

**WAYNE PREPARATORY ACADEMY
JUNIOR HIGH SCHOOL PROGRAM**

**STUDENT/PARENT INFORMATION
2019-2020**



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Wayne Preparatory Academy

Student /Parent Handbook

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NOTE: The students at Wayne Preparatory Academy are expected to follow the MSD Wayne Township Code of Conduct and the established rules of the Chapel Hill 7th /8th Grade Center or Lynhurst 7th/8th Grade Center.

MISSION STATEMENT

The alternative program at the *Wayne Preparatory Academy* provides a high quality, standards-based, student-centered program that prepares students to earn a high school diploma and gain the social and emotional skills to become productive members of society.

VISION STATEMENTS

Wayne Preparatory Academy will challenge students, grades 6-12 to reach their full potential academically, emotionally, and socially. The *Wayne Preparatory Academy* will equip students for the demands and opportunities of the twenty-first century by offering differentiated and individualized instruction that addresses the “whole child.” A professional and highly trained staff, in partnership with home schools and the community, will work to ensure students achieve and successfully transition back to their home school or graduate by supporting academic and character growth. The *Wayne Preparatory Academy* will provide a disciplined and caring environment, based on mutual respect, where each student is valued, has their individual needs met, and is encouraged to develop morally.

PLACEMENT AT THE WAYNE PREPARATORY ACADEMY

Junior high students are placed at the Wayne Preparatory Academy due to significant behavior issues at their home junior high and are given this educational opportunity to remain in school to continue their junior high academic program. Students will be given additional supports and structure in order for them to learn the necessary academic and behavior skills in order to successfully return back to Lynhurst 7th/8th Grade Center or Chapel Hill 7th/8th Grade Center. If a student continues to demonstrate behaviors unacceptable for school and/or do not make continual progress on the Steps to Success they are at risk of losing their opportunity at the Wayne Preparatory Academy and may be placed on a probationary agreement plan or expelled from school.

ATTENDANCE

Students are expected to attend school every day. They are expected to arrive on time and stay until the end of the day.

Student Hours

Student hours are 9:05 a.m. – 4:10 p.m. Students are transported directly to and from the Wayne Preparatory Academy from centralized neighborhood locations. Students may enter the school at 9:00. Students are considered tardy if they arrive past 9:25 a.m. The outside doors are locked at 9:25 a.m. Students who are tardy must report to the office. Breakfast is available to all students (until 9:25 a.m.) at no cost.

Reporting Student Absence

It is expected that a parent/guardian needs to call the school by 9:45 a.m. to report absence. If you reach a recording, please leave the following information:

- The student's name
- The name of the person making the call and relationship to the student
- The reason for absence/tardy
- The date of the absence/tardy
- A telephone number so that the call can be verified.

Absences: Definitions

Excused Absence: Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These include:

- Illness verified by note from parent/guardian
- Illness verified by note from Physician
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

Exceptions to compulsory attendance: These absences are not recorded as an absence in the student file – active duty in the National Guard; serving as a Page; service on the election

board; appearance by subpoena in court; authorized school field trip and religious observances.

Unexcused Absences: An unexcused absence is any absence not covered under the definition of excused or exceptions.

Reporting Truancy (Unexcused Absences)

The Indiana Department of Education (IDOE) recommends that truancy be defined as “when a student is absent from school without the permission of parent/guardian.” Under I.C. 20-33-2-11, a child who is designated a habitual truant is defined as “a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.” Under SEA 1, the “Superintendent or an attendance officer having jurisdiction **shall** report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court **or the department of child services**. The intake officer or the department of child services shall proceed in accord with IC 31-30-through IC 30-40.”

NOTE: MSD of Wayne Township has chosen to report students who are “habitually absent from school” to the department of child service (CPS). We will be reporting students who accumulate more than 10 days of unexcused absences.

Early Release

Students will not be permitted to leave school early without the prior permission from the parent. The parent is expected to notify school prior to the expected time of the student's departure or to personally come in the office and sign the student out. If a student becomes ill during the school day, they will have an opportunity to contact the parent to receive permission to leave school. If the parent cannot be reached, the student is expected to remain at school.

CODE OF CONDUCT: MSD WAYNE TOWNSHIP AND WAYNE PREPARATORY ACADEMY

It is expected that students will observe the Wayne Township Code of Conduct and the Discipline Rules of the Chapel Hill 7th/8th Grade Center or Lynhurst 7th/8th Grade Center. Our goal is for each student that enters Wayne Preparatory Academy to successfully complete his/her steps to success program. We do have high expectations for student achievement and behavior and will work to provide the supports for the students to meet those expectations.

Positive Behavior Supports and Interventions

Maintaining an orderly environment, while recognizing student success, is supported by implementing Positive Behavior Supports and Interventions, including Wayne Prep dollars to purchase rewards. Procedures for daily routines have been established so students know and understand expectations for arrival, classroom, passing period, etc. Specific activities are in place to recognize students following the established procedures.

Junior High Behavior Program

Each classroom will follow a 12 step plan to support and encourage student academic and behavioral achievement. The plan will include positive supports as well as strategies to

prevent and respond to behaviors that are disruptive to the educational setting. All the junior high students will work on a daily point sheet to monitor their behavior progress. A communication sheet will be sent home daily and needs to be signed by a parent and returned the next day. An office referral will be made if a student's behavior cannot be managed in the classroom setting. Referrals to the office may result in a time out, temporary dismissal from class, administrator-student conference, phone calls to parent, assignment related to offense to be completed, in school suspension, suspension or expulsion depending on the seriousness and frequency of the offense. Depending on the seriousness of the offense, office referrals may become part of the students discipline record. Copies of office referrals are sent home with the daily chart. Classroom teachers will contact parents as part of their classroom plan.

Steps to Success

Students will need to maintain a certain level of behavior, accomplish academic success, and must successfully complete lessons/activities related to their placement at the Wayne Preparatory Academy in order to return to their home junior high. Students will enter the program on the Foundation Step. They will move to the Progressing Step when they demonstrate knowledge and understanding of school rules and procedures and have established their program for success. The minimum time on the Foundation Step is 2 weeks and the max is 6 weeks. Students will move to the Progressing Step next. At this step students start learning new skills and start applying those skills in their everyday performance. The minimum time on the Progressing Step is 2 weeks and the max is week 12. Step 3 is the Performance Step. At this step, students demonstrate that they can perform successfully in the classroom, school and community environment. The minimum time on the Performance Step is 2 weeks and the max is week 18. The final step is the Transition Step. Students will plan for their transition back to their home junior high and will assume leadership responsibilities. The minimum time on the Transition Step is 3 weeks and the max is week 24.

CUMMINS BEHAVIORAL HEALTH SERVICES

We are fortunate to have Cummins Health Services in our school. A licensed Social Worker from Cummins may be able to help students and families address issues that interfere with school success. An administrative staff member may refer students to Cummins Health Services or students and parents may request services themselves. During the first meeting with the Cummins staff members, a determination will be made if services are needed and how services can be accessed.

CURRICULUM

The 7th/8th graders at Wayne Preparatory Academy will follow the curriculum of their home school. They will also participate in a Social Skills Curriculum that addresses social skills, conflict management, problem-solving strategies and service learning. Students will also work on skills that address their individual reasons for their referral to Wayne Preparatory Academy.

DRESS CODE

MSD Wayne Township has adopted new guidelines regarding student dress and personal electronic devices. These guidelines are included in your enrollment packet as a

separate document and are attached to the end of this handbook. Students must dress in a manner that is not disruptive to the educational program or dangerous to themselves or others.

DUE PROCESS

Students enrolled in Wayne Preparatory Academy will be afforded all due process procedures as outlined by the Indiana General Assembly.

ELECTRONIC EQUIPMENT

MP3 players, cell phones, Portable PlayStations, portable CD players, radios, portable TV's, electronic toys, handheld video games and pagers are not permitted at school. If students bring in devices they **MUST** be turned in at the beginning of the day and will be returned at the end of the day. If a student refuses to submit device in the morning and the device is noticed, it will be collected and parent may be required to pick it up from school.

EMERGENCY DRILLS

Fire, tornado, earthquake and lockdown drills will be held according to state regulations.

EMERGENCY SCHOOL CLOSING INFORMATION

It may become necessary to close school because of emergency situations. As a practice, instruction is offered and school kept open as long as a learning environment can be maintained. There are three types of emergency situations which could require the closing of our schools:

- Weather or Facility Problem: If school closing becomes necessary, the radio and television stations listed will be notified.
- Emergency Early Dismissal: If dismissal becomes necessary and students are sent home, the radio and television stations listed will be notified.
- Emergency Evacuation and Relocation: If an immediate closing of school becomes necessary and sending student home would be unsafe, student would be transported to a temporary location for pickup by parents or until school can safely resume or until students could be transported home.

Should it be necessary to close school for any of the reasons above, the following procedures will apply:

- Announcements will be made on the major radio and television stations. Announcements will state the reasons for the school closing. If the closing results in evacuation, the announcement would state where the students have been taken and what parents should do.
- Parents need to make special arrangements with their children in the event of an emergency early dismissal during the school day. When the schools remain open during inclement weather, the school corporation recognizes the basic right of parents and guardians to decide whether or not to send their child to school under such conditions. Such absences will not be considered unexcused.

GRADING SCALE

The following grading scale will be used for all students attending the Wayne Enrichment Center.

| <u>Standards-based</u> | <u>Scoring Guide</u> | <u>Value on a 4-point Scale</u> | <u>Percent Based</u> | <u>Letter Grade</u> | <u>Description of Achievement Level on the Applicable Standards</u> |
|--------------------------|----------------------|---------------------------------|----------------------|---------------------|---|
| Exemplary | 4 | 4.0 | 93-100 | A | The student demonstrates mastery at or above the 90% level on the appropriate state standards as evidenced on district or school common assessments. |
| | | 3.7 | 90-92 | A- | |
| Proficient | 3 | 3.33 | 87-89 | B+ | The student demonstrates mastery at or above the 80% level on the appropriate state standards as evidenced on district or school common assessments. |
| | | 3.0 | 83-86 | B | |
| | | 2.7 | 80-82 | B- | |
| Progressing | 2 | 2.37 | 77-79 | C+ | The student demonstrates mastery at or above the 70% level on the appropriate state standards as evidenced on district or school common assessments. |
| | | 2.0 | 73-76 | C | |
| | | 1.7 | 70-72 | C- | |
| Not Yet Meeting Standard | 1 | 0 | 0-69 | I or F | The grade of I indicates the student does not exhibit mastery at the 70% level on the appropriate state standards as evidenced on district or school common assessments. The grade of F indicates that the student was unable to raise achievement to sufficient levels after specified additional time and effort. |

HEALTH SERVICES

There is not a school nurse on duty at the Wayne Preparatory Academy. The staff will provide basic first aid for illness or injury during the school day. The nurse from LHC will be contacted in the event of any medical injury beyond that of normal cuts and scrapes.

Medications

Wayne Preparatory Academy complies with Indiana State Codes and State Law Health Policies. All medications, both prescription and non-prescription are to be kept with the school secretary. Medications must be brought from home in the original container and a medication form from the physician must be on file. We cannot supply students with cough drops, throat lozenges or throat sprays. Students may keep inhalers with them but a written permission slip by the parent and student's physician must be on file in the office.

In the case of over-the-counter (OTC) medications, a parent note must accompany each medication and the medication must be given to the secretary. The secretary will give the manufacturer's recommended dosages.

Going Home Due to Illness

A student who becomes ill while attending school will be released only after consulting with parent/guardian.

INDIVIDUAL SERVICE PLAN

At enrollment or within 2 weeks of placement, each student, with parent and staff support, will have an individual service plan (ISP) written specifically to address their goals for academic, behavior/character, career and personal needs. The ISP will be monitored by the student's homeroom teacher/case manager at least every 9 weeks and mailed home with semester report cards.

PERSONAL PROPERTY

Students should limit items brought to school to those necessary for school activities. Students should NOT bring in large amounts of money to school. All valuable articles should be in possession of the owner at all times. **THE SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR MONEY OR VALUABLE ITEMS WHICH ARE LOST OR STOLEN AT SCHOOL.** To aid in recovery, thefts must be reported to classroom staff immediately.

SAFE AND ORDERLY SCHOOL ENVIRONMENT

Drug and Alcohol Policy/Testing

Possession or use of drugs, inhalants and alcohol as stipulated in the MSD Wayne Township Student Code of Conduct is prohibited at Wayne Preparatory Academy, including in the building and grounds. The use of illegal drugs, inhalants, and alcohol is prohibited and requires interventions. Student may be tested through voluntary testing which requires parental/guardian permission or required by the testing based upon "individualized, reasonable suspicion" by school administration. Voluntary testing may be requested when a student violates certain rules or if the student is having significant trouble with grades or attendance. "Individualized reasonable suspicion" means circumstances which, when considered in context of which each occurred, give rise to a reasonable belief that, at the time the test would be administered, that the test would show that the student had used a drug, alcohol, or tobacco or in violation of Indiana or Federal Law or MSD Wayne Township Student Conduct Rules.

Substances for which students may be tested include illegal drugs, legal drugs, alcohol, tobacco, and substances that mask the presence of or block the detection of another substance. The use of a "blocking agent" is an expellable offense. The refusal to provide a specimen is a violation and will have the same consequences as a positive test. Students who are found to be positive for drugs/alcohol will be enrolled in an intervention program as part of their continued placement at Wayne Preparatory Academy (in addition to any outside counseling that may be required).

Alternative to Expulsion

Students who are placed at the Wayne Preparatory Academy as an Alternative to Expulsion due to drug/alcohol issues will be enrolled in an intervention program as part of

their placement at Wayne Preparatory Academy (in addition to any outside counseling that may be required). Such students will also be subject to urine drug screens at the discretion of administration and could face expulsion if found under the influence or involved with drugs/alcohol. Parents will be notified of the results of all drug screening.

Harassment

It is the policy of the MSD Wayne Township to maintain a learning and working environment that is free from harassment that includes hazing, sexual harassment (verbal or physical advances and/or comments regarding physical or personality characteristics of a sexual nature), bullying and intimidation. "Harassment" behavior is behavior directed toward another person for a non-school purpose after that person has clearly stated or shown the behavior is unwelcome. Students who experience "harassment" should report the incident to a school counselor or administrator immediately for investigation.

STUDENT CONTRACT

Each student that enrolls at the Wayne Preparatory Academy is required to agree to the terms of placement by signing the student contract. Parents are required to sign also as an agreement to the placement conditions. A copy of this contract is included with this handbook.

STUDENT LED CONFERENCES

At least one time during the school year, all parents/guardians will be contacted by their student or a teacher at Wayne Preparatory Academy to schedule a Student Led Conference. This conference will be led by the student and facilitated by a staff member.

STUDENT SUPPLIES

Students are required to bring a 3 ring binder, pencils, pens and paper for daily use. Teachers may request additional supplies for their particular course. A list will be sent home upon student enrollment. Having the required school supplies is part of the Steps to Success plan.

TECHNICAL RESOURCES ACCEPTABLE USE POLICY (IJND)

Some of the curriculum at the Wayne Preparatory Academy is computer-based learning. This curriculum was adopted so that each student can be provided an individualized learning program where they work, with teacher support and direction, at their own pace to complete courses and earn credits. If a student would lose their computer privileges, the Wayne Preparatory Academy placement may not continue to be an option for them.

Wayne Preparatory Academy Student Computer Procedures:

- Do not attempt to modify the appearance or operation of any computer.
- Tampering with or vandalizing hardware, software or data is not permitted. Students must report any problems to the teacher immediately.
- No personal CD's are allowed unless specified by the teacher. The teacher is required to preview the CD prior to student use.

- Each student must save files to his/her directory on the file server. Any files stored on the hard drive will be erased without notice. Files may not be downloaded from the Internet.
- A student is responsible for his/her own password. A student may log in using his/her own User ID and password and should never be in another student's directory or files. Giving your password to another student could result in loss of computer privileges or access to computer use.
- Student may not access their private E-mail accounts from any school computer and may not send messages (unless they are part of a school project) over the network.
- Only authorized students may use the Internet and they must abide by the conditions of the MSD of Wayne Township Board Policy, Technical Resources Acceptable Use Policy.
- The Internet at Wayne Preparatory Academy is for educational use only!

TELEPHONES – CLASSROOM, CALLS TO SCHOOL AND CELL PHONES

Classroom telephones are for staff use only. If a student needs to make a call, he/she needs to let the classroom teacher know that he/she would like to make a call and the purpose of the call. If the teacher determines the call is necessary and needs to be made during class time, the teacher will send the student to the office with a pass to use the phone in the office. If the teacher determines the call is necessary but can wait, the teacher will give the student a pass to use the office phone during passing time. If the student is not planning to ride the bus, transportation arrangements need to be made ahead of the school day. Calls cannot be made during the school day to arrange transportation.

Parents must call the office if they need to get in contact with their child. **DO NOT CALL OR TEXT YOUR CHILD ON HIS/HER CELL PHONE DURING SCHOOL HOURS.** According to the MSD Wayne Township Dress and Electronic Guidelines, cell phones are not to be seen, heard or used by students during the school day.

TRANSPORTATION

Bus Transportation

Bus transportation is a privilege provided for students attending the Wayne Preparatory Academy. Bus rules must be followed in order for this privilege to continue. If transportation privileges are denied, it is the parent/guardians responsibility to provide transportation to/from school. To help ensure student safety, videotaping may occur on the bus. The following rules must be followed:

At the Bus Stop:

- Be on time.
- Stay out of the street and away from the road.
- Help protect surrounding property while waiting for the bus.
- Wait to enter the bus until it comes to a complete stop.

On the Bus:

- Always obey the driver promptly and respectfully.
- Be seated promptly and remain in the assigned seat.
- Keep all books and materials on your lap or contained in a backpack or sack.
- Be courteous and use no profane language.

- Speak in low tones.
- Never push, shove, scuffle or horseplay.
- Keep your head, hair, hands, feet and all belongings to yourself and inside the bus.
- No smoking.
- No fighting, throwing objects, eating or drinking on the bus.
- Treat bus and equipment with respect and keep the bus clean and orderly.

Leaving the Bus:

- Take your turn and do not push.
- Once off, clear the area immediately.
- If crossing the street, wait for a signal from the bus driver before crossing in front of the bus.

VENDING MACHINES

The vending machines are located in the high school hall. Students in the junior high program do not have access to these vending machines.

WAYNE TOWNSHIP SMOKING POLICY

Wayne Preparatory Academy will follow the MSD Wayne Township No Smoking Policy for School Buildings and Activities and 7th/8th Centers rules regarding student smoking.

Board Approved May 6, 2013

M.S.D. of Wayne Township Student Dress Guidelines

The Metropolitan School District of Wayne Township is committed to providing an environment that is the most beneficial for student's safety and learning. A broad-based committee of parents, teachers, students and administrators developed the following guidelines which were approved by the Wayne Township School Board. They were designed to reflect Wayne Township's Community Values. These guidelines are consistent with the Student Code of Conduct Rules for the MSD of Wayne Township.

No article of clothing, tattoo, or accessory may contain language or graphic representations depicting or promoting the use of drugs, alcohol, tobacco, showing gang affiliation or encouraging gang activity, violence, or sexual activity. These guidelines are provided to assist students and their families in recognizing what is acceptable in Wayne Township schools. Please contact your student's principal for further clarification and requests for special circumstance exemptions.

Shirts / Tops

All shirts or tops must "cover" the underarm, chest, shoulders (no spaghetti straps), stomach, and back.

Pants, Skirts, Shorts

All articles of clothing on the lower torso must rest naturally at the top of the hip to ensure that undergarments are not visible in the standing or sitting position. Shorts and skirts must be mid-thigh/fingertip in length when a student's arms are comfortably at his/her side.

Clothing which is primarily constructed of spandex, spandex type, or other excessively tight material is not permitted as an outer garment, unless it is covered by acceptable clothing at the mid-thigh/fingertip length. Pajamas are not permitted. Any holes in the clothing above fingertip length must be covered with tape or other materials.

Shoes

Footwear must be worn in school at all times. House shoes and house slippers are not permitted. At the elementary level, shoes should be appropriate for recess and student safety should be a consideration. Excessively loose shoes or shoes that pose a tripping hazard should be avoided.

Jackets / Coats

Jackets are permitted to be worn in the school during the instructional day. Heavy coats designed for frigid temperatures and/or excessively large coats are not permitted.

Headwear and Glasses

Sunglasses shall not be worn in the buildings. Head coverings will not be permitted during the school day. Students may appropriately use articles (barrettes, bandanas, headbands, scarves) designed to pull or hold hair.

Hair / Facial Jewelry

Student's hair, jewelry, or other accessories should not interfere with the educational environment of the school or safety of each student.

Book bags / Backpacks

Book bags and backpacks are permitted in school. Excessively large bags and bags with rollers may be restricted during the school day.

Undergarments / See-Through Materials

Undergarments are not to be visible at any time. Outer garments are to be worn in a manner which will cover up all undergarments. See-through materials do not constitute "cover."

This list is not intended to be an exhaustive list of prohibited items. Clothing, accessories, and other items deemed disruptive, offensive, or contrary to the school’s mission by the school administration may be prohibited.

WAYNE PREPARATORY ACADEMY JUNIOR HIGH PROGRAM: STUDENT CONTRACT 2015-2016

I understand that I am being given a unique opportunity to remain in school to earn my education. I know that I must follow the rules and procedures of the Wayne Preparatory Academy and complete the Steps to Success in order to return back to Lynhurst 7th/8th Grade Center or Chapel Hill 7th/8th Grade Center. I also know that if I choose to continue to demonstrate behaviors unacceptable for school and/or do not make continual progress on the Steps to Success that I risk being placed on a probationary agreement or expelled from school.

.....  **Keys to School Success.....**

I agree to the guidelines of the Parent/Student Handbook and following rules/procedures:

1. I will come to school dress code compliant and will remain dress code compliant throughout the school day. Dress code may be a “uniform-type” with specific shirts, pants, skirts, shoes, belt, required.
 - a. If I am not dress code compliant, I understand that I will be sent to the office with a referral and option to become compliant.
 - b. If I am not dress code compliant the second time in the same day, a parent will be contacted and may be asked to bring clothes or pick me up to get dress code compliant. I may receive additional consequences, including suspension, based upon my level of noncompliance.
2. I will either not bring any electronic devices to school or will give the devices to the designated staff member upon my arrival.
 - a. If I have an electronic device when I arrive at school, I understand I will be required to give it to the designated staff at the beginning of the school day and that it will be returned to me at the end of the day.
 - b. If I have an electronic device after the beginning of the day, I understand I will be given a referral and required to give it to designated staff. It may be returned to me at the end of the school day or it may be held for parent pick up.
 - c. If I refuse to comply, I know that my parent will be called and if I continue to be noncompliant, I will be suspended and my parent will be required to come and get me.
3. I will bring my required materials to school.
 - a. School materials include a 3 ring binder (Steps to Success Binder), pencils/pens, pencil holder, paper, folders (see supply list)
 - b. If I do not bring my school supplies, I will not advance on the Steps to Success.
4. I will not bring non-school related materials such as dice, food, candy or drinks (other than items in a sack lunch such as sandwich, small bag of chips, juice...), rubber bands, laser pointers, toys...

- a. If I chose to bring non-school related items, I understand that I will be required to give the item(s) to designated staff for parent pick up.
 - b. If I refuse to comply, I know that my parent will be called and if I continue to be noncompliant, I could be suspended and my parent will be required to come and get me.
5. I will wear my junior high or WPA lanyard and school ID every day (when provided by school).
- a. If I do not wear my lanyard and ID, I will not advance on the Steps to Success.
6. I will successfully complete the required Social Emotional Skills Curriculum and complete the homework as assigned.

Student Signature: _____ Date: _____

As the parent of the above student:

1. I support the rules/procedures stated.
2. I will keep my contact information current with the Wayne Preparatory Academy office, so that I may be reached if necessary.
3. I understand that my child will bring home in his/her Steps to Success folder, a daily chart that will need to be signed and homework (Monday –Thursday) that will need to be completed.
4. If my child is assigned for an after school learning session, I will be responsible for transporting my child home from school.

Parent/Guardian Signature: _____
Date: _____

As the staff of the Wayne Preparatory Academy we are committed to the success of the above student and will provide the following supports:

1. Communicating through the daily chart sent home.
2. Being available by email or phone, return calls the same day or within 24 hours.
3. Provide individualized academic and behavior support for student success.

WPA Junior High Teachers

Bring Your Own Device (BYOD)

The Wayne Township High Schools offer a **filtered** Wi-Fi network on campus. Students may bring a personal device to school to use for educational purposes. Students are expected to connect to the filtered Wi-Fi network to ensure access to quality online resources.

Important Facts

- Users of the Wi-Fi network have **filtered** Internet access just as they would on a district-owned device.
- Wayne Township High Schools offer many educational resources via the Internet. These resources can be accessed anytime and anywhere students have access to the Internet; therefore, learning is extended beyond the classroom.
- Students may bring their own technology device (laptop, netbook, cell phone, tablet, etc.) to school to be utilized in the classroom at the discretion of the teacher.
- By connecting to the schools' Wi-Fi, users accept the terms of the MSD of Wayne Township's Responsible Use Policy (RUP) located on the MSD of Wayne Township website at <http://www.wayne.k12.in.us/itservices/pdf/IJND.pdf>
- Students are expected to exhibit digital responsibility/citizenship and follow the Responsible Use Policy (RUP) while using personal or district-owned technology.
- Students will log onto the Wi-Fi network by using their district-provided username and password.

Device Responsibility

1. Students are expected to connect to the filtered Wi-Fi while on campus.
2. The technology devices students bring to school are their sole responsibility.
3. The district assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen. Only limited time or resources will be spent trying to locate stolen or lost items.
4. Personal devices may be subject to investigation in accordance with district policy.
5. Students are to keep their devices secure at all times and not loan them to others.
6. Students must keep devices on silent mode during the school day.

Audible use of devices is not permissible unless authorized by a staff member

7. Students are expected to arrive on campus with fully charged devices.
8. Students must follow school procedures for reporting illness, early dismissal, and other forms of communication home.

Appropriate Student Use

As with any tool, there are appropriate places and times for the use of devices while at school.

Staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. testing, campus presentations, theatrical performances, or guest speakers).

| Usage | Allowed | Prohibited |
|--|---------|------------|
| When designated by staff for educational purposes (classrooms, offices, and media centers) | ✓ | |
| Commons | ✓ | |
| Halls during passing periods | ✓ | |
| Cafeterias | ✓ | |
| Restrooms | | ✓ |
| Locker rooms | | ✓ |

Common Practices

Students should understand the common practices below which may be required at certain times.

Screens at 45 degrees



Screens down on desk



Devices on silent



Assessment Practices

Students are prohibited from having a personal electronic device during standardized assessments.

| Assessment Type | Allowed | Prohibited |
|-----------------|---------|------------|
| PSAT | | ✓ |
| ECA | | ✓ |
| ASVAB | | ✓ |
| ACT | | ✓ |
| SAT | | ✓ |
| AP | | ✓ |
| NAEP | | ✓ |
| Acuity | | ✓ |
| IB | | ✓ |

Access & Grading

Students who do not have access to personal devices may be provided with a comparable district-owned device during school where appropriate. Students not using technology devices will be provided with a similar assignment that does not require the use of a device to complete. Learning and grading will not be affected.

Tips for Success

1. Clearly label all devices and power cords with student's name.
2. Set a password or passcode on the device.
3. Bring devices to school fully charged and in good working order.
4. Silence devices during the school day.
5. Bring headphones to use with devices.
6. Record the serial number and model information at home.
7. Follow direct instruction from staff regarding usage.