

# **Career Tech High School**

## **Student and Parent Handbook**

**2025 - 2026**



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## SECTION 1: SCHOOL PURPOSE AND PHILOSOPHIES

Career Tech High School is a comprehensive high school that offers eight distinct career pathways of study. Students select their pathway of choice when applying for admission. Students who attend CTHS will complete all of the academic credits required graduation and follow a four-year sequence of elective courses as specified for their career pathway. In addition to their diploma, students who graduate from CTHS will earn a state pathway certificate.

Rigorous coursework, hands-on projects and work-based learning opportunities will give students first-hand experience in their selected pathway areas. In addition, students will have the opportunity to earn industry certifications and concurrent enrollment college credit during their time at CTHS.

### MISSION

**The mission of Career Tech High School is to empower students with knowledge, skills, and values that advance their education, accelerate their careers, and enhance their lives.**

### VISION

- Our vision is to capture the hearts and minds of our students and help them reach their full potential as human beings.
- Our vision is to create a school and school culture where each one of our students can find their “WHY”.
- Our vision is to see education as not just the filling of a pail, but the lighting of a fire - William Butler Yates

### CORE VALUES

- Our core values come from the phrase - LEAD like a Titan. Our students will hear and see this phrase constantly at CTHS, and they will play an important role in envisioning, building, and protecting the vision and culture of CTHS.
  - L - Leadership**
  - E - Empathy**
  - A - Accountability**
  - D - Determination.**

### MASCOT

In Greek mythology, Titans were immortal beings of immense power. They each had unique strengths and attributes that they used to create, order and rule the ancient mythical world. A modern-day titan is a person or entity of immense strength, intellect and power who stands out as an elite example of success. Albert Einstein was a titan of the science world. The USA is a titan on the world economic stage.

The Titan has been chosen as the mascot of Career Tech High School to serve as constant reminder to CTHS students and faculty that we are beings of immense strength, intellect and power and we can wield great influence for good in our personal lives, our professional careers and the lives of others.

## SECTION 2: SCHOOL INFORMATION

### CONTACT INFORMATION

School Address: **1001 White Dome Dr.  
St. George Utah 84790**

Phone Number: **435-634-7045**

Fax Number: **435-288-4310**

Website Address: **cths.washk12.org**

PowerSchool Address: <https://psa.washk12.org/public/home.html>

### ADMINISTRATION

Chris Homer	Principal
Brad Bench	Assistant Principal
Anne Sanders	Head Counselor
Brooke Goold	Counselor
Angela Thompson	Pre-School Administrator
Tera Houston	Counselor
Dustin Dayley	CTE Specialist/Work Based Learning Coordinator
Jessica Nelson	Media Coordinator
Mark Dalton	Head Custodian
Kathleen Aikens	Kitchen Manager
Jud Callaway	School Resource Officer
Carlie Carlson	School Psychologist
Lisa Gaudin-Simon	School Nurse

### SUPPORT STAFF

Kathlynn Hurst	Attendance Secretary
Terri Evans	Finance Secretary
Holly Pitcher	Counseling Secretary
Brittnee Laub	Secretary
Raylene Miller	Pre School Secretary
Chandler White	IT Technician
Carolyn Knoop	At Risk Mentor
Kristin Cowan	Media Aide
Karen Cutchen	Media Aide
Deidre Bishop	Paraprofessional
Heather Udy	Paraprofessional
Madisson White	Kitchen Staff
Kelsey Hill	Kitchen Staff
Tammy See	Kitchen Staff
Terry Robinson	Custodian
Kelton Prisbrey	Custodian
Jaclyn Hunt	Custodian

## FACULTY

Logan Baker	Science
Toria Bigham	Culinary Arts
Kelli Bringham	Culinary Arts
Drew Burton	Business
Denay Clark	Science
Kami Collard	Health Science
Jeremy Falk	Social Studies
Jordan Healey	Science
Jeremiah Herron	Construction and Architecture
Kyleigh Hill	Computer Science
Kellen Humphreys	English
Tral Johnson	Construction
Garrett Jones	Computer Science
Cheryl Julianna	Math, Financial Literature
KC Knoop	Art/Graphic Arts and Digital Media
Elsie Lindsay	English
Darren Lister	Engineering and Robotics
Daniel Lundell	Art
AnaVictoria Madrigal Hammond	Spanish/Education
Amy Mangelson	Social Studies
Mark Mitchell	Health
Jake Nelson	Physical Education, Drivers Ed
Teal Nesmith	English, Yearbook, ESL
Kailey Nicholls	Special Education
Michelle Oldroyd	Math
Riley Paul	Science
Mary PoVey	Special Education
Ryan Rarick	Learning Coach/Education
Parker Richey	Business
Cassie Sheils	Pre School
Mindi Short	Health Science
Derek Smith	Graphic Arts and Digital Media
Tonya Smith	Pre School
Jamison Sorenson	English
Janette Stratton	Math
Steven Wilson	Construction
Katie Wood	Social Studies
Heidi Wursten	Math

## BELL SCHEDULES

<b>Monday/Tuesday Schedule</b>		
<b>Period 1</b>	<b>8:05 - 9:20</b>	<b>75 minutes</b>
<b>Period 2</b>	<b>9:25 – 10:40</b>	<b>75 minutes</b>
<b>Lunch</b>	<b>10:40 - 11:30</b>	<b>50 minutes</b>
<b>Period 3</b>	<b>11:35 - 12:50</b>	<b>75 minutes</b>
<b>Period 4</b>	<b>12:55 - 2:10</b>	<b>75 minutes</b>

<b>Wednesday/Thursday Schedule (With Tech Time)</b>		
<b>Period 1</b>	<b>8:05 - 9:10</b>	<b>65 minutes</b>
<b>Tech Time</b>	<b>9:10 - 9:50</b>	<b>40 minutes</b>
<b>Period 2</b>	<b>9:55 – 11:00</b>	<b>65 minutes</b>
<b>Lunch</b>	<b>11:00 - 11:50</b>	<b>50 minutes</b>
<b>Period 3</b>	<b>11:55 - 1:00</b>	<b>65 minutes</b>
<b>Period 4</b>	<b>1:05 - 2:10</b>	<b>65 minutes</b>

<b>Friday/Early Release Schedule</b>		
<b>Period 1</b>	<b>8:05 - 8:50</b>	<b>45 minutes</b>
<b>Period 2</b>	<b>8:55 - 9:40</b>	<b>45 minutes</b>
<b>Period 3</b>	<b>9:45 - 10:30</b>	<b>45 minutes</b>
<b>Period 4</b>	<b>10:35 - 11:20</b>	<b>45 minutes</b>
<b>Lunch</b>	<b>11:20 - 11:55</b>	<b>35 minutes</b>

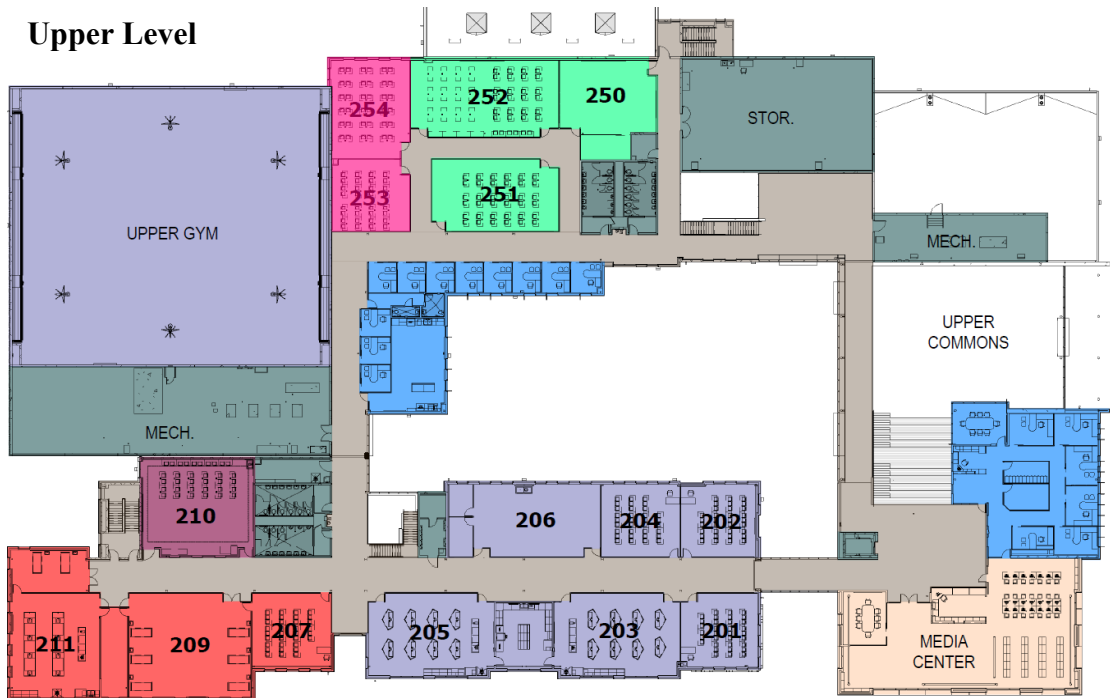
<b>Assembly Schedules</b>
<b>Assembly schedules will be created and published as needed</b>

SCHOOL MAPS

Main Level



Upper Level





## SECTION 3: ACADEMICS AND STUDENT SERVICES

### GRADUATION REQUIREMENTS

Subject	Required Credits
Language Arts	4.0
Mathematics	3.0
Science	3.0
Social Science	3.0
Fine Arts	1.5
Healthy Lifestyles and Fitness	2.0
Financial Literacy	0.5
Digital Literacy	0.5
Career and Technical Education/ CTE Pathway Completion	4.0
Electives	5.5
<b>Total:</b>	<b>27.0</b>

#### Notes:

- Career Pathway courses will comprise most if not all of the elective credits available to students. These courses will be built into each student's schedule based on the pathway they have chosen to pursue.
- All 10<sup>th</sup> and 11<sup>th</sup> grade students must have a "full" schedule unless otherwise approved by administration.
- Students may NOT drop a class to avoid an unsatisfactory grade or failing the class.

### CLASS CHANGE PROCEDURES

Students interested in a class change must contact their counselor at the designated times for class changes to occur. District mandated fees may apply to class changes. Class changes will not be considered after the deadline for each quarter.

### PATHWAY CHANGE PROCEDURES

Pathway changes will be considered for students until the end of the first semester of their sophomore year. To be considered for a pathway change, students should contact their counselor. Pathway changes are contingent on space being available in the pathway desired and may require administrative and pathway instructor approval. Pathway changes will only be made at the semester break or end of the freshman year. After the first semester of the sophomore year, pathway changes will not be allowed.

### GRADE REPORTING

Power School and CANVAS are readily accessible for students and parents to monitor their academic progress. It is an expectation that teachers will update grades on a weekly basis. It is also an expectation that students regularly check their progress on PowerSchool and CANVAS.

Final grades are reported to the district and state office on a quarterly basis for semester as well as full year classes.

### CREDIT FROM ALTERNATIVE SOURCES

For a course to be accepted for credit at CTHS it must be taken from an accredited institution. All courses that have been taken through institutions other than CTHS must be completed prior to established graduation deadlines.

## **STATE AND PROFESSIONAL CERTIFICATIONS**

Each professional pathway will include the opportunity to complete the state CTE and professional/industry certifications associated with that pathway. The number of professional certifications available for students to earn will vary by pathway.

## **GRADUATING SENIORS**

To participate in CTHS commencement exercises, students must complete all requirements and be approved by their counselor. Approval includes fulfillment of all graduation requirements (including credit from outside sources) and outstanding fees. The graduating senior will be counseled regarding his or her progress toward graduation; however, the responsibility for registration in required classes and the completion of those classes together with the completion and submission of all other required paperwork is that of the individual senior.

## **ACADEMIC INTEGRITY**

Students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. As students gain knowledge, self-respect, and ownership in the work that they do through the learning process, they build a solid foundation for life skills and career readiness. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's own honor.

Cheating can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source. Examples of cheating can include but are not limited to:

- Copying answers on an examination or assignment from another student or source
- Giving answers on an examination or assignment to another student
- Copying assignments and turning them in as original work
- Collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- Allowing others to do the research or writing for an assigned paper
- Using unauthorized electronic devices or other unauthorized sources such as AI
- Falsifying data or lab results, including changing grades electronically

Plagiarism is a common form of cheating in the school setting. It is representing another person's work or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source
- Turning in purchased papers or papers written by someone else or AI
- Representing another person's artistic or scholarly works such as computer programs, photographs, drawings, or paintings as your own
- Helping others plagiarize by giving them your work

Students caught cheating/plagiarizing are subject to the consequences/conditions outlined on the teacher's disclosure statement. Repeated episodes of cheating or plagiarism may result in school disciplinary action including suspension, loss of credit, or having attendance privileges at CTHS revoked.

## **ATTENDANCE**

For CTHS to fulfill its mission it is imperative that students consistently attend class. Teachers will often utilize bell-work assignments at the beginning class periods to prepare students for the learning material that day. Being tardy or absent inhibits the opportunity to learn and negatively affects the class because of the disruption of the late arrivals, or the time required for the teacher to help students catch up with what they have missed.

Parents are expected to call the school attendance secretary at 435-634-7045 to excuse their child's absence from class within one week from the absence or tardy. Parents/Guardians will be asked to meet with CTHS Administration to resolve significant attendance issues.

Because CTHS is a school of choice, students who are habitually absent may be asked to choose an alternative educational option which may include but is not limited to: returning to their boundary school, enrolling in an online school program, attending Mill Creek High School or Southwest High School (Adult Education).

The WCSD Attendance policy can be viewed in its entirety on the WCSD website at the following address: <https://procedure.washk12.org/policy/2000/2900>

## **TARDIES**

A student may be marked tardy if they are not in the classroom ready to begin class when the bell rings. Tardiness is disruptive to the normal class routine and can be detrimental to a student's success. Students should make every effort to be in class on time. Students who are persistently tardy to class will face disciplinary action.

If a student arrives more than twenty minutes late to school, they must report to the office immediately upon arrival. After signing in, they should then report to their regularly scheduled class.

Parents and legal guardians are permitted, by Washington County School District policy, to excuse a tardy when an emergency situation causes a student to arrive late to school. However, students may not be excused by a parent for tardiness between classes.

## **SECTION 4: STUDENT BEHAVIOR**

### **STUDENT CONDUCT AND BEHAVIOR**

Every student at CTHS made the choice to attend. Every student is expected to behave in the manner appropriate for school and for young adults. CTHS administration and staff are committed to do everything possible to help every student maintain appropriate behavior and be successful. At CTHS students will be expected to dress, communicate and act in a manner that is consistent with the mission, vision and core values of CTHS and the policies of Washington County School District.

Additionally, as part of the mission of CTHS to help students to become career ready, students may also be asked to act in a manner that is consistent with the accepted professional and ethical practices of the careers they are studying. This may require that students at CTHS adhere to a standard that is higher than what is acceptable at other district schools

In order to guarantee all students at the Career Tech High School can enjoy the safe and inviting learning climate that they deserve, the following are expectations for all students at CTHS.

1. No student will interfere with the instructor's right to teach

2. No student will interfere with another student's right to learn
3. No student will engage in any behavior that is not in his/her best interest or in the best interest of others.

Because CTHS is a school of choice, students who repeatedly violate school or district policy may have their attendance privileges at CTHS revoked. In such a case, the student will finish the current semester in an alternative educational setting (online classes or Focus Center) and then be asked to choose an alternative educational option which may include but is not limited to: returning to their boundary school, enrolling in an online school program, attending Mill Creek High School or Southwest High School at the beginning of the following semester.

### **SAFE SCHOOL POLICY**

The "Safe School Policy" defines these behaviors as grounds for suspension and expulsion from school:

A STUDENT MAY BE SUSPENDED OR EXPELLED FROM SCHOOL FOR ANY OF THE FOLLOWING REASONS:

1. Frequent use of flagrant willful disobedience, defiance of proper authority, or disruptive behavior including the use of foul, profane, vulgar, or abusive language.
2. Willful destruction or defacing public property.
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.
4. Possession, control, or use of an alcoholic beverage.
5. 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.

A STUDENT SHALL BE SUSPENDED OR EXPELLED FROM SCHOOL FOR ANY OF THE FOLLOWING REASONS:

1. Any 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:
  - a) possession, control, or actual or threatened use of a real, look alike, or pretend weapon, explosive, or noxious or flammable material.
  - b) the sale, control, or distribution of a drug or controlled substance.
  - c) the sale, control, or distribution of an imitation controlled substance.
  - d) the sale, control, or distribution of drug paraphernalia.
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:

The WCSD Safe Schools Policy can be viewed in its entirety on page 22 of this handbook and on the WCSD website at the following address: <https://procedure.washk12.org/policy/2000/2110>

### **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,
5. verbal intimidation, such as teasing and name calling,
6. 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.

**"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
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:**

- Use the SAFEUT link in the top right hand corner of the CTHS website.
- Call 435-634-7045 to leave a message with the assistant principal, counselor or resource officer
- Email [brad.bench@washk12.org](mailto:brad.bench@washk12.org) to report to the assistant principal

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, club or activity including school sponsored transportation.
- Student suspension or expulsion from school or lesser disciplinary action.
- Student transfer back to their boundary school or alternative educational setting

**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 of all acts that may be violations of civil rights.
- Procedures for providing due process rights under Section 53A-8-10

WCSD Safe Schools Policy 3510 “Bullying and Hazing” can be viewed in its entirety on the WCSD website at the following address: <https://procedure.washk12.org/policy/3000/3510>

**TECHNOLOGY AND ELECTRONIC COMMUNICATION DEVICES (ECDs)**

The use of Electronic Communication Devices (ECD’s) is regulated under WCSD Policy 3740 – Personal Device Use Policy. An abridged version of this policy can be found on pg. 23 of this document. The policy can be viewed in its entirety at <https://procedure.washk12.org/policy/3000/3740>

CTHS recognizes that technology is essential in today’s world. Technological advancements have ushered in a variety of new electronic devices which can serve as powerful educational tools when used appropriately, but may hinder and undermine the educational process if used inappropriately. Such devices would include: cell phones, laptops, tablets, watches, gaming consoles or any electronic communication device (ECDs) that allow live or online chatting, text messaging and downloading or sharing messages, documents and photographs.

Photographic capabilities create additional issues in the school setting. Their use in certain school situations can be very disruptive and pose a threat to freedoms of privacy; Examples of these settings include testing/assessment environments, locker rooms, and rest rooms. In these settings, ECD’s are strictly prohibited. Consequently, CTHS prohibits the unauthorized use of ECDs on campus during scheduled class time, or misuse of ECD’s anytime on campus or during the school day. Proper ECD etiquette is expected at lunch time and during passing periods. Students are personally and solely responsible for the security of ECDs. CTHS shall not be responsible for the loss, theft, or damage to ECDs.

The following are CTHS expectations regarding cell phones and ECDs:

1. **Students will follow all WCSD policies for ECDs.**
2. Students will turn OFF and store ECD’s out of sight during class periods.
3. Students may use ECDs at lunch, during passing time and before and after school on campus.
5. Students will use their ECDs in a responsible manner that reflects the acceptable practices for ECD use in a professional/workplace environment.

Teachers, administration, and other school employees may confiscate ECDs and related accessories (including earphones, sim cards, power sources etc.) that are being inappropriately used. All files on the confiscated ECD, including photos and videos, are subject to search by school administrators. If files are found to be indecent or pornographic (as defined in the Utah Code), compromise test or classroom data, or otherwise conflict with school or district policy, the owner of the device will be disciplined by the school and held legally responsible for material found in the files.

Students who refuse to surrender an ECD and its components to a CTHS employee after a reasonable request has been made to do so will be considered as insubordinate and face disciplinary consequences for the insubordination.

General Procedures for ECD Violations:

**1st offense:** Student will receive one warning prior to discipline for violation of this policy, as determined by the school.

**2nd offense:** Teacher confiscates the phone until the end of class.

**3rd offense:** Teacher confiscates the phone. It is held in the front office until the end of the school day. The infraction is logged in PowerSchool.

**Additional offenses:** The phone is held in the office until the end of the school day. Parents will be contacted and may pick up the phone at their earliest convenience.

Suspension from school may occur after the fourth offense for continued disregard for this policy. If the student is combative, defiant, or insubordinate to staff or has repeated or severe violations, additional disciplinary measures—such as parent meetings, loss of personal device privileges and suspension may be assigned. A student's penalties for violation(s) of an electronic device policy provision may vary depending upon the intentional nature of the violation, other disciplinary actions the student may have received and specific circumstances of the violation.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

A public display of affection beyond handholding is prohibited. This includes kissing, necking, petting, full-body hugging. Students who persist in PDA will be warned, parents contacted, and ultimately suspensions could be imposed.

### **STUDENT DRESS AND GROOMING**

Students are expected to dress in accordance with the WCSD Dress Code (Policy 2200). This policy can be found in its entirety at the end of this handbook and on the WCSD website. A summary of this policy can be found on the following page.

CTHS encourages students to dress in a manner that is fitting for a professional/workplace setting. In some instances, this standard may be higher than what would be acceptable at other district schools

If a student's clothing is found to be in violation of the district dress code the following steps may be taken:

**First offense:** Alternative clothing may be issued and the student may be asked to change. Expectations for dress reviewed with the student by a school official.

**Second offense:** Alternative clothing may be issued, and the student will be required to change. Offense will be logged into PowerSchool.

**Third offense:** Student will be required to change, parents notified.

**Fourth Offense:** Student considered to be insubordinate, disciplinary action may be taken, including possible suspension from school.



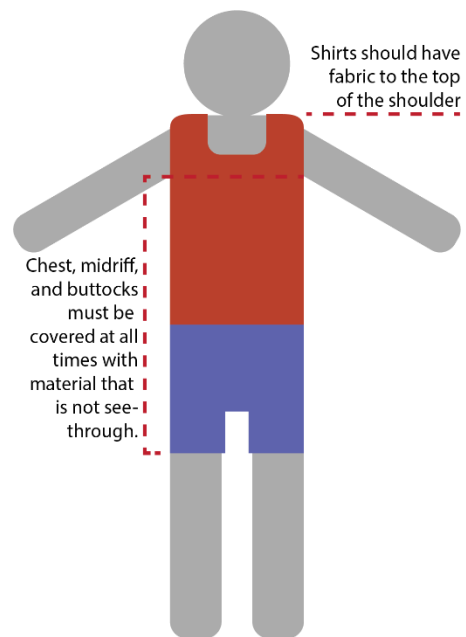
# WCSD Student Dress Guidelines

School administrators are responsible for the implementation and enforcement of student conduct, dress and appearance standards contained in District policy 2200 Student Dress Code and these guidelines. The legal concept of “reasonableness” shall be the guiding principle in the application and discipline of student conduct, dress and appearance. Adherence to the conduct, dress, and appearance standards and these guidelines will be the responsibility of the student and their parent(s)/guardian(s). School administrators will have final judgment on all matters concerning interpretation of student conduct, dress, and appearance.

The following specific guidelines have been established to aid students, parents, staff and administration in the implementation and enforcement of policy 2200 Student Dress Code.

Dress and Appearance Standards include (but are not limited to) the following:

1. Clothing should be clean and in good repair.
2. Hats and other headwear:
  - a. May be worn unless it disrupts the school or school activity, poses a danger to self or others, or limits the ability of others to identify the student.
  - b. Any headwear that does not allow the student’s face to be visible is not allowed.
3. Clothing (See figure):
  - a. Must be appropriate in length and not revealing.
  - b. Must provide coverage of the torso with no viewable undergarments. Coverage will be with material that is not see-through
  - c. Tank tops and tube tops are not permitted
4. Clothing, appearance, jewelry, accessory, footwear, or personal item shall be free of any writing, images, symbols, or any other insignias that:
  - a. Are lewd, vulgar, profane, obscene, or sexually suggestive.
  - b. Advocates, represents, or promotes racism, discrimination, violence or hate in any form.
  - c. Signifies or depicts gangs and/or illegal or criminal activities. (Administrators in consultation with law enforcement agencies will determine what signifies and/or depicts these activities.)
  - d. Shows or references tobacco, alcohol, drugs, or any illegal substance.
5. Footwear, appropriate for the day’s activities, shall be worn at all times.
6. Any dress or appearance item or practice that creates an unhealthy, unsafe, or disruption to the school or school activity may be prohibited.



With the approval of District administration and the School Community Council, schools may make minor changes and/or adaptations to the dress and appearance standards in order to address local needs. Schools should seek input from various stakeholder groups.



## SECTION 5: STUDENT TRANSPORTATION

### STUDENT DRIVING AND PARKING

**A student must be a licensed driver to operate a vehicle on campus.** The maximum speed limit on campus is 10 mph. Students may NOT park in faculty or visitor designated spots during school and may be subject to disciplinary **actions** if they park in these designated spots. Students who park in handicap, or non-parking areas may be ticketed by law enforcement. CTHS is not responsible for loss of or damage to student's private vehicles.

Vehicles parked in the CTHS parking lot are subject to search.

### BUSES

Bus transportation is a privilege granted by the school district at considerable expense. If a student misbehaves on the bus, the driver will file an official complaint. The student will be warned, be given an assigned seat or have their bus transportation privilege suspended. The same rules concerning dress code and electronic devices apply on the bus. Students are expected to follow their bus driver's instructions and treat their bus drivers with the same respect as their teachers. Some specific rules for bus behavior are as follows:

1. Observe the same conduct as in the classroom
2. Be courteous, use no profane language
3. Do not eat or drink on the bus
4. Keep the bus clean
5. Do not be destructive
6. Stay in your seat

Buses will run from WCSH high schools to CTHS each morning. Students are responsible to provide their own transportation to their boundary high school in the morning. Bus departure times from each boundary high schools can be viewed on the CTHS website at <https://cths.washk12.org/bus-schedules/>.

Buses will run from CTHS to WCSH high schools at the end of each school day. Estimated bus arrival times to each boundary high school can be viewed on the CTHS website. Students should be able to ride their neighborhood bus from their boundary high school to their neighborhood bus stop in the afternoons.

CTHS students who participate in athletics at their boundary high schools are responsible for their own transportation to their boundary high schools for athletic events which require departures at times within the school day.

### OTHER PERSONAL MODES OF TRANSPORTATION

For liability reasons due to potential injuries, skateboards, rollerblades, bikes, hee-lies, etc., may not be ridden on campus. The campus includes hallways, classrooms, walkways, parking lots, and attached features – handrails, walls, etc. Students should not bring these types of personal transportation devices to school. Items of this nature that are brought to school must be stored in the front office for the day. These items are not to be brought into the classroom.

Bicycle racks are located just outside the east doors of the commons area. Students who leave their bikes in the bike racks are strongly encouraged to lock their bikes. CTHS is not responsible for stolen or damaged bicycles.

## SECTION 6: MEDIA CENTER

### HOURS OF OPERATION

The media center is available for student use from 7:30 AM to 2:30 PM each school day.

### CHECK OUT POLICY

1. General Collection materials may be checked out for 10 school days.
2. English novels may be checked out for 30 school days.
3. Reserved, reference, and periodicals can be checked out for one day only.
4. Media materials checked out may be renewed but must be physically brought in for renewal.

### GENERAL MEDIA INFORMATION

1. Books will not be checked out to students who have already have overdue books.
2. The fee for losing a book is the cost to replace the book.
3. For damaged books, a fine may be assessed based on the degree of damage against the cost of the book.
4. Certain supplies may be available for checkout or purchase from the Media Center.

## SECTION 7: STUDENT ACTIVITIES

### ASSEMBLIES

The purpose of assemblies is to provide positive and uplifting entertainment and learning opportunities for all students. Assemblies will occasionally be presented to specific pathways, grade levels or the student body as a whole. Student attendance at assemblies is required and students are expected to exhibit respectful behavior during presentations.

Compliance with guidelines for behavior, dress code and ECD's are expected in all assemblies. Disruptive students may be required to leave the assembly and may be subject to disciplinary action.

### DANCES AND DANCE DECORUM

CTHS is not required to provide school dances; however, throughout the school year, there may be school sponsored dances at CTHS. CTHS students will be expected to conduct themselves appropriately at school dances.

CTHS students may invite one non-CTHS student to a CTHS dance. [Students may be required complete a guest pass/form and submit it to the CTHS administration prior to the dance](#) The guest must present identification when entering the dance. The guest must enter the dance accompanied by the CTHS student. CTHS students are responsible for the behavior of their guests.

- Inappropriate or outlandish dress will not be allowed. Violators may be asked to leave the dance.
- A formal dance suggests appropriate formal dress.
- Students who choose to leave the dance may not be allowed to re-enter.
- Vulgar, obscene or otherwise inappropriate actions may be cause for removal from the dance.
- Students who do not present their CTHS Student ID card may not be allowed into the dance.

CTHS students may attend dances at their boundary schools as a guest of a student who currently attends that school. As guests, CTHS students must adhere to the rules, regulations and requirements of the boundary school in order to attend.

#### **ATTENDANCE AT BOUNDARY SCHOOL EXTRA CURRICULAR ACTIVITIES**

CTHS students are allowed to attend their boundary high school sporting events and other select extra-curricular activities free of charge. Each CTHS student will be issued an CTHS ID card that also identifies their boundary high school on the card. CTHS students must show their CTHS ID card with the boundary school name to gain entry to boundary school events. Without presenting their ID card, CTHS students will be charged the appropriate amount for entry into the event.

CTHS students should be on their best behavior when attending boundary school events. Incidents of inappropriate behavior at boundary school events, may result in CTHS student's attendance privileges being revoked.

#### **PARTICIPATION IN BOUNDARY SCHOOL EXTRA CURRICULAR ACTIVITIES**

CTHS students may participate in extra-curricular activities at their boundary high schools. To participate CTHS students must understand and agree to the following conditions.

1. CTHS students must meet the eligibility criteria established by their boundary high school for participation. This includes attendance, academics and citizenship criteria.
2. CTHS students must pay all participation fees and expenses required by their boundary high schools. These fees should be paid to their boundary high schools.
3. CTHS students should be able to ride the CTHS shuttle buses to their boundary schools to participate in practices after school. CTHS students are required to provide their own transportation when they have morning practices or are required to travel to their boundary schools to travel to away games or competitions.
4. CTHS students cannot participate in programs that require them to dual enroll in a class period at their boundary high school (These programs may include but are not limited to, ROTC, Cheer, Drill Team).

## **SECTION 8: STUDENT ORGANIZATIONS**

### **STUDENT GOVERNMENT**

Due to the unique nature of the school, student government at CTHS may run differently than at traditional schools, with student leadership elected through pathways rather than classes

### **STUDENT CLUBS**

Career Tech High School supports clubs as opportunities for leadership, service, social and professional development and the building of student/teacher camaraderie. Involvement in clubs also enhances scholarship prospects. Students are encouraged to start or participate in clubs and activities sponsored by the school.

Career Tech High School adheres to the Washington County School District policy 3640 concerning the formation of student clubs and allows chartering new clubs where interested CTHS students and club sponsors show support and have completed the process as outlined in WCSD Policy 3640.

(District policy #3640 may be viewed in full on the WCSD website at the following address:  
<https://procedure.washk12.org/policy/3000/3640> )

### **CHARTERING NEW CLUBS**

Application materials must be submitted by September 15, for the charter of a new club to be considered for the second semester of the current year, or by January 15, for the charter to be considered for the first semester of the following year. All non-curricular clubs must renew their applications annually.

### **CAREER TECHNICAL STUDENT ORGANIZATIONS**

As part of the CTHS mission to help students become career ready, CTHS will fully participate in Career Technical Student Organizations (CTSO's). Each pathway will have an associated CTSO and students are strongly encouraged to participate in the CTSO for their pathway. These organizations may include:

- Future Business Leaders of America (FBLA)
- DECCA
- Future, Career and Community Leaders of America (FCCLA)
- Skills USA
- Educators Rising
- Student Technology Association (TSA)

## **SECTION 9: GENERAL INFORMATION**

### **VISITORS**

1. All visitors are to report to the main office.
2. Students may not bring friends or relatives to attend school with them.
3. Parents are welcome to attend classes with their child however, we request that parents schedule their visit in advance with school officials.
4. Persons on campus without permission may be cited for trespassing.

## 2024-2025 DISTRICT CALENDAR AT A GLANCE

For the 2025-2026 School Year, CTHS will be piloting a revised block schedule. Mondays and Wednesdays will be dedicated A-days. Tuesdays and Thursdays will be dedicated B-Days. Fridays are variable depending on the week. This schedule will allow more consistency for students involved in internships, university courses and other work-based learning experiences.

August 2025				
M	T	W	Th	F
4	5	6	7	8
11	12	13	14	15A
18	19	20	21	22B
25	26	27	28	29A

September 2025				
M	T	W	Th	F
1	2	3	4	5A
8	9	10	11	12B
15	16	17	18	19A
22	23	24	25	26B
29	30			

October 2025				
M	T	W	Th	F
		1	2	3A
6	7	8	9	10
13	14	15	16	17A
20	21	22	23	24B
27	28	29	30	31A

November 2025				
M	T	W	Th	F
3	4	5	6	7B
10	11	12	13	14A
17	18	19	20	21B
24	25	26	27	28

December 2025				
M	T	W	Th	F
1	2	3	4	5A
8	9	10	11	12B
15	16	17	18	19A
22	23	24	25	26
29	30	31		

January 2026				
M	T	W	Th	F
			1	2
5	6	7	8	9A
12	13	14	15	16B
19	20	21	22	23A
26	27	28	29	30B

February 2026				
M	T	W	Th	F
2	3	4	5	6A
9	10	11	12	13B
16	17	18	19	20A
23	24	25	26	27B

Date	Event
Aug 11 (M)	School Begins
Sep 1 (M)	Labor Day (No School)
Oct 9-10 (Th-F)	Fall Break (No School)
Oct 13 (M)	Legislative Teacher Prep/Professional Development Day (No School)
Nov 26 (W)	SEP/SEOP Comp Recess Day (No School)
Nov 27-28 (Th-F)	Thanksgiving Vacation (No School)
Dec 1 (M)	Legislative Teacher Prep/Professional Development Day (No School)
Dec 22 (M) - Jan 2 (F)	Christmas Vacation/Winter Holiday (No School)
Jan 5 (M)	Teacher Prep Day (No School)
Jan 19 (M)	Martin Luther King, Jr. Day (No School)
Feb 16 (M)	President's Day (No School)
Mar 9-13 (M-F)	Spring Break (No School)
Mar 16 (M)	Legislative Teacher Prep/Professional Development Day (No School)
Apr 3 (F)	Spring Recess (No School)
Apr 6 (M)	Legislative Teacher Prep/Professional Development Day (No School)
May 20 (W)	Minimum School Day -- High School Graduation
May 21 (Th)	Last Day of School (High School Graduation)

School Times

Regular Day		Early Out		Last Day	
Start	End	Start	End	Start	End
8:05 a.m.	2:10 p.m.	8:05 a.m.	11:55 a.m.	8:05 a.m.	10:00 a.m.

Secondary School Quarters

Quarter	Start	End	Days	Midterms
1	Aug 11 (M)	Oct 8 (W)	42	Sep 8-12
2	Oct 13 (M)	Dec 19 (F)	48	Nov 10-14
3	Jan 5 (M)	March 6 (F)	42	Feb 2-6
4	Mar 16 (M)	May 21 (Th)	48	Apr 13-17

March 2026

M	T	W	Th	F
2	3	4	5	6A
9	10	11	12	13
16	17	18	19	20A
23	24	25	26	27A
30	31			

April 2026

M	T	W	Th	F
		1	2	3
6	7	8	9	10A
13	14	15	16	17B
20	21	22	23	24A
27	28	29	30	

May 2026

M	T	W	Th	F
				1B
4	5	6	7	8A
11	12	13	14	15B
18	19	20	21	22
25	26	27	28	29

1st Day of School -- Aug 11  
Last Day of School -- May 21

Holiday/Break  
NO SCHOOL

Teacher Prep Days  
Aug 4, Aug 6, Jan 5  
Legislative Teacher Prep/PD Day  
Oct 13, Dec 1, Mar 16, Apr 6  
NO SCHOOL

Teacher Professional Dev. Day  
Aug 5 & 8  
NO SCHOOL

Team Collaboration Day  
Aug 7  
NO SCHOOL

End of Quarter

ACT Day  
JUNIORS ONLY

SEP Comp Day  
NO SCHOOL

Singleton Collaboration Day

## SECTION 10: WASHINGTON COUNTY SCHOOL DISTRICT POLICIES

### SAFE SCHOOLS POLICY (WCSD POLICY 2110)

*The complete District Safe School Policy 2110 can be accessed at:*

<https://procedure.washk12.org/policy/2000/2110>

The “Safe School Policy” of Washington County School District defines the following:

“SUSPENSION is not to be understood as the deprivation of a right to learning, but as the temporary denial of social interaction through school contact and the removal of the person from the classroom setting because of real and present disruptive effect of his/her presence, or a reasonable assumption that his/her presence will be disruptive or a threat to the well-being or safety of himself/herself and/or other students or staff. Suspension may carry with it conditions which must be met to remove the suspension. Such conditions may be a joint responsibility of the school personnel, the student and parents, or the sole responsibility of any one party.

Suspension is for no more than 10 school days per incident.” “EXPULSION is defined as the removal from school for any period longer than 10 consecutive days, but not more than 1 school year.”

The “Safe School Policy” defines these behaviors as grounds for suspension and expulsion from school:

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.
2. Willful destruction or defacing public property.
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.
4. Possession, control, or use of an alcoholic beverage.
5. 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.
6. The following will not be permitted on school campus or school activities, because of identification and association with gangs: bandannas or any article of clothing bearing gang symbols, names, initial, insignia, or anything else that signals gang affiliation (i.e. sagging pants, excessively long, hanging belts or chains).
7. 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 the school.
8. Possession or use of pornographic material on school property. (H.B. 100- 4-30-07)
9. A student may be denied admission to school on the basis of having been expelled from 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).

A STUDENT SHALL BE SUSPENDED OR EXPELLED FROM SCHOOL FOR ANY OF THE FOLLOWING REASONS:

1. Any 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:
  - a. possession, control, or actual or threatened use of a real, look alike, or pretend weapon, explosive, or noxious or flammable material. (Section 53A-3-502)
  - b. the sale, control, or distribution of a drug or controlled substance. (Section 58-376-2)



- c. the sale, control, or distribution of an imitation controlled substance. (Section 58-376-2)
- d. the sale, control, or distribution of drug paraphernalia. (Section 58-37a-3)
- 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:

A 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, UNLESS THE SUPERINTENDENT DETERMINES, ON A CASE-BY-CASE BASIS, THAT A LESSER PENALTY WOULD BE MORE APPROPRIATE

## **SEXUAL HARASSMENT POLICY (WCSD POLICY 2116)**

*The complete District Sexual Harassment Policy 2116 can be accessed at: <https://procedure.washk12.org/policy/2000/2116>*

The Washington County School District is dedicated to cultivating an educational environment in which all individuals are treated with respect and dignity. No person on the basis of sex, shall be subjected to discrimination or sexual harassment under any education program or activity receiving Federal financial assistance. (20 U.S.C. 1681(a)).

Sexual harassment is prohibited by Title IX of the Education Amendments of 1972 and by this Policy in all of the District's educational programs including academics, extracurricular activities, and athletics. Allegations that originate off-campus which impact the victim's ability to effectively access and continue their educational program may be addressed under this Policy at the discretion of the Designated District Title IX Coordinator. This may include allegations of sexual harassment through the internet, electronic mobile devices and/or social media.

## **PERSONAL DEVICE USE POLICY**

*The complete Personal Device Policy 3740 can be accessed at: <https://procedure.washk12.org/policy/3000/3740>*

### **1. Purpose:**

As required by Utah State Law, this policy regulates students' use of **cell phones, smartwatches, and other emerging technology** during classroom hours to minimize distractions, maintain an effective learning environment, and allow for necessary exceptions. It directly complies with the requirements under U.C.A §53G-7-227.

### **2. Definitions**

- **“Cell Phone & Other Electronic Devices”** A handheld electronic device capable of transmitting and receiving voice, data, or text communication via cellular, satellite, or wireless networks. This includes smartphones, feature phones, and personal digital assistants with similar capabilities.
- **“Classroom Hours”** Scheduled, teacher-supervised instructional time during regular school operating hours. This excludes lunch periods, recess, passing periods, and independent study time outside of scheduled instruction.
- **“Emerging Technology”** Any device functioning as an extension of or replacement for a cellphone, excluding school-provided or required devices.
- **“Smart Watch”** A wearable device resembling a wristwatch with capabilities similar to a cell phone. Devices that **only tell time, monitor health informatics, receive notifications without response capability, or track physical location** are not considered smartwatches under this policy.

- **“Personal Listening Devices ”** Any electronic device designed for private audio consumption, including but not limited to headphones, earbuds, AirPods, bone conduction headphones, Bluetooth speakers, and other similar wireless or wired audio devices. This definition excludes assistive hearing devices protected under the ADA.
- **“Extended Reality (XR) Headsets”** Any wearable device designed to provide virtual, augmented, or mixed reality experiences, including but not limited to Virtual Reality (VR) headsets, Augmented Reality (AR) headsets, and Mixed Reality (MR) headsets. This includes devices such as Meta Quest (Oculus), Apple Vision Pro, Microsoft HoloLens, and similar technologies.

### 3. Policy

#### General Policy for All Grades:

- Personal Listening Devices must be put away during the school day.
- Personal laptops, gaming devices, smart glasses, and Extended Reality (XR) Headsets are not allowed at school.
- Smartwatches are allowed unless they become a distraction to learning.
- The school and staff are not responsible for lost, stolen, or damaged electronic devices. Students must properly secure and care for their own belongings. Students bring electronic devices on school property or to school activities at their own risk.
- School administrators may search electronic devices when there is reasonable suspicion of inappropriate use or a violation of policy.
- During school hours, all communications should be made through the school's front office and not directly to/from the student using their smart watch or cell phone.

#### Policy for 10-12 Students:

- Cell phones, headphones, and personal electronic devices may not be used during instructional time.
- Devices must be stored in lockers or backpacks and not carried on the body during class.
- The use of cell phones and personal electronic devices is permitted only during passing periods and lunch breaks.

#### Exceptions

- Personal Device use shall be consistent with district and school policies but at the judgment and discretion of school staff for the following situations:
- The use of cell phones and personal electronic devices is permitted only during passing periods and lunch breaks
- Responding to Health or safety emergencies impacting the student or others.
- Responding to School-wide emergencies as determined by the administration.
- Use of the SafeUT Crisis Line for crisis support.
- When required by a student’s IEP or 504 Plan.
- Fulfilling a documented medical necessity requiring device usage.

#### Other Provisions

- Picture taking or recording by students and parents is strictly forbidden in school or school activity private areas, such as locker rooms, counseling sessions, restrooms, dressing areas and on the playground.
- Students are strictly responsible for their own electronic devices. If devices are borrowed or taken and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).



#### **4. Compliance, Enforcement, Notification**

##### **Consequences**

If a student intentionally uses or interacts with a device in a manner not consistent with this policy, the following consequences may follow:

- First Offense: Students will receive one warning prior to discipline for violation of this policy, as determined by the school.
- Second Offense: Teacher confiscates the phone until the end of class and logs the infraction in PowerSchool. (Secondary Schools only)
- Third Offense: Teacher confiscates the phone until the end of the school day and logs the infraction in PowerSchool.
- Additional Offenses: The phone is held in the office until the end of the school day . Parents will be contacted and must pick up the phone at their earliest convenience.

**Suspension from school may occur after the fourth offense for continued disregard for this policy.**

- If the student is **combative, defiant, or insubordinate** to staff or has repeated or severe violations, additional disciplinary measures—such as parent meetings, loss of personal device privileges and suspension may be assigned.
- A student's penalties for violation(s) of an electronic device policy provision may vary depending upon the intentional nature of the violation, other disciplinary actions the student may have received and specific circumstances of the violation.

##### **Enforcement Responsibility:**

- Teachers and school administrators are responsible for ensuring compliance with this policy.

##### **Notice to Students and Parents of this Policy**

- Parents and students shall receive annual written notice of the school district's/school's electronic device policies. Written notice may be satisfied by posting notice on the school or district website, publishing the policy in a school handbook or directory, sending the policy to the student's home or any other reasonable means. Information sent to parents should include exceptions, potential consequences, and notice that confiscated electronic devices may be subject to search by school officials.
- A copy of the most current policy shall always be available in the school's front office and posted on the school website.
- Schools may require parents to return a copy of the policy with a signature indicating that parents have reviewed the policy.
- Students and parents shall be notified that law enforcement may be contacted, at school discretion, if circumstances warrant such contact.

##### **Confiscated Electronic Devices**

- Only licensed school personnel & SRO's (unless other employees are specifically identified in policy) may confiscate student electronic devices.
- School employees shall not search, or review materials, content, or data stored on student devices unless there is reasonable suspicion that policy or law has been violated. Any such search must be limited in scope to the suspected violation and must be conducted only with prior approval from a School or District Administrator. All searches must comply with applicable laws, regulations, and district policies.
- Personnel may search an electronic device for the explicit purpose of determining who the owner is, without administrative approval.
- Schools will do their best to guard and protect confiscated electronic devices, but are not responsible for loss, damage, or theft.
- Schools will make a good faith effort to notify parent(s) that electronic devices are in school's possession. Parents will be expected to retrieve confiscated devices within seven school days. Unclaimed devices cleared of personal data will be donated after four weeks.

## TECHNOLOGY ACCEPTABLE USE POLICY

<https://procedure.washk12.org/policy/2000/2900>

### 1. Purpose

The purpose of this policy is to ensure appropriate, responsible, ethical and legal access and use of computers, the Internet, and other electronic or communication devices by District students, patrons, and employees. The Technology Acceptable Use Policy addresses two distinct concepts of technology use. The first regards the use of computers and the Internet, and the second addresses interfering and electronic communication devices.

### 2. Policy

#### Computers and the Internet

It is the policy of the Washington County School District to permit students, patrons, and employees 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 Board of Education. In general, the user's responsibilities require responsible, decent, ethical, polite, efficient, and legal use of computer and network resources. Students, patrons, and employees must not access obscene, pornographic, or material that is deemed to be harmful to minors. District and school personnel will instruct students and staff on acceptable use of computers and Internet resources and proper network etiquette. All students, patrons, and employees 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.

#### Interfering and electronic communication devices

While in some instances the possession and use of electronic communication devices or other devices or objects by a student at a school may be appropriate, often the possession and use of such devices or objects by students at school can have the effect of distracting, disrupting, and intimidating others in the school setting and leading to opportunities for academic dishonesty and other disruptions of the educational process. The purpose of this component of the policy is to vest with school administrators the authority to enforce reasonable rules relating to student use of such objects or devices in the public schools.

### 3. Procedure

#### Definitions:

- Acceptable Use: Computer and Internet use must be consistent with the education objectives of the District. The use must also be consistent with the terms of this agreement.
- Prohibited Use: Any use that violates federal or State laws and/or District policy.
- Interfering Device: This includes any device or object which does not constitute a weapon or explosive but may, if used or engaged, interfere with the educational process for either the student possessing or using the object or for other students. By example, such objects include any electronic communication device (defined below), a camera, lasers, laser pens or pointers, radios, portable CD players, or other electronic equipment or devices.
- Electronic communication device: This includes telephones, camera telephones, two-way radios or video broadcasting devices, pagers, and any other device that allows a person to record and/or transmit on either a real time or delayed basis, sound, video or still images, text, or other information.
- Camera: This includes any device for taking still or motion pictures, whether in a digital or other format.

**Prohibited Uses:** The following uses of the District's computers, including its network and Internet access are prohibited for:

- using an account other than your own and any attempt to gain unauthorized access to accounts on the network.
- attempting to obtain access to restricted sites, servers, files, databases, etc. Attempts to gain unauthorized access to other systems (e.g. "hacking").  
student use of games, Internet games, chat rooms, and instant messaging not specifically assigned or authorized for use by a teacher or an administrator. Employees and patrons must not use games, Internet games, chat rooms, and instant messaging that is not directly related to curriculum development, instruction, or work assignment.
- using computers, the Internet or network for any illegal activity. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secrets. This prohibition includes the violation of any federal, State or local law.
- providing personal addresses, phone numbers, and other private information whether that information belongs to the user or any other individual unless it is related to the core curriculum or specifically authorized for release.
- using the Internet for commercial purposes, financial gain, personal business, product advertisement, use for religious or political lobbying (including student body elections students or representation elections for employees, Reference District Policy 1600)
- attempting vandalism defined as any attempt to harm or destroy data of another user, another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses.
- It also includes attempts to gain unauthorized access to a network that is connected to the Internet
- degrading or disrupting network equipment, software, or system performance.
- wasting finite network resources.
- invading the privacy of individuals or disclosing confidential information about other individuals.
- posting personal communications without the original author's consent.
- posting anonymous messages.
- accessing, downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
- harassing others and using abusive or obscene language on the network. The network may not be used to harass, annoy, or otherwise offend other people.
- using material which may be deemed to violate any District policy or student code of conduct.
- downloading music or video files or any other files that will infringe on copyright laws or is not directly related to a school or position assignment.
- communicating threats of violence.
- using the network for plagiarism. Plagiarism is taking ideas or writing from another person and offering them as your word. Credit must always be given to the person who created the information or idea.

### **Privileges and Discipline:**

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. District employees, to include teachers, staff, and administrators, may face disciplinary action up to and including termination. 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.

### **Privacy Information:**

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 which 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.

### **Network Etiquette and Instruction:**

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.
- Students shall be instructed in appropriate online behavior including online safety, interacting with other individuals on social networking websites and in chat rooms, and regarding cyber-bullying awareness and response. This instruction will be included in the curriculum for elementary/intermediate school keyboarding, intermediate CTE introduction, and middle/high school computer courses which are required for all students.

### **Interfering and Communication 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, to include 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.

### **Sanctions Confiscation of Device**

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.

### **Student Disciplinary Actions:**

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 which 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. Authority: 53A-3-402(15) 53A-11-901 et seq. Utah Code Annotated

### **FERPA NOTICE**

The Family Educational Rights and Privacy Act (FERPA) and District Policy 3260 affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal or assistant principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. Such requests should be in writing and addressed to the school principal or assistant principal. It must clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The following information may be disclosed without consent:

- a. **Directory Information:** The following information is designated as student Directory Information: Student's name, address (to include internet address), phone number, date of birth, grade level, extracurricular participation, awards or honors, photograph, video or digital images, height and weight (if a member of an athletic team), previous school attended, dates of attendance, and parent's name. "Directory Information" may be disclosed without prior written consent. The District will also routinely disclose names, addresses, and telephone numbers to military recruiters. Parents or eligible students will have two weeks from the beginning of the school year or date a student enrolls to advise the school district, in writing, of any and all items they refuse to permit the district to designate as directory information for the balance of the school year.
  - b. **School Officials:** School officials with legitimate educational interests may also have access to records. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member such as a bus driver (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - c. **Other Schools:** The School may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

This WCSD Administrative Letter can also be viewed in its entirety at  
<https://procedure.washk12.org/letters/Notices/N001>

### **WCSD PPRA NOTICE**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the Washington County School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program eligibility.

This WCSD Administrative Letter can also be viewed in its entirety at <https://procedure.washk12.org/letters/Notices/N002>

## **WCSD CIVIL RIGHTS DISCLOSURE**

The Washington County Board of Education ensures an equal educational opportunity in accordance with several Federal Civil Rights Laws.

The Washington County School District does not discriminate on the basis of race, color, national origin, sex, disability, gender identity, sexual orientation, religious affiliation, age, pregnancy, parental or marital status in its programs or activities.

In accordance with the Boys Scouts of America Equal Access Act, Boy Scouts and other youth groups may have equal access to meet on school premises.

### **Equal Education and Employment Opportunity**

It is a violation of the District's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, pregnancy status, genetic information or marital status.

Discrimination of this kind is strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

This WCSD Administrative Letter can also be viewed in its entirety at <https://procedure.washk12.org/letters/Notices/N003>

## **STUDENT DRESS CODE (WCSD POLICY 2200)**

### **1. Purpose and Philosophy**

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 which is safe, conducive to the learning process, and free from unnecessary disruption. To foster such an environment the following policy establishes the framework for school dress and grooming.

### **2. Policy:**

2.1. Students who attend the schools of Washington County School District 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 Washington County School District will be a safe place for each student to learn, free from physical or moral threats and free from intimidation by others, to include gangs and gang appearance.

### **3. Procedure:**

#### **3.1. Dress and Grooming standards:**

3.1.1. The attire (apparel) and grooming of all students should be neat, clean and safe.



3.1.2. Students shall avoid apparel that causes a distraction or disruption, interrupting school decorum and adversely affecting the educational process. Students must also avoid apparel that is offensive, represents a risk, threatens student safety, or resembles non-human characteristics.

3.1.2.1. Printed apparel is acceptable only if it is in good taste. Any apparel displaying profanity, suggestive slogans, pictures/graphics, or promoting substances illegal for consumption by a minor, will not be allowed.

3.1.2.2. School wear should be appropriate in length and not revealing. Clothing must cover the torso. Clothes that show undergarments are not permitted. Tank tops and tube tops are not permitted.

3.1.2.3. Any apparel acceptable for school wear should be worn in accompaniment with appropriate undergarments.

3.1.2.4. Footwear must be worn and should be safe and hygienic. Shoes, boots and sandals are considered suitable footwear.

3.1.2.5. Clothing attachments or accessories which could be considered weapons are not allowed.

3.1.2.6. 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.

3.1.2.7. Hats and other headwear may be worn unless it disrupts the school or school activity, poses a danger to self or others, or limits the ability of other to identify the student. Any headwear that does not allow the student's face to be visible is not allowed.

3.1.3. Gang behavior, apparel or grooming is not appropriate at school. (Policy 2110 - Safe Schools Policy)

3.1.3.1. As gang grooming styles and clothing continually evolve and change, the following prohibited items that have commonly denoted gang membership or affiliation are only representative of prohibited clothing. Additional grooming styles and apparel may be considered gang-affiliated, as identified in consultation with school officials and law enforcement authorities. Bandannas or any article of clothing or accessory bearing gang symbols, names, initials, insignia, or style of dress that indicates gang affiliation will not be allowed.

3.2. Consequences for violation of the Student Dress and Grooming Policy

3.2.1. A student in violation of the "Student Dress and Grooming Policy" may be sent home to make the changes necessary to be in compliance with policy. The student may return as soon as the required changes are made.

3.2.2. Students who dress or groom in a manner that demonstrates gang affiliation may be subject to suspension and/or expulsion.

3.2.3. Disciplinary interventions or suspension from school may occur for continued insubordination of directions with regards to the Student

#2200 may be viewed in its entirety at <https://procedure.washk12.org/policy/2000/2200>.