



**WELCOME
TO THE
JUNGLE**

2020-2021 STUDENT HANDBOOK

This Student Planner Belongs To

Student Handbook

2020 – 2021

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

JAGUARS ARE:

RESPECTFUL

- I am kind to my peers, teachers, school staff, and visitors.
- I follow school rules.
- I honor and follow the school dress code
- I respect and value diversity at West Jordan

RESPONSIBLE

- I come to school regularly and on time, ready to learn.
- I take responsibility for my actions.
- I choose how I respond to others.
- I give my best in everything I do.

THOUGHTFUL

- I help to create a positive school environment.
- I maintain a clean campus that is free of graffiti, weapons, and drugs.
- I do not bully or harass others
- I avoid conflicts and physical or verbal violence

SUCCESSFUL STUDENTS WILL:

LISTEN AND PARTICIPATE ACTIVELY

- Remove distractions
- Focus eyes and ears on the lesson
- Take notes & complete assignments
- Ask questions and engage in discussions

COLLABORATE EFFECTIVELY

- Play a role with their unique skills and perspectives
- Make a contribution that helps the group achieve its goal
- Listen to and learn from one another

BE ORGANIZED

- Come prepared to class with all learning materials
- Establish a system for storing physical and digital work
- Record important deadlines and evaluation dates
- Complete assignments on-time and come ready for evaluations

SELF-ADVOCATE

- Seek teacher help & ask questions to clarify difficult concepts
- Keep track of their grades and missing assignments on Skyward
- Monitor online platforms for assignments when sick or on vacation
- Use school systems like AIP to your benefit

CLASSROOM SAFETY PLAN

- Faculty and staff will wear face coverings or shields (provided).
- Plexiglass dividers will be available for employee use.
- Classrooms will be equipped with a gallon of hand sanitizer and soap (where sinks are available).
- Teachers will:
 - Space desks as far apart as possible to limit contact.
 - Arrange student desks and tables to allow for students to all be facing one direction.
 - Move non-essential items in the classroom into storage to increase the space available for social distancing.
 - Sanitize class materials on a regular basis.
 - Use seating charts to help with contact tracing.
 - Establish routines to limit congestion at entry/exit points and around the classroom.
 - Establish routines for hand washing and sanitizing in their classrooms.
- Students will -be required to wear face coverings in the classroom until further notice. Face shields may be used in place of face masks. Exceptions are outlined in the appendix of this document.-clean their own desks and chairs between class periods or at the end of the day, under adult supervision.

ADDITIONAL SAFETY PLAN PROCEDURES

Jordan School District, in accordance with the Utah State Board of Education requirements, has created a plan for reopening schools in 2020-21. Required state actions are provided in this plan along with plan action steps and additional guidelines and information wherever it is needed. Elements of this plan may be changed, eliminated or revised based on current conditions and all governmental policies and legal requirements. In addition to the excerpt shared above regarding classroom safety, the plan includes requirements and guidelines for school safety in other parts of the building, on buses, and school facilities and spaces outside. Information regarding student class scheduling options can also be found in the detailed plan.

Click [here](#) for the **2020-21 Board Approved Plan for Reopening School**.

School Dress Code:

West Jordan High School is a professional setting and the school dress code is not designed to embarrass or shame students, but rather to encourage students to prepare for their future professional experiences. The guidelines for professional dress for both students and school staff include:

- Shorts or skirts should be mid thigh length while sitting.
- Clothing should be professional - no muscle shirts, spaghetti straps, or crop tops
- When raising your hand straight up, your belly must remain covered
- Everyone's underwear, top and bottom, should be hidden under clothing.
- Hats, beanies, hoodies, and sunglasses will not be worn in the school.
- Clothing cannot advertise gangs, drugs, alcohol, tobacco, weapons, sexual or offensive languages/images, sexism, racism or violence.



CELL PHONES AND ELECTRONIC DEVICES

Students are allowed to have cell phones while at school. However, the use of cell phones, earbuds, and other electronic devices in the classroom is a privilege and not a right. Personal use of electronic devices during classroom instruction is an obstacle to learning, disrespectful to the teacher and others in the classroom. **The use of electronic devices in the classroom is under the direction and discretion of the teacher, with the goal of improving and enhancing student learning.**

Additionally, 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. Students violating these guidelines will be disciplined in accordance with District Policy AS 67 Discipline of Students.

ATTENDANCE POLICY (rationale)

We are committed to academic excellence and understand that studies show learning is increased with consistent attendance.

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**

*ALL students are responsible for their own attendance. *

- Be on time and to all classes.
- Be in your seat.
- Follow proper check-in/check-out procedures with the attendance office.
- ALL work missed from absences MUST be made up in a timely manner determined by the teacher.
- Students are responsible for getting their make-up assignments from the teacher and turning them in.

The Role of the Teacher

- Take roll each day for ALL absences and tardies.
- Begin class promptly with meaningful instruction.
- Discuss attendance issues with students first, then parents, counselors and administration lastly if attendance does not improve.

The Role of the Parent/Guardian

- Parents/guardians should avoid scheduling medical appointments or vacations during the academic year if possible.
- Parents/guardians will show support for 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 their 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.
- 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

West Jordan High School is committed to academic excellence and understands that learning is increased with consistent attendance. Regular student attendance at school facilitates academic achievement by maximizing the interaction between students and teachers. 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. Frequent absences of students from the day-to-day classroom experiences disrupt the instructional process. The benefits of instruction, once lost, cannot be entirely regained. The process of education requires a continuity of instruction, class participation, learning experience, and study.

- 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.
- Bell ringer assignments given at the beginning of classes that are missed without a valid excuse will not be able to be made up.
- Students may not be able to make up work due to unexcused absences.

Absences that result from medical appointments, court appointments, or family weddings and funerals can be excused 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 released from their regular classes in order to participate in school approved, extra-curricular activities are not considered absent from school. Assignments from each class must be made up according to the individual teacher’s disclosure.
- 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 each teacher’s disclosure.
- Excessive absences may result in school disciplinary action.

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. 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.** 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 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>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>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>

W	Way Late	More than 10 minutes late to class.
X	Counselor Conference	The student has been meeting with their counselor.
Y	Administrative Conference	The student has been meeting with their administrator
Z	Truant	Verified Truancy

GRADUATION REQUIREMENTS

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).

*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 2018):

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
Career & Technical Ed.	1.0
Computer Technology	.5
Financial Literacy	.5
Elective Courses	8.0
Total Credits	27.0

[Graduation requirements](#)

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."

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 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 801.256.5610 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. For Current bulletins access: <http://wjhsounseling.weebly.com/scholarships.html> .

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
------------------	----------

OPTIONAL FEES

Yearbook *	\$50.00
PTSA Membership *	\$7.00
Drivers' Education	\$140.00
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.

<https://fees.jordandistrict.org/schedule/high/>

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.**

CALENDARS

WJHS CALENDAR

School specific events and activities can be found by accessing the school calendar on the schools website: <https://www.westjordanhigh.org/general-calendar>

JSD CALENDAR

District specific events and activities can be found by accessing the 2020-21 JSD calendar https://planning.jordandistrict.org/wp-content/uploads/sites/22/2020-21_Trad_HS_07282020.pdf

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 weeks 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 all 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.