. The Media Center and the Computer labs will also be open during AIP.
 - Elective credit will be awarded for AIP based on attendance. If the student attends at least 40 times during a semester, he/she will earn .25 hours of elective credit. This grade will be marked as a “P” on the transcript.

MAKE-UP CREDIT

Please see counseling center for rules and regulations concerning make-up packets. Make-up packets are available for all academic subjects. The cost is \$35 per quarter credit and is paid in

the main office. Students needing to make-up English, history and health must do this either through packets or summer school, as these subjects cannot be made up during the school day. Students may not purchase a packet for a class which they have not yet failed. **PLEASE NOTE: SENIORS MAY NOT BE ALLOWED TO MAKE UP FOURTH QUARTER CLASSES WITH MAKE-UP PACKETS.**

RULES FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

All students who participate in inter-scholastic activities must meet eligibility requirements as set forth by the Utah High School Athletic Association (UHSAA). In order to participate, the student must not have received more than one (1) failing grade the previous quarter and must have maintained a 2.0 GPA (Grade Point Average) for that quarter. Incompletes and NG's are considered "F's" until made up and a corrected grade is given by the teacher. Further information is available in the UHSAA Handbook and Region III manual.

GUIDANCE SERVICE

Counseling and guidance services are available to all students. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, college admission and scholarship information, study skills and/or help with home, school or other concerns. Students wishing to visit a counselor should make an appointment with the counseling secretary or a counselor. Students without an appointment will need a teacher's hall pass or note to come to the counseling center during class.

JORDAN DISTRICT HOME AND HOSPITAL

Jordan District high schools provide home and hospital instruction for those students who need to be serviced because of illness. These services are provided upon request from a physician indicating the need for absences of ten days or more. If a student falls under these guidelines notify the attendance office at the onset of the ten-day absence.

SCHOLARSHIPS

Many students are eligible for scholarships to places of higher education but may fail to receive them because they are not aware of the availability of such opportunities. West Jordan faculty and staff will make every possible effort to inform our future graduates of the many opportunities awaiting them. Students should see the Counseling Center for scholarship bulletins. Access www.wjhsscholarships.blogspot.com for current bulletins.

PARENTAL GRADE ACCESS

Student records and updated grades may be accessed by logging on to the Internet and then to Skyward at the following address: <https://skystu.jordan.k12.ut.us> . This will produce a link to

the actual grade site which will then ask for “Login ID” and the “Password”. (If you have lost your login ID and password, they are available in the Attendance office.) This opens the menu screen giving access to grades, attendance, and E-mail to individual teachers. Please allow 48 hours for teacher response. It is wise for parents to check student grades often, assignment scores, assignments turned in, and attendance. This is particularly effective if parents check these with their children and work together in improving or maintaining their grades.

FEES, FEE WAIVERS, AND FINES

FEE SCHEDULES

Registration Fee	\$105.00
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OPTIONAL FEES

Yearbook *	\$50.00
PTSA Membership *	\$7.00
Drivers' Education	\$95.00
Parking Permit*	\$20.00

(*Not covered by Fee Waiver)

Note: The registration fee is based upon the specific date of registration. Likewise, the refund of the registration fee is based upon the specific date of withdrawal. The yearbook fee is refundable to students who withdraw from school before October 31. All other fees are not refundable.

Extracurricular Participation Fees: These fees partially offset transportation and other costs for activities held outside the regular school day, and cover participation in all activities where an eligibility list is required. Please visit Jordan District web site for specific participation fees and optional spirit pack prices.

<http://jordandistrict.org/schools/fees/>

FINES

Fines could be assessed to cover the cost of damage or loss of school property (i.e. books, equipment, etc.). All fines and other financial responsibilities must be paid by the end of the year. **Fines do not qualify for waiver.**

FEE WAIVERS

Fees, as identified by the Jordan District Board of Education, will be waived in accordance with the Utah State Board of Education standards for students whose parents or legal guardians verify evidence of inability to pay. School principals have been designated as the administrators of school fees and fee waivers. Questions regarding fees or fee waivers should be referred to an assistant principal. Fee waivers must be renewed on an annual basis.

[**Fee Waiver Application**](#)

CALENDARS

WJHS CALENDAR

School Specific events and activities can be found by accessing the school calendar on the schools website: <http://westjordanhigh.org/calendar/>

JSD CALENDAR http://planning.jordandistrict.org/files/053_1617TradHS-Final-Calendar-Packet.pdf

Jordan School District

High School

2016-17 TRADITIONAL SCHOOL YEAR CALENDAR

Induction Meetings for Secondary Teachers New to the District Mon/Tues, August 15-16, 2016
 *All Teachers at Local Schools Wednesday, August 17, 2016
Beginning of Classwork for Students **Monday, August 22, 2016**
Close of Classwork for Students **Friday, June 2, 2017**
 *Check-out Day for Teachers Monday, June 5, 2017

HOLIDAYS AND OTHER DAYS SCHOOL WILL BE CLOSED

Labor Day Recess Monday, September 5, 2016
 High School Parent-Teacher Conferences (no classes held) Wednesday, September 28, 2016
 Fall Recess Thursday, Friday, October 20, 21, 2016
 Secondary Transmittal Day (Students do not attend) Friday, October 28, 2016
 College Preparation Day Wednesday, November 9, 2016
 (10th and 12th Graders only AM – no school 11th GR) Teacher Professional Develop Day in PM
 Thanksgiving Recess Wednesday, Thursday, Friday, November 23, 24, and 25, 2016
 Winter Recess Thursday, December 22, 2016, Monday, January 2, 2017
 School resumes on Tuesday, January 3, 2017
 Dr. Martin Luther King Jr. Day Recess Monday, January 16, 2017
 All-Grade Transmittal Day (Students do not attend) Tuesday, January 17, 2017
 Washington/Lincoln Day Recess Monday, February 20, 2017
 High School Parent-Teacher Conferences (No classes held) Wednesday, February 22, 2017
 High School ACT Testing AM (No school for students not participating) Tuesday, March 7, 2017
 Teacher Professional Development Day in the PM
 Secondary Grade Transmittal Day (Students do not attend) Friday, March 24, 2017
 Spring Recess Monday, April 10, 2017, Friday April 14, 2017
 Memorial Day Recess Monday, May 29, 2017
 Graduations Thursday, June 1, 2017
 Bingham, Copper Hills, Herriman, Riverton, River's Edge, South Valley, Valley, West Jordan

FALL PARENT-TEACHER CONFERENCE SCHEDULE

High School Wednesday, September 28, 2016

SPRING PARENT-TEACHER CONFERENCE SCHEDULE

High School Wednesday, February 22, 2017

END OF QUARTERS

1st Quarter—Thursday, October 27, 201646 Days 2nd Quarter—Friday, January 13, 2017.....44 Days
 3rd Quarter—Thursday, March 23, 2017.....46 Days 4th Quarter—Friday, June 2, 201744 Days

* 184 Contract Days (students are in school 179 days-1 Professional Development Day is incorporated into the Calendar – ½ day on November 9, 2016 and ½ day on March 7, 2017)
 ** Counted as Days in School

Emergency closures in traditional schools will be made up first on Washington and Lincoln Day, then on Spring Recess.

GENERAL INFORMATION

REPORT CARDS

Students will have the responsibility of taking their own report cards home for the first, second and third terms. Only the fourth term report card will be mailed to parents. You can expect the report card to be issued to the student approximately 2 week after the end of each quarter. Also, mid-term report will be available on Skyward 5 weeks after the start of the quarter.

PARENT CONFERENCES

Regular parent/teacher conferences are scheduled twice during the year (See above scheduled dates). Parents are strongly encouraged to attend the conferences to foster clear communication with the school. Anytime parents have questions about their student's progress they should e-mail the teachers or call the school to schedule an appointment with the teachers. Appointments may not be made during class time.

STUDENT PARKING

State law requires designated student parking lots. These areas are clearly designated WJHS Student Parking. To keep unauthorized vehicles out of the school parking lots, **each car parked at the school must display a parking permit.** All students with a valid Utah driver's license may purchase a parking sticker for \$20 in the main office. At the time of the purchase the parent or guardian and the student must read and sign the WJHS Parking Contract.

- Each qualified student may purchase only one parking sticker.
- The purchase of a parking sticker does not guarantee a parking spot, but will only allow parking when space is available.
- Parking Citations will be issued for:
 - Parking on campus without a sticker.
 - Parking in staff or visitor reserved areas.
 - Parking in red or restricted areas.
 - Parking on the Driver's Ed Range after school hours.

****Parking illegally may result in the vehicle being booted or towed at the owner's expense****

School officials reserve the right to search any or all vehicles while on school property. Illegal items found in vehicles may be confiscated, and students may be prosecuted. The school is not responsible for items stolen in parked vehicles.

VISITORS & YOUNG CHILDREN AT SCHOOL

Due to crowding and safety issues, **NO VISITORS** are allowed to attend school with friends or relatives. **Children are not to be brought to the high school by their older siblings during the regular school day.**

STUDENT INSURANCE

Student Insurance is available to all members of the student body at a minimal cost. Information is available at registration. It is recommended that all students have some type of health and accident insurance. Neither the school nor the JSD Board of Education is an insurance agent.

LOCKERS

Lockers are school property and are issued to students for storage of schoolbooks and school equipment. Students are responsible for keeping their lockers neat and clean both inside and out. They must not write on, scratch, carve, dent or in any way deface or mutilate any lockers. Students who violate these regulations will lose locker privileges and will be required to make payment sufficient to cover damages. School officials reserve the right to search any or all lockers. Illegal items found in lockers may be confiscated, and students to whom the lockers are assigned may be prosecuted. **The school is not responsible for stolen items.**

TELEPHONES AND CONTACTING STUDENTS AT SCHOOL

Parents should not call their children at school except in cases of serious emergency. Persons other than parents or legal guardians are not allowed to contact students at school, nor obtain release of students from school. The school telephone system is used for school business and should not be used by students except in emergency situations.

CELL PHONE AND ELECTRONIC DEVICES

Students are allowed to have cell phones while at school. **HOWEVER, CELL PHONES ARE NOT TO BE USED DURING THE CLASS PERIOD AND SHOULD BE TURNED OFF AND PUT AWAY.** Any use of an electronic device that exploits personal information, disrupts the educational process, invades personal privacy or compromises the integrity of educational programs is strictly prohibited. Student violating these guidelines will be disciplined in accordance with District Policy AS 67 *Discipline of Students*.

NON-DISCRIMINATION

Jordan School District, specifically West Jordan High School programs and classes do not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to Jordan School District Compliance Officer for Section 504 and ADA, or to those identified below.

Mr. Kevin Damron
School Psychologist
West Jordan High School
8136 S. 2700 W.
West Jordan, UT 84088
Phone: 801-256-5622

District Compliance Officer
Jordan School District
7387 So. Campus View Drive
West Jordan, UT 84088
Phone: 801-567-8363