

## ***AT WAHOO PUBLIC SCHOOLS***

- ◆ *WE WILL PLEDGE TO BE PART OF THE SOLUTION.*
- ◆ *WE WILL CREATE AN ATMOSPHERE THAT FOSTERS EXCELLENCE IN ACADEMICS, ATHLETICS, AND ACTIVITIES.*
- ◆ *WE WILL ENCOURAGE OTHERS TO DO THE SAME.*
- ◆ *WE WILL DO OUR PART TO MAKE WAHOO HIGH SCHOOL SYNONYMOUS WITH EXCELLENCE.*
- ◆ *WE WILL SET THE EXAMPLE FOR POSITIVE SCHOOL SPIRIT FOR ALL STUDENTS.*
- ◆ *WE WILL TAKE PLEASURE IN KNOWING THAT WE ARE COMMITTED TO SOMETHING BEYOND OURSELVES, AND IF OTHERS WON'T BECOME PART OF THE SOLUTION . . . WE WILL.*

**TAKEN FROM THE W CLUB MISSION STATEMENT**

**WE MAKE THESE STATEMENTS AS GOALS FOR ALL OF OUR STUDENTS AND STAFF AT WAHOO HIGH/MIDDLE SCHOOL, IN ALL THAT THEY DO, WHILE THEY ARE ASSOCIATED WITH WAHOO PUBLIC SCHOOLS.**

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# 2011 - 2012 Wahoo HS/MS Student Handbook

## ATTENDANCE

**PURPOSE OF ATTENDANCE POLICY** - Nebraska School Law 79-201 requires that all pupils be in school during all days and hours that school is in session. The school is to adopt and enforce a policy to administer attendance. The school administration and Board of Education have a firm belief that time spent in class is important and once lost cannot be regained. Past experience has shown that there are a small percentage of students who are habitually absent from school. Many times these students are gone for little reason or for no valid reason. These absences are very disruptive to the educational process, not only for the absent students who fall behind in their assigned work, but also for other students whose progress may be slowed by those who have fallen behind, and for teachers whose effectiveness may be hampered by trying to assist students who are behind and who need special attention. The responsibility for attendance lies mainly with the students and parents/guardians. The school will do everything possible to enforce the attendance laws of the State of Nebraska. Parents/guardians are asked to cooperate with the school to keep the number of absences to a minimum. Parents/guardians are encouraged to make appointments and other engagements so that they do not interfere with the school day.

**MANDATORY AGES OF ATTENDANCE** – The mandatory ages of attendance for truancy purposes are as follows: The mandatory ages of attendance are age 6 (as of January 1 of the then current school year) to age 18. Attendance is not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; (3) has reached the age of 16 years and such child's parent or guardian has signed a notarized release discontinuing the enrollment of the child on a form provided by the school (must be obtained from the principal's office).

Guidelines and procedures:

1. REPORTING AN ABSENCE

A call from a PARENT OR GUARDIAN is required each day a student is absent from school. This is necessary to assure school personnel that parents are aware that the student did not arrive at school. Please call the office (402) 443-4332 between 7:30 - 9:00 A.M. Parents of students who are absent will be called if the office is not notified. If parental contact is not achieved during the day, the student will be listed TRUANT for the time missed.

2. EXCUSED ABSENCES

Unplanned:

Students shall not be considered truant when their absence has been verified by their parent/guardian **in the manner** described above.

Preplanned:

A. Preplanned absences are events such as appointments, personal family plans, field trips, attendance at district and state activities, etc. These will be considered excused absences as long as the student plans and makes prior arrangements appropriately.

B. The student will make arrangements with his/her teachers prior to the absence and teachers will establish deadlines and guidelines for work completion.

If a student knows that they are being released from school early they should stop by the office to get a pass that will signify to the teacher when the student is to be dismissed from class.

(See the following on Make-up Work).

C. Students **MUST** be in attendance at school for one-half (1/2) day (by the start of 5<sup>th</sup> period) prior to the activity they are involved, in order to participate in practice or event that day.

3. **MAKE-UP WORK FOR EXCUSED (Unplanned or preplanned)/ACTIVITIES ABSENCES**

A. There is not always an equivalent way to duplicate the lectures, films, lab work and class interaction, among other things missed when a student is absent. These activities are vitally important and teachers may create, assign, and grade activities for students that will compensate (as much as possible) for the material missed when the student was not in attendance.

B. Students are allowed to make up and receive full credit for all work missed during an excused absence. Tests and assignments announced prior to a student absence will be taken on or will, at the teacher's discretion, be due on the day the student returns to school.

1. In the case of an unplanned absence such as illness, the student will be given the number of days he/she has been absent plus one day to complete missing work.

2. In the case of a preplanned absence (such as appointments, personal family plans, field trips, college visits, attendance at district and state activities, etc.) the student will make arrangements prior to the absence with his/her teachers. Teachers will establish deadlines and guidelines for work completion. Teachers have the latitude and are encouraged to have students make up their work prior to leaving whenever possible.

**STUDENTS WHO FAIL TO MAKE ARRANGEMENTS WITH THEIR TEACHERS PRIOR TO LEAVING COULD EARN REDUCED CREDIT AND/OR ZEROES FOR THE MISSED WORK.**

C. Assignments will be collected by the office to be sent home for students absent two days or more (when a request is made by the student or parent/guardian). Students absent less than two days will be responsible for getting their own assignments upon their return to school.

4. MAXIMUM ABSENCES

In order for Wahoo High School students to earn class credits they must satisfy two basic requirements:

A. Satisfy academic requirements

B. Exhibit good attendance habits

In order for a student to gain the maximum benefit of the educational program it is important for any student to be in attendance at least ninety per cent (90%) of the semester, which would allow for a maximum of nine (9) days absent. Any student who is absent from an individual class ten (10) or more times during the course of a semester may lose credit for that class.

5. CLASS SKIP/TRUANCY

Students absent without school and parental knowledge or approval may be considered truant. Consequences may include, student/parent conference, detention, Out of School Suspension, and/or reported to the County Attorney.

### TARDINESS TO CLASS

Entering class late is disruptive to students and staff. Students are expected to be in their assigned classroom ready to begin academic activities by the time the class period bell has sounded. Arrival to class after the start of the period will be recorded as tardy unless the student has received a pass. If

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a student arrives to class after 10 minutes, (15 minutes for 1<sup>st</sup> period) they will be counted absent. ***For every third tardy I first period class an unexcused absence will be recorded. That absence will count towards the overall absence total.***

## ADMINISTRATIVE PROCEDURES

- A. After five (5) and seven (7) days absent, per semester, parents will be notified.
- B. After nine (9) days a final letter will be sent. Parents and students should be aware at all times of the total number of days missed from school. These can be checked with the high school office or on-line (PowerSchool).
- C. When students miss ten (10) or more days from class and the absences were not due to court placement or extended illness, parents and students will be notified to attend a hearing to determine if the student will still receive credit in their classes. A letter will be sent to the county attorney for review of the situation.
- D. A hearing committee will be made up of the principal, faculty and community members. Parents will be asked to bring medical verification of absences and/or any other relevant information. The results of the committee's findings may be appealed to the superintendent.
- E. If the action of the superintendent is not satisfactory, a further appeal may be made to the BOARD OF EDUCATION.

## ACADEMICS

### BASIC REQUIREMENTS FOR GRADUATION

English (includes 1 sem. of Speech)	45 credits
Math	40 credits
Science	30 credits
Social Science	35 credits
Fine Arts (i.e. music, art or drama)	10 credits
Technology (i.e. keyboarding or CAD)	10 credits
Physical Education	10 credits
Life Skills	5 credits
Electives	65 credit
<b>TOTAL</b>	<b>250 credits</b>

All courses meeting one class period per day, five days a week, earn 5 credits per semester. For more detailed information, see the *Curriculum Handbook*.

### GRADING AND MARKING SYSTEM

Students will be issued grade reports four times during the school year, at the end of each nine weeks.

*All students at Wahoo High School will be graded on a plus minus system. Plusses and minuses will be added to the letter grades A, B, C, and D. This will apply to all classes. The following will be the letter grade, percentage, and its associated GPA.*

<i>GRADE</i>	<i>PERCENTAGE</i>	<i>GRADE POINTS</i>
<i>A +</i>	<i>(98-100)</i>	<i>4.00</i>
<i>A</i>	<i>(95-97)</i>	<i>4.00</i>
<i>A -</i>	<i>(93-94)</i>	<i>3.67</i>
<i>B +</i>	<i>(90-92)</i>	<i>3.33</i>
<i>B</i>	<i>(87-89)</i>	<i>3.00</i>
<i>B -</i>	<i>(85-86)</i>	<i>2.67</i>
<i>C +</i>	<i>(82-84)</i>	<i>2.33</i>
<i>C</i>	<i>(79-81)</i>	<i>2.00</i>
<i>C -</i>	<i>(77-78)</i>	<i>1.67</i>
<i>D +</i>	<i>(75-76)</i>	<i>1.33</i>
<i>D</i>	<i>(72-74)</i>	<i>1.00</i>
<i>D -</i>	<i>(70-71)</i>	<i>.67</i>

*Wahoo High School will use strength of schedule multiplied by the grade received in the respective class to determine class rank. Strength of schedule course levels will be determined by Administration with staff input. An example would be that a student who receives a grade of a "B" in a level 2 class would receive a 3.00 multiplied by the level (2) for a total score of 6. All classes would follow the same pattern to determine the overall average and class ranking. This method will not impact GPA and will only be used to determine class rank.*

Other grades possible

P = Passing

U = Unsatisfactory

I = Incomplete-If a student has missed a significant portion of the semester due to extreme illness or unforeseen circumstances; an "I" (incomplete) grade may be issued. Students will be allowed two weeks after the end of the semester to make up incomplete work. Work not completed during the allowed time will be entered into the grade-book as an "F" (failing). In some classes, incompletes are issued based on the amount of work that the student needs to pass. When this happens, the student does not earn credit in that class until all of the required material is completed satisfactorily.

\*\*Students who repeat a core course will receive one time credit for the highest letter grade achieved when taking the course. Some elective courses may be repeated.

### HONOR ROLL

Academic achievement is recognized each quarter and semester. Students who have incompletes will not be listed on the honor roll. The criteria for each honor roll is as follows:

High Honor Roll	4.0 GPA
Honor Roll	3.67 and above GPA
High School Honorable Mention	3.50 to 3.66

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## HOMEWORK

Homework is a very important part of a student's learning process at Wahoo High School. Students are expected to complete homework in order to reinforce, practice and enrich class content. As an on-going effort to improve student achievement, teachers and administrators may use intervention strategies (such as the after-school academy, guided study, etc.) as necessary to encourage homework completion.

## ASSISTANCE FROM TEACHERS

Any student who requires additional time at school under the direction of a teacher to adequately master assigned work may arrange such sessions with teachers. Teachers are generally available from 7:45 – 4:00. Appointments may be made at other times. Please be mindful of our many staff that also supervises before and after school

## ACADEMIC SUPPORT

Wahoo High School expects all students to perform in a manner academically that will provide a path to the ultimate goal of graduation. To this end the following procedures will be in place for students who do not complete assignments or who are failing a class.

### **DOWNLIST PROCEDURES:**

A “students failing” list will be generated every Tuesday. This list will be generated through the student’s office. Any student on the down list will not be allowed to leave school for school related activities unless it directly relates to the academic objectives or assignments in any one class. A student on the down list may be asked to participate in other academic supports as determined by staff or administration.

### ***CONTINUED FAILURE OF CLASSES – Wahoo High School:***

***Students who are failing one class or more will:***

***1<sup>st</sup> week – receive notification of failing grades.***

***2<sup>nd</sup> week – receive notification of failing grades.***

***3<sup>rd</sup> week – receive notification of failing grades.***

***4<sup>th</sup> week – receive notification of failing grades. The student will forfeit all activity privileges for the remainder of the semester. At administrative discretion students who are removed from the down list may be reinstated to activities.***

***Wahoo Middle School*** – Students on the down list are ineligible to participate in extra curricular activities for the remainder of the week. (Down list week runs Tuesday to Monday)

W.E.B.S.S. “Wahoo Educational & Behavioral Support System”

WEBSS is a K-12 support system designed to enforce and encourage good habits in both academics and behavior for all students in the WPS school district. The WEBSS system was designed to create a consistent plan for educational and behavioral problems. The main goal is to help students strive for academic success and to curb any behavioral problems which may interfere with this goal.

The academic goals are:

1. To be prepared and on time for learning
2. To complete assigned tasks on time
3. To demonstrate academic proficiency

The behavioral goals are:

1. To use work time appropriately
2. To demonstrate respect for people and property
3. To respond appropriately to staff member directives.

WEBSS is a three level system. Each level consists of different steps and procedures for dealing with academic and behavioral problems.

At each level of the WEBSS process the following steps may occur:

1. Problem Solving (PS) at the classroom level between student and teacher.
2. Classroom teacher completes the form outlining the area(s) of need and informs parent(s) of the referral.
3. The referral form is sent to WEBSS coordinators for review. WEBSS coordinators at Wahoo High School are ***Mrs. Nuckolls Mr. Fangman and Ms. Ballagh***. WEBSS coordinator at Wahoo Middle School is ***John Harris***.
4. The WEBSS coordinators will schedule a meeting with student, parent, teachers, and administrators when necessary.
5. During the meeting, techniques and strategies to assist the student (at home and school) are discussed. A plan is developed and put into place immediately to assist the student.
6. The classroom teacher(s) will then implement the strategies for a period of approximately 20 school days. The teacher(s) are then asked to consult with team members if problems continue to persist during the period of assistance.

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7. A follow up meeting may be conducted between all parties if problems continue. Further recommendations and strategies may be implemented based on student progress.
8. If the program is not successful the parent(s) are informed of other resources available both within the school district and within the community.

### QUARTER EXAMS

At the end of each quarter, teachers will administer quarter exams or culminating projects for their respective classes. Testing schedules will be developed for the exams and this information will be provided to students prior to the exam dates. Quarter exams/projects will be required and may not be taken prior to the scheduled test time.

### CHEATING

The faculty and administration are committed to eliminate such acts of cheating and to deal with offenses in a firm and decisive manner. Students caught cheating will receive an office referral. The student *will* be given a grade of zero and offered a redo for a maximum of 80%. Teachers may require students to turn in make up or alternate work.

### MID-YEAR GRADUATION

Wahoo High School seniors may be considered as mid-year graduates at the end of the first semester in the twelfth grade under the following conditions.

1. All graduation requirements are met to receive the diploma.
2. A conference with the student's parents will be held and the parents submit in writing a request for mid-term graduation prior to September 30th. Applications will not be accepted after this date. Final approval rests with the BOARD OF EDUCATION.
3. All high school privileges cease at the end of the first semester. Students may not participate in athletics, drama, prom, or any other student activities. Upon graduation, all student relationships with Wahoo High School will have been severed.
4. Students requesting graduation shall have attended at least one semester in the Wahoo High School prior to their senior year.
5. Students who transfer into the Wahoo School System with senior standing with a corresponding change of residence of the student's parents or guardians shall be granted full rights and privileges enjoyed by all students.
6. Students must agree not to disturb or interfere in any way with the educational process during the regular school day or at the various school activities.

### GRADUATION CEREMONY

Wahoo High School only has one graduation ceremony each year. Students that plan to participate must have met all of the graduation requirements before they will be allowed to walk across the stage. If a student does not meet the requirements in time to participate in their class's ceremony, they may participate in the following year's ceremony if they would like. A diploma will be issued to a student as soon as they meet the requirements after their class graduates

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## STUDENT RIGHTS AND RESPONSIBILITIES

In order to establish and maintain a positive educational atmosphere within our school, the students must follow certain rules and regulations. The following rules and standards apply to school and any school event, whether on or off school grounds.

### STUDENT RESPONSIBILITIES

1. To apply themselves to the best of their ability to the learning tasks assigned.
2. To attend school regularly and punctually.
3. To act in an appropriate manner that will enhance the learning environment for all students.
4. To use school facilities properly which will conserve their continued usefulness.
5. To abide by school regulations and to assist in their enforcement and development.
6. To participate constructively in school government and to assist in changing regulations for general school improvement.

### STUDENT RIGHTS

1. To receive competent instruction in a relevant curriculum.
2. To attend a school which is clean, safe, and reasonably equipped for learning.
3. To have a framework for student government for student sharing in decision-making.
4. To have access to printed copies of school regulations.
5. To privacy of personal belongings provided they are not injurious to other students or disruptive to the learning environment.
6. To appeal through normal channels, including courts or civil authorities, any decision of the school administration.

### PARENTAL REPORTS

A Weekly Progress Report will be sent to the parents of students failing a class. Grades can be seen anytime on the PowerSchool web page. See the office for your password.

If a student does not receive a down slip, he/she could still fail at the end of the quarter. It is the student's responsibility to keep informed of his/her academic progress. A failed semester test could cause a student to fail the semester if their average was low.

Report cards will be sent home or picked up by the parent at the end of each quarter. Parents will be informed through the school newsletter, website and school announcements of the day report cards will be handed out or mailed.

### PARENTS RIGHT TO KNOW

Section 1119 of Title I Schools in Nebraska states that all parents have the right to request the qualifications of teachers. You may request a copy of your child's teacher from the building principal or the Superintendent's office.

### RECORDS ACCESS

Pursuant to LB370, passed by the 1973 session of the state Legislature, any pupil in the Wahoo Schools, his/her parents, guardians, teachers, counselors or school administrators shall have access to the school's files or records maintained concerning him/her, in the presence of a principal and/or guidance counselor. No other person shall have access thereto, nor shall the contents thereof be divulged in any manner to any unauthorized person. All files or records shall be so maintained as to separate academic and disciplinary matters, and all disciplinary material shall be removed and destroyed upon the pupil's graduation or after his continuous absence from the school for a period of three years and after authorization is given by the State Record Board, pursuant to sections §84-1201 to §84-1220, Re-issued Revised Statutes of Nebraska, 1943.

### PRIVACY RIGHTS OF STUDENTS AND PARENTS

1. Types of Student Records and Information kept by the School District.
  - A. Permanent Record- Official school records that constitute the minimum personal data necessary for the operation of the educational system.
  - B. Subsidiary Record - Professionally evaluated and interpreted information of importance, while the student is enrolled in the school district, in helping the student and in protecting others.
2. Persons Responsible for Maintaining Student Records.
  - A. Student records are maintained under the direction and supervision of the building principal.
  - B. All school personnel having responsibilities for working with students have an obligation to update the student's records and provide a continuous evaluation of the content of the record.
3. Persons Having Access to Student Records
  - A. Students enrolled at Wahoo High School.
  - B. Parents/guardians of students under 18 years of age.
  - C. Eligible students (students or former students 18 years of age or older or enrolled in a post-secondary educational institution).
  - D. School district personnel responsible for working with students or student records.
  - E. Student records information will not be released to individuals, agencies, or institutions unless the request for the release of such information is accompanied by:
    1. A written consent from a student, parents/guardian of a student under 18 years of age or an eligible student. The written consent should include a date, signature, mention of specific records desired, and the names of parties whom the records should be released.Or
    2. Pursuant to a judicial order or a lawfully issued subpoena, with a student, parents/guardians of a student under 18 years of age or an eligible student being notified in advance of compliance; provided such notification does not violate the terms of the judicial order or subpoena.
4. Right of a Hearing to Challenge the Content of a Student's Records (Annual Notice of the Family Educational Rights and Privacy Act)
  - A. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are outlined below:
    1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.
    2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Wahoo Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their

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- right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student by the superintendent or designee 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. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task) such as an attorney, auditor, medical consultant, or therapists); or 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.
- B. Upon request, the Wahoo Public Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wahoo Public Schools, District 39, Saunders County, Nebraska to comply with the requirements of FERPA.
  2. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-4605
  3. A copy of the Wahoo Public Schools Formal Hearing Procedure can be obtained by contacting the Central Office at 443-3051
5. Charges for Reproduction of Student Records
- A. A charge for the reproduction of any or all of the contents of a student's records will be paid by the individual(s) requesting such information. The charge for reproduction will reflect only the actual cost. The first two copies of the official transcript will be reproduced at no charge; each additional transcript will cost \$1.00.
6. Directory Information
- A. When requested, school district personnel may release directory information such as: student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory information will not be released for commercial use without permission of the Superintendent or designee.
- B. Students, parents/guardian of students may inform the school district or school district personnel in writing that any or all of the directory information should not be released without their prior consent.
- C. The No Child Left Behind Act requires Wahoo Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, address, and telephone listings. Parents and secondary students have the right to request that Wahoo Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Wahoo Public Schools will comply with any such request.

### ARRIVAL AT SCHOOL

The school will open for students at 7:00 a.m. Students are required to remain in the lunchroom before school, unless they are participating in the weight room. At 8:15 a.m. the doors off the student lot will be locked and students must enter school through the front doors and sign in at the office. ***Be advised that there is no supervision of students until 7:45 and after 3:40 unless a student has a previously set appointment with a teacher or is involved in a school activity.***

### STUDENT FEES

Students at our school have fees for various activities and items. Waivers for any fees are available from the building principal's office. These waivers are based on the free and reduced lunch application guidelines. The District is not responsible for any purchases/fees paid before the approval of the waiver application.

Examples of fees students will need to pay are materials in courses taken home, cap & gowns for graduation, Close Up trip, outfits for groups that students keep, personal clothing needed for activities, summer school and dual enrollment courses.

Examples of fees covered with the activity pass are admission to home games, transportation for participants to activity events, uniforms kept by the school and school dances except prom.

Students who participate in NSAA sponsored activities are required to obtain an activity pass that is good for admittance at all local activities and contests excluding State and Conference games or prom. The cost of the pass is \$30.00 per student.

### LEAVING SCHOOL DURING THE SCHOOL DAY

Wahoo High/Middle School is considered a **CLOSED** campus. All students who leave the campus during the school day are required to report to the office prior to departure and acquire permission from a parent/guardian to leave the campus. Students will be expected to sign out when they leave the building and sign in upon their return. (Exceptions to this policy will include school sponsored activities and trips.)

Parents may sign their student out anytime during the school day. Upon return to campus, the parent will need to sign their student into school at the office. **Students who leave the building without signing out will be considered truant.**

### STUDENT DRESS CODE

Students are expected to dress appropriately and in such attire that does not interfere with the orderly operation of Wahoo High School and school activities. It is impossible to make a list of all possible attire choices, that may cause a distraction, but the following guidelines should be considered when making those choices.

1. Students should wear clothing that covers all undergarments, private body parts, and midriff.
2. Students should wear clothing that is NOT suggestive of things that are illegal for minors or sexual in nature.
3. Students should not wear hats or head coverings of any kind in the building.
4. Students should not wear clothing that resembles sleepwear, specifically slippers or pajamas.
5. Students should not wear clothing that is excessively torn.
6. Coats should be placed in the students school issued locker once that student enters the school building. Coats should remain in the school issued locker until such time that the student leaves the school building for the day. Any clothing item heavier than a standard sweatshirt will be considered a coat.

The staff and Principal will judge the appropriateness of a student's attire. If determined to be inappropriate the student will be asked to make the necessary changes and the student's parent/guardian will be notified. Any violation of this dress code may result in disciplinary action.

### COMMUNICABLE DISEASE

Students with rashes or other symptoms that are questionable as to whether the condition is communicable to other students are to be sent home at the discretion of school nurse or school officials. The student may return to school after the condition is identified and treated by a health professional and/or the condition is no longer present.

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### ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

The Institute for Environmental Assessment has been retained by the Wahoo Public Schools to review and prepare an asbestos management plans identifying the presence of asbestos, if any, within any of the school district buildings. The district implemented its original management plan as of July 9, 1989, and has conducted periodic surveillance of all asbestos materials since that time. This periodic surveillance has been conducted to provide continuous assessment to assure safety conscious management of any asbestos materials in all buildings. The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the office of each building. If you have questions, please contact the District's Central Office at 443-3051.

### ASTHMA/SYSTEMIC ALLERGIC REACTIONS

The Wahoo Public Schools, as required by NDE Rule 59, has implemented a school policy (5147) that provides a protocol to follow by school personnel to administer EpiPen/albuterol to a student when it is determined that the student is suffering a life-threatening asthma or systemic allergic reaction while school is in session. If after reviewing the protocol, a parent/guardian does not wish to have their child receive the medication from an EpiPen or the albuterol by school personnel under the Asthma/Systemic Allergic Reactions Protocol, then the parent/guardian shall file a waiver stating such. Waivers are available from the office of the principal.

### AREAS OF PROHIBITED STUDENT CONDUCT

Any conduct, which causes or creates a disruption or interference with any school activity, or interferes or threatens the health, safety, or the rights of other students, is prohibited.

The preceding is a general statement that should be used as a guide by all students. Not all acts of misconduct can be itemized in this handbook. The following are general areas of violation of school rules: (See State Law §79-267.)

1. The use of violence, force, noise, coercion, threat, intimidation, fear, or other similar conduct toward others. This would include "hazing" of students.
2. The willful causing or attempting to cause damage to private or school property.
3. Stealing or attempting to steal private or school property while on school grounds.
4. Causing or attempting to cause physical injury to any student or school employee.
5. Threatening or intimidating a student for the purpose of or with the intent of obtaining money or anything of value from a student.
6. Possessing, handling, or transmitting any object, which is ordinarily or generally considered to be a weapon.
7. Engaging in the unlawful selling, using, possessing, or dispensing of alcoholic beverages, tobacco, narcotics, drugs, or controlled substances.
8. Possessing or using drug paraphernalia, or any substance which if ingested or inhaled, impairs behavior, judgment and motor function.
9. Being under the influence of any illegal drug, misused prescription drug, or alcohol.
10. Engaging in other unlawful activity if it constitutes a danger to other students or interferes with school purposes. This would include, but not be limited to:
  - A. Gambling
  - B. Unsportsmanlike conduct involving visiting school teams and representatives or officials, of school contests.
  - C. Fighting
  - D. Lewdness
  - E. Disrespect by word, action, or deed directed toward teachers, school officials or other employees.
11. Conviction of a felony by civil authorities.
12. Truancy or failure to attend assigned classes or activity.
13. Tardiness to school, assigned class, or scheduled activity.
14. Willfully disobeying any reasonable written or oral request of a school employee.
15. Use of abusive or profane language.
16. Use of forged or fictitious notes for excuses, absences or tardiness.
17. Repeatedly violating school rules if such violations constitute a substantial interference with school purposes. Students may be suspended or expelled for repeated or cumulative acts, a single act of which would not justify suspension or expulsion.
18. Any public physical display of affection, other than holding hands, is not permitted.

### DRUG/ALCOHOL/TOBACCO Violations:

The banned substances for WPS participants are: tobacco, alcohol, illegal drugs, and inhalants or controlled substances (except under authorized prescription), including look-alike substances of this nature. The use or possession of such substances, or procuring such substances for others, is a violation of the Wahoo Public Schools Code of Conduct for extra-curricular and co-curricular activity participation. Possession for purposes of the Code of Conduct has a less strict meaning and is much broader than possession under criminal laws. It includes actual, constructive and other types of possession as defined herein. It includes situations where, for example: (1) alcohol or the substance is in a vehicle in which a participant is present—the participant is considered to be in possession if the participant is aware that the alcohol or substance is in the vehicle, even though the participant has not touched or consumed the alcohol or substance, provided that the alcohol or substance is not in the control of a parent or guardian or other responsible adult (age 21 or older) and (2) alcohol or the substance is present at a party attended by the participant—the participant is considered to be in possession if the participant is aware that alcohol or substance is at the party, even though the participant has not touched or consumed the alcohol or substance, provided that the alcohol is not in the control of a parent or guardian or other responsible adult (age 21 or older). In addition, WPS participants are expected to not engage in violation of the criminal laws. A student charged with a criminal offense shall be considered to be in violation of the Wahoo Public Schools Code of Conduct for extra-curricular and co-curricular activity participation in the event school officials determine a violation of the law has occurred or that, if the conduct had been committed on school grounds, such would be a violation of school rules.

Use or consume for purposes of the Code of Conduct also has a less strict meaning and is much broader than possession under criminal laws. Use or consume includes any level of consumption or use of any of these substances. Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant/depressant.

Depending on the seriousness and related circumstances of the violation by the student, consequences may include:

1. Parent/student conference
2. Assigned detention (before or after school).
3. Short term suspension from school (1-5 school days).
4. Long-term suspension from school (6-19 school days).
5. Expulsion from school.

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### 6. Enrollment in the Alternative School.

#### FIREARMS

Federal legislation called the Gun Free Schools Act of 1994, specify that students who bring a gun on school property shall be expelled from school for one calendar year. State legislation forbids firearms in school, at a school activity, or on school grounds. Further definitions provided by legislation include:

1. Knowingly possessing, handling, transmitting, using, intimidating with, or threatening to use any object or material that is ordinarily or generally considered a firearm, explosive, or weapon, including guns, firearms, pipe bombs, fireworks, stun guns, BB guns, and pellet guns.

#### OTHER WEAPONS

Using or threatening to use knives and/or chemical substances (including, but not limited to, mace, pepper guns, and bleach), and any other object/item that could be used to injure another person will result in disciplinary action against the student. The discipline action may include but not be limited to suspension and /or expulsion.

#### ALCOHOL, DRUGS, and TOBACCO

As stated in the section under *AREAS OF PROHIBITED STUDENT CONDUCT*, any student possessing, using, or dispensing alcoholic beverages, tobacco, narcotics, drugs, or controlled substances while on school property or at school sponsored activities is subject to disciplinary action.

In addition, any student in possession of or using drug paraphernalia, or any substance, which, if ingested or inhaled, impairs behavior, judgment, or motor function, is subject to disciplinary action and will be turned over to law enforcement with a referral to the Wahoo Public School's SCIP team. Any violations will also result in additional activity sanctions to be listed later in the handbook.

Any student who is in violation of the Wahoo Public Schools Drug, Alcohol and Tobacco standards of conduct will have further sanctions placed against them under the Wahoo Public Schools Activities Code if they participate in or attend extra-curricular activities, including sports, clubs, contests, performances, Homecoming, Prom, dances, and any other school sponsored events.

#### SEXUAL HARASSMENT

The district is committed to an environment free from sexual harassment and intimidation for students and staff. Sexual harassment refers to sexual behavior that is not welcome, that is personally offensive, that debilitates morale, and that therefore interferes with the educational program of its victims and their co-students. Sexual harassment by a student may result in disciplinary action up to and including suspension and/or expulsion.

#### HARASSMENT

The district is committed to an environment free from harassment for students and staff. Any intentionally hurtful, demeaning or disparaging act(s), words, symbolic representations, or behavior used by a student or students against another student or students that disrupts the educational process. This includes, but is not limited to, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering; and making derogatory remarks, demeaning jokes, disparaging drawings or notes. Harassment by a student may result in disciplinary action up to and including suspension and/or expulsion.

#### DATING VIOLENCE

Wahoo Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required for all students and staff. Dating violence will not be tolerated. For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or here dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

#### BULLYING

As referenced in district policy 504.20 the district is committed to an environment free from bullying. Any intentionally hostile or offensive verbal, electronic, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, hazing, oppressing, or adversely controlling the student, and that is disruptive to the educational process. This may include, but is not limited to, verbal graphic, or written activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing or physical activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing. Bullying by a student may result in disciplinary action up to and including suspension and/or expulsion.

#### THREATS

(Verbal and Written) - All threats, including those alleged to be jokes, will be taken seriously and are subject to investigation and disciplinary action. Investigation procedures for threats will be determined by the principal or designee, will take into account the age of the student and may include the following: documentation of the threat (specifics), questioning of student(s) involved, locker search and other searches, involvement of appropriate law enforcement authorities, notification of the parent or guardians (including those of the student making the threat and those of the student(s) being threatened), and determination of the sanction which may include but is not limited to parent conferences, rearrangement of schedule, detention, restriction of extracurricular activity, suspension, mandatory reassignment or expulsion.

Level One Threat - Using a threat, as part of a common expression and the recipient does not feel threatened, frightened or coerced.

Level Two Threat - Using an expression or gesture or picture (drawing, etc.) with intent or impact or threatening, frightening or coercing another person(s) and recipient(s) feels threatened, frightened, or coerced.

Level Three Threat - Threatening to kill or injure another person or persons and describing how it will be done in words or pictures.

#### VANDALISM

School facilities (buildings, grounds, fields, etc.) are built and maintained by public funds and as such are deserving of the respect and care of the entire student body. Any student found defacing or vandalizing the building or district property and/or personal property will face the following possible consequences:

Repair the damage by the student.

Payment to replace or repair the damage.

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Suspension or expulsion of the student depending on the severity of the case

## DETENTIONS AND SUSPENSIONS

### **Detention**

Students who are required to make up time after school are to report to the designated detention room by 3:35 and leave the building upon dismissal (Most detentions last from 3:35 – 4:00). Students must bring something to study or read. Failure to do so will result in removal and further disciplinary action. Middle School will also utilize lunch detention. A staff member or the administration team may assign a lunch detention. This consequence may be utilized for both behavioral and academic issues.

### **Short Term Suspensions**

Any student may be excluded immediately from Wahoo Public Schools for a period of time not to exceed five school days in the following circumstances provided that the suspension is assigned under the guidelines provided by Nebraska State Law: The days students are serving an OSS (Out of School Suspension), they may not participate in practices or attend school events for that period.

1. If the student has a dangerous communicable disease transmissible through normal school contacts.
2. If the student is infected with or can be proven to be a carrier of external parasites (such as head lice) which may be transmissible through normal school contacts which pose a threat to the safety and well-being of the school community.
3. If the student is involved in behavior or activities that interfere with an educational function or which infringe upon rights of other students to pursue an education. Some of the activities or behavior that could result in suspension are listed under the "Areas of Prohibited Student Conduct".

Short-term suspension shall mean exclusion from classes and school activities for the specified number of days. Students will not be considered absent. Course work must be completed upon their return to class. It is the student's responsibility to get the assignments from the teachers. Procedures, which will be followed in these cases, are:

1. The principal will investigate the incident.
2. The student will receive oral or written notice of the charges and reasons for suspension.
3. The student will be told the evidence used to make the decision.
4. The student will be given an opportunity to present his/her version of the incident.
5. Parents will be notified, of any action within 24 hours.
6. The principal will attempt to hold a conference with the parents before or at the time the student returns to school.

### **Long-Term Suspension**

Long-term suspension means the exclusion of a student from Wahoo Public Schools classes and school activities for a period of time exceeding five school days but less than twenty school days. The day's students are serving an OSS; they may not participate in practices or attend school events.

If the school administrator feels that an action on the part of the student results in a condition that calls for an exclusion from school beyond the short-term suspension, the following procedure shall be adhered to:

1. On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the Superintendent. The school shall, within two school days of the decision send written notice by registered or certified mail to the student, the student's parents or guardian informing them of the rights established under this act.
2. Such written notice shall include the following:
  - A. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
  - B. The penalty, if any, which the principal has recommended in the charge, and any other penalty to which the student may be subject.
  - C. A statement that before long-term suspension or expulsion for disciplinary purposes can be invoked, the student shall have a right to a hearing upon request on the specific charges.
  - D. A description of the hearing procedures provided by this act, along with procedures for appealing any decision rendered at the hearing.
  - E. A statement that the Principal, legal counsel for the school, the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and right to know the identity of the witnesses to appear at the hearing.
  - F. A form on which the student, student's parents, or guardians may request a hearing to be signed by such parties and delivered to the Principal or Superintendent in person or by registered or certified mail.
  - G. Nothing in this act shall preclude the student, the student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage. If a hearing shall be requested within five days of the receipt of the written notice by the student, the student's parents, or guardian as described in these rules and regulations, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska Statutes which relate to such a hearing shall be adhered to.

### **Expulsion or Mandatory Reassignment**

Expulsion shall mean exclusion from attendance at Wahoo Public Schools for a period of time not to exceed the remainder of the semester in which it took effect. Mandatory reassignment shall mean the student would no longer attend regular classes, but could instead be assigned to Alternative School. Continuation of disruptive activities that resulted in short-term suspension shall constitute grounds for a long-term suspension, mandatory reassignment, or expulsion subject to the procedural rights of Nebraska State Law. A student who has been expelled from school will forfeit any credit for courses attended during the semester. Action to expel or reassign will be managed through the same process as identified for long-term suspension.

## LUNCH HOUR GUIDELINES

These guidelines are to be followed by all students during the lunch period at Wahoo High/Middle School.

1. Students may not leave campus for lunch. Students may eat a school lunch or bring a sack lunch from home.
2. Students will be issued a code to access their funds in the lunch program. Extra lunches or additional items can be purchased using your money in your lunch account.
3. All students who dine at school are to eat in the cafeteria.
4. The last fifteen minutes of the lunch period the lunch personnel will determine if students can be in blacktop area by the faculty lot or in the gym.
5. No food is to be taken outside of the cafeteria.

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- Each student will have an account on the lunchroom computer. Any student in the family may be designated by the parents to bring payments to the account.
- Middle School and High School lunches are \$2.05 per day. The computer will keep track of how much money you have on account, and subtract \$2.00 from your account each time you buy lunch. It will also subtract the appropriate amounts for extras such as juice, second portions, etc. The computer will warn you as you go through the lunch line that your account is low.
- Students may not borrow from each other's account, nor may they run a "negative balance" (borrow from the school).
- Students on reduced lunch and free lunch will go through the line the same as all other students. The only difference is that the computer will only subtract the reduced rate from the account of students who qualify for reduced lunch prices, and those who qualify for free lunch will not have any money taken from the account for a regular school lunch. However, free lunch students may keep a balance in their account for juice and extra portions if they would like.
- Students will be issued a code number for lunch. Each student will punch his or her code into the computer at the end of the line. The account will appear on the computer screen for the lunch cashier. The cashier will then punch in the price of the lunch and/or extra items.
- If a student needs to buy a cash lunch, or buy a second portion or ice cream with cash, he or she must go to the end of the line. Cash sales will be transacted after the other students have gone through the line so as not to hold up the line. A single day cash lunch costs \$2.05.
- Students will check to make sure the area is left clean. Place trays, plates, bowls, utensils and trash in the proper containers and areas.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

### TELEPHONES AND ELECTRONIC DEVICES

Classroom telephones are for staff or emergency use only. All *electronic devices* are to be turned off and in your locker or bag during the school day. Messages and phone calls during the school day should be made to/in the office. Students who violate the *electronic device* expectations will have *those devices* confiscated *with a referral to the office and consequences assigned*.

### SCIP (School Community Intervention Program)

Because of our commitment to the education of students, we at Wahoo Public Schools will participate in School Community Intervention Program to provide a means of assistance for students demonstrating behaviors interfering with their education that may be related to the use of alcohol and other drugs. The SCIP team will connect students and their families with appropriate resources for assistance, and provide appropriate support within and outside the school environment

### SCHEDULE CHANGE INFORMATION

#### Withdrawal from Class After Time Period

In the case of seniors, an option of START (see below) may be considered.

If students are able to withdraw during first or third quarter, the grade will be recorded as a "W" (Withdrawal). This will have no effect on student's grade point average (GPA) or athletic eligibility. If a student is able to withdraw second or fourth quarter, the grade will be recorded as a "W/F". A grade of "W/F" will be entered on the transcripts and it will affect the GPA and be listed on the Down List. The Down List does affect athletic/activity eligibility.

The principal will handle students withdrawn from class because of disciplinary reasons with input from concerned parties. Determination at that time will be made as to whether the grade will be recorded as a "W" or "W/F".

### SENIOR TRANSITION AIMED at RESPONSIBLE

#### TIME-MANAGEMENT

**START** is for seniors who would like to substitute *their 1<sup>st</sup> or 8<sup>th</sup> hour class* to begin the transition from high school to post-secondary education or the workforce. The ability to manage your time responsibly is a skill all adults can use. Giving seniors **START** time to organize their research, interviews, projects, community service and other worthwhile endeavors is something Wahoo HS is willing to do with parent permission.

Seniors who have a grade of "C" or above in all of their classes the previous semester and who have not been suspended may choose to substitute a **START** period instead of a *study hall first or eighth* period. This is determined on a semester basis. Suspensions will forfeit the privilege immediately and will carry the consequences throughout the semester. Seniors may leave the campus during eighth period if they have parental permission and have signed out in the office. Continual tardies, incompletes, aiding other students in leaving or any other offenses may result in the privilege being revoked and the senior reassigned to study hall.

The first two days of each semester are used to determine the eligibility of the senior class.

### LOCKERS

Lockers will be assigned the first week of school. The lockers belong to the school and may be inspected by the principal or his designee whenever it is deemed necessary to do so. Time between classes may not permit frequent stops at your locker so plan accordingly. The combination to your locker is confidential; do not share this information with any other student. Lockers are to be locked at all times. Keep your locker clean.

Students are to use the lockers that are assigned to them. Also, be reminded that the school will not be responsible for items that are lost or stolen from lockers that have been "rigged" to stay open. The combination lock is to provide security for student's materials and possessions left in the locker.

All lockers will be cleaned prior to checking out the last day of school.

### LOCKS AND LOCKER ROOM ASSIGNMENTS

Those students involved in the athletic program or Physical Education Classes will be assigned a locker at the beginning of the activity. A school owned lock would be issued to the student with the requirement of a \$5.00 deposit. The full amount of the deposit will be refunded to the student upon the return of the lock in working condition. **STUDENTS WILL NOT BE ALLOWED TO USE THEIR OWN LOCK ON PHYSICAL EDUCATION LOCKERS OR ATHLETIC LOCKERS/ALL LOCKS MUST BE ISSUED THROUGH THE SCHOOL.** Athletes should locker in the varsity locker room only.

### BAGS/BACKPACKS

Bags/Backpacks should be placed in the students school issued locker once that student enters the school building. Bags/Backpacks should remain in the school issued locker until such time that the student leaves the school building for the day. Any bag that is smaller than a standard textbook will be allowed, but would be more secure placed in the school issued locker. Students are encouraged to not bring valuables to school.

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## STUDENT PARKING

The parking lot on the south side of the building is for student parking. All motor vehicles driven by students will be parked in this area. The exception is the marked area adjacent to the visitor area that motorcycles can be parked in. The parking lot on the North side of the building is for staff only. ***Any vehicle driven to school will be considered to be on school property. Students must register their vehicles with the school office.***

The parking lot is off limits to students during the day without permission from the office. Reckless driving on school property will not be permitted. Violators are subject to disciplinary action by school official and/or law enforcement officers.

Consequences for violation of the above rules may include suspension or loss of driving privileges. Students who violate the rules continually will be notified in writing that any further violations of parking procedures can result in the vehicle being towed at the expense of the student.

## SEARCH AND SEIZURE

School lockers are the exclusive property of the district. School lockers may be opened or searched by certificated staff members without notice and without student consent. Students, students' possessions including, but not limited to, purses, bags and automobiles, may be searched whenever there is a reasonable suspicion that the student possesses any illegal substance or object which is in violation of law or District Policy, or which could cause bodily harm or damage to property. As part of the district's effort to keep the high school safe and free from illegal drugs, the school administration may authorize the use of law enforcement drug detection dogs to search school lockers and cars parked in the school parking lot. The refusal of a student to consent or submit to a reasonable search and/or to surrender objects or substances found, as a result of such search may be grounds for discipline.

## STUDY HALL

Study halls are designed for the purpose of studying. Students should come to study hall with materials and resources to study. Study hall teachers will not sign students out to the library or computer themselves; this must come from the teacher the student is working for. No food or drink in the study hall.

Students will not be allowed to leave unless they have a specific pass from an instructor. All students will sign out when leaving study hall and must sign themselves back in before the bell rings for the next period. Students will not be issued passes to see any teacher who is in class unless they have been issued a pass by the teacher they wish to see.

## HALL PASSES

A hall pass will be issued by a staff member and is required whenever a student leaves a classroom or a study hall. Students without passes in the halls during class periods will be subject to disciplinary action.

## PASSING PERIOD BETWEEN CLASSES

Students of Wahoo High/Middle School are expected to conduct themselves in a safe and orderly fashion while moving from class to class in the halls.

The daily schedule allows three minutes for students to pass from class to class. Plan ahead and organize your materials so that you will be able to avoid tardy arrivals to class.

## COUNSELING

The function of the guidance and counseling service is to effect change in students by improving academic achievement through improved attendance and behavior choices. Equally important, the guidance service aids the pupil in understanding educational and occupational possibilities and requirements. The counseling office is open to all students at any time.

## FIRE DRILLS

Nebraska State Law requires fire drills. Each room will have posted the route for students to take when the fire alarm is sounded. Each teacher will inform you as to the route the occupants take from that room which will take you to the nearest exit. Proceed in a quiet orderly manner out of the building.

## THE HEALTH PROGRAM

Each year the school nurse will provide for an examination of each student. The examination may include weight and measurement, dental inspection, vision screening, hearing test, and a blood pressure reading. Parents will be notified of revealing defects found as a result of the screening examinations. These routine inspections are not intended to replace regular medical and dental check-ups. We would like parents to inform the school of any changes or problems in their child's general health that might affect the educational or activity program.

If a student becomes ill during the school day, or has an accident, it must be reported to the principal, the secretary, or one of the teachers. A student is never to leave the building without permission. Parents will be notified if an accident or illness appears serious.

If a student must receive medication during school hours, the parent must contact the school so that a time can be set for the parent and the principal or designee to review the Board of Education policies and procedures concerning the use of medication during school hours.

The school will keep written reports concerning all elements of the health program.

Students must have a complete immunization record before they may begin school. Waivers will only be granted if signed by a medical doctor or a clergy from a recognized church.

## MEDICATION

All prescription medication will be left in the office. This medication will be dispensed from the office as required by the physician's prescription by the school nurse or her designee. Medication must be in its' original container and have the prescribed dosage included. Any student distributing medication or supplements may be subject to disciplinary action.

## SCHOOL BUS TRANSPORTATION

The following statements pertain to students using school bus transportation services within the city of Wahoo, while on school sponsored trips, and students living outside of Wahoo traveling to and from school.

DO:

1. Be on time at the designated bus stops
2. Stay off the road while waiting for the bus
3. Conduct yourself in a safe manner while waiting
4. Wait at a safe distance until the bus is completely stopped
5. Keep hands and head inside bus at all times
6. Help keep the bus clean and safe
7. Stay seated while the bus is in motion
8. Keep the aisles clear
9. Be absolutely quiet when approaching railroad crossings

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10. Be courteous to fellow riders and to the driver
11. Inform driver when rider will be absent
12. Abide by rules and regulations and requests from the driver and the sponsor. This will include no food or drink on the bus.
13. Use our transportation and bus service, but do not abuse the privilege.

Students that attend school-sponsored activities, for which the school provides transportation, are required to ride both to and from the activity on the school bus. Exceptions may be granted when arrangements are made with the sponsor or principal prior to the event. To release students at the end of the activity, parents must be there to talk to the sponsor.

### WAHOO HIGH/MIDDLE SCHOOL STORM AND DISASTER PLAN

Should there be a need to evacuate the classrooms for some form of disaster other than fire, the following procedures will apply:

1. A general announcement will be given via the intercom system to evacuate all students directly to the wrestling room. All students and teachers must use the corridors and not cut through the theater area.
2. The building is divided into halves (north & south). The high/middle school students will proceed through the cafeteria/commons or the science hallways depending on which side of the building their class is on. They will proceed to the wrestling room.
3. Handicapped students who unable to go to the weight room are to report to the principal's office and they will be supervised by staff.
4. Students and teachers are to stay together as a class so roll can be taken after arrival in the wrestling room. Any missing student (not those absent because of illness or appointments) should be reported immediately to the building principal. Teachers will need their grade books for taking roll.
5. It is imperative that their teachers properly supervise all students. There is to be no talking, running, loitering, or misconduct of any kind either in route to the wrestling room or upon arrival in the wrestling room. Each teacher is responsible to maintain the proper atmosphere.
6. An all-clear announcement will be given to return to classes.

### LIBRARY/MEDIA CENTER

The Library/Media Center is open to students daily from 7:40 a.m.-4:00 p.m. The library/media center is a quiet place for individual study, research, chess or leisure reading. Books, periodicals, audio/visual materials, and reference materials (both print and digital) are provided. In addition, numerous computers are also available for student use. All district computer usage policies outlined in this handbook will be strictly enforced.

Before or after school, students may use the library/media center without a pass. During the school day, students are required to have their student planners signed by their classroom or study hall teacher. Students must present their student planners to the media center staff, and remain in the media center until ready to return to the classroom, or the bell rings at the end of the period. Media center staff will initial and note the time on all student planners before students will be allowed to return to class. Students will not be allowed into the media center without a signed pass in their planners.

Most materials (with the exception of reference books, current magazines, and some oversized books) are available for student checkout. All books may be checked out by students for a two-week period, and renewed once for another two-week period. All audio/visual materials may be checked out on an overnight basis. An overdue fine of five (5) cents per day will be assessed for each overdue item. It is the student's responsibility to keep track of due dates. An updated list of all overdue materials will always be posted. Students with overdue materials will not be allowed to check out additional items until the overdue items are returned. Charges for book repairs will be assessed depending on the level of damage. There will be a \$20 replacement charge for all lost books. Students who owe money from overdue fines or lost/damaged materials will not receive grade reports and have PowerSchool access limited until all fines are paid.

Food and drink (including water) will not be allowed in the library/media center at any time.

Students have access to a national interlibrary loan program. Through this program, students can have books and other materials not owned by the Wahoo Public Schools library sent to them from other libraries. To use this service, students should submit the requested title, author, and publication information (if available) to media center staff. Media center staff will then submit this information to the Nebraska Library Commission, who will in turn locate a library somewhere in the country that is willing to loan out the item(s). The requested item(s) will be shipped directly to the school and given to the student to borrow for a period of 30 days. Students should pay close attention to due dates for interlibrary loan items, as an overdue fine of \$1.00 per day will be assessed for all overdue interlibrary loan items. Renewals may be requested to media center staff at least three (3) days prior to the due date. The approval of a renewal will be determined by the library, which has agreed to the interlibrary loan. This service is especially useful for students conducting classroom research. For suggestions on how to locate resources to submit to interlibrary loan, please see Mr. Privett.

The library/media center strives to make its collection development as relevant and useful as possible to the staff and student body. Students are always encouraged to make recommendations of specific books or other items they would like to see purchased for the library/media center. These suggestions should be submitted in writing to library/media center staff.

### COMPUTER USAGE

Access to the Internet will be provided on most school computers. Use of the Internet provides great educational benefits to students. Unfortunately some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people.

The use of the Internet, school e-mail, and the district computer network is a privilege, not a right. The Internet and district computer network shall be used for educational purposes only.

Students are responsible for good behavior on the Internet just as they are in the school building. Generally, school rules for behavior and communications apply.

Network storage areas will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. All user files will be public and the property of Wahoo Public Schools.

The following are not permitted:

- \*Sending or displaying offensive messages or pictures
- \*Computer/internet gaming
- \*Using obscene language
- \*Harassing, insulting, or attacking others
- \*Damaging or altering computers, computer systems, or computer networks
- \*Violating copyright laws
- \*Using another student's user name/password
- \*Trespassing in another's folders, work, or files
- \*Intentionally wasting limited resources, including the use of "chain letters" and messages broadcasted to mailing lists or individuals
- \*Employing the network for commercial purposes or business gain
- \*Revealing the personal address or phone number of yourself or any other person without permission from your teacher
- \*Adding, deleting, or changing programs on school computers without permission
- \*Printing or downloading information not related to the school curriculum

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\*Accessing any proxy sites designed to bypass district security/filtering software

Violation may result in a loss of access as well as other disciplinary or legal action.

The district reserves the right to monitor any usage of the district computers, including but not limited to, accessing browser logs, e-mail logs, and any other history of use.

## SCHOOL CLOSING INFORMATION

School closing information will be broadcast on KFAB radio, KOLN-TV, Channel 10 or WOWT Channel 6. The information will be released as soon as the decision to close school is made. The media will carry the messages early in the morning or as needed.

## DANCE ELIGIBILITY

**SCHOOL DANCES** - Our dances are sponsored for the benefit of Wahoo students. The dances are for ninth through twelfth graders **ONLY** unless otherwise stated. Out-of-class or out-of-school dates **MUST** be accompanied by a Wahoo student and must be at least a ninth grader and under the age of 21. ALL out-of-school dates must be signed up in the office on the last school day before the dance.

**ANY** student leaving the dance for any reason before the dance is over will not be readmitted.

**NO** student will be allowed to enter the dance after the stated closed-door time without prior approval.

**ANY** student caught using, possessing, or under the influence of alcohol or drugs will have their parents contacted and the appropriate action taken by the school (see Alcohol, Drugs).

**Middle School dances are for Middle School students only.**

## VIDEOTAPING

Wahoo High/Middle School uses video tape recording devices at school and on busses. Students who are recorded on tape exhibiting inappropriate behavior can be disciplined as though a staff member witnessed the act.

## POLICY - WAHOO PUBLIC SCHOOLS UNITED STATES CIVIL RIGHTS ACT TITLE IX, TITLE VI, SECTION 504

NO PERSON, INCLUDING STUDENTS, MAY BE TREATED IN A MANNER WHICH DISCRIMINATES BASED ON SEX, RACE, COLOR, CREED, RELIGION, AGE, NATIONAL ORIGIN, HANDICAP OR MARITAL STATUS. ANY GRIEVANCE SHALL BE TAKEN UP FOR SETTLEMENT UNDER THE FOLLOWING PROCEDURE:

### STEP I

The grievance shall be presented to the building principal.

### STEP II

If a satisfactory adjustment of such grievance shall not thereby be reached within three school days thereafter, it may be presented in writing to the building principal that will within five days thereafter present a decision in writing to the grievant.

### STEP III

If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented in writing to the Grievance Coordinator, the high school guidance counselor, who will within five days thereafter present a decision in writing to the grievant.

### STEP IV

If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented in writing to the Superintendent of Schools who will within five days present a decision in writing to the grievant.

### STEP VI

If a satisfactory adjustment of such grievance is not thereby reached, appeal may be made to the Office of Civil Rights, Kansas City, MO.

BOARD OF EDUCATION POLICIES 4012 & 6145  
STUDENTS: CIVIL & LEGAL RIGHT

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**The Wahoo Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person(s) has/have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination:**

**Title: Galen Boldt, Superintendent Or Shelley Maas, Special Education Dir.**

**Address: 2201 N Locust St.- Wahoo, NE 68066**

**Phone #: 402-443-3051**

**If you have problems contact:**

**Office for Civil Rights  
8930 Ward Parkway, Suite 2037  
Kansas City, MO64114  
816-268-0550  
FAX: 816-823-1404; TDD: 800-437-0833**

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# 2011 - 2012 Wahoo HS/MS Student Handbook

## Wahoo Public Schools – Parent/Student Activities Handbook

**INTRODUCTION** - Wahoo Senior High School is proud of the students and coaches who contribute to make the activities program a positive experience for its participants. Success in activities cannot always be measured by the wins and losses of each program, but must also be measured by the satisfaction and educational experiences received by the participants. The activities program at Wahoo High School provides experiences to help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point that it does not determine the nature of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests.

The coaching staff at Wahoo High School believes that participation in activities, both as a player and as a student spectator, is an integral part of the student's educational experiences. Such participation is a privilege that carries with it responsibility to the school, to the team, to the student body, to the community, and to the students themselves. In their participation and in their conduct, they are representing all these groups. Such experiences contribute to the knowledge, skill, and emotional patterns that they possess, thereby making them better people and better citizens.

### SPORTS BY SEASONS

<u>SEASON</u>	<u>BOYS</u>	<u>GIRLS</u>
Fall	Cross-Country	Cross-Country
	Football	Volleyball
		Softball
		Girls Golf
Winter	Basketball	Basketball
	Wrestling	Wrestling
Spring	Boys Golf	Track
	Track	
	Baseball	
Summer	Strength Training	Strength Training

**WHS ACTIVITIES PHILOSOPHY** - We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of a student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to other students, to the community and to the athletes themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to achieve maximum benefit from his or her education.

Wahoo High School and Middle School student activities are considered a supplement to the school's academic program, which strives to provide experiences that will help to develop students physically, mentally, socially, and emotionally.

At parent meetings, Head Coaches will voice the Wahoo Activities Philosophy that we will encourage athletes to be multi-sport participants for Wahoo High School. There will be no mention of Club, off-season, all-star, or select teams that may be available for them to play either during or after their season.

### WAHOO MIDDLE SCHOOL ACTIVITY GUIDELINES:

The administration, coaches, and staff of Wahoo Middle School want the activities program to be a positive learning experience for all students who choose to participate. Students who represent their school in an activity must learn the rules of behavior and sportsmanship, which will make them successful in school, activities, and life. Therefore, any student participating in one of the Wahoo Middle School activities will follow school expectations and procedures. These rules apply during the duration of the season, in which the student is participating. The season begins with the first team meeting.

Any student serving a one-half day ISS will lose participation in no less than one-half of the next contest.

Any student serving a one-day ISS will lose participation in the next contest.

Any student serving a two-day ISS will lose participation in the next two contests.

Any athlete serving an Out-of-School Suspension will be dismissed from the team.

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Teachers are encouraged to have students with missing assignments stay after school to complete those assignments. These students will need to have the teacher write a pass for them to take to practice indicating when the teacher released them. \*\*\*\***Students that are failing a class, or multiple classes, may be withheld from practices and competition until that student is no longer failing. This process will be communicated to the parent.**

Unexcused absence from practice:

Students must learn to communicate with the coaches concerning practice. Students who have a legitimate excuse for missing practice must bring a note or have a parent contact the coach with the excuse. Students who become sick while at school need to let the coach know if they are unable to practice. Students not providing a note from a parent or who have not had the parent contact the coach will be considered unexcused.

First unexcused absence - Loss of participation in no less than one-half of the next competition.

Second unexcused absence - The student will not return to team for practice or competition.

Naturally, some situations may arise which require decisions at the discretion of the coach and administration. We cannot name all possible behaviors, but serious behaviors such as; fighting, stealing, etc. may result in suspension or dismissal from the team.

\*\*\*A MORE DETAILED MIDDLE SCHOOL ACTIVITY HANDBOOK WILL BE MADE AVAILABLE AT THE BEGINNING OF THE SCHOOL YEAR.

**ATTENDANCE** - Attendance requirements for all activities have the same basic philosophy. Students may miss practices/contests for one of the following reasons; **Immediate Family, Church or another School Activity (only)**. Missing practices for any other reason would fall into the "unexcused" category. This includes missing practice for another "club" or off-season activity.

**ACADEMIC REQUIREMENT FOR COLLEGE ATHLETIC PARTICIPATION** - If you want to practice and play your freshman year at an NCAA Division I or Division II college, you must satisfy the requirements of the NCAA Bylaw 14.3, commonly known as Proposition 48.

The NCAA has established many new guidelines effective August 1st, 1996 which will directly affect participants. These involve information regarding ACT sum scores, Eighth-grade courses, Grade Changes, Duplicate courses, Academic Requirements for an Official Visit prior to the early signing period for the National Letter of Intent, along with Division I and Division II Freshman-Eligibility Standards. **Please consult Ms. Kopish for the most current information.**

In addition, an NCAA Initial-Eligibility Clearinghouse must first certify any freshman wishing to participate in any Division I or II sports.

**ACTIVITIES CODE** - The Wahoo Public Schools activities program is before the public eye throughout the entire year. The activities program functions on an extra-curricular basis therefore student participation is completely voluntary. This code is a MINIMUM of our expectations. Each coach/sponsor has permission to enact a stronger code of conduct for their individual activity.

People judge the school system by the way students who participate in or attend the various activities conduct themselves. It is imperative that quality standards of conduct, dress, grooming and training are established as a part of the activities.

The administration and coaching staff of Wahoo High School feel that it is very important that our activity participants are portrayed in a positive way, and will work to promote an image that is highly regarded and respected. To produce these ideals, the following guidelines and standards are in effect:

**1. Dress:** Individual coaches and sponsors may request certain dress on days of events and trips.

**2. Grooming:** The variations in the physical features of different individuals create a need on the part of the coaches and sponsors to be flexible when evaluating a participant's grooming habits. Essentially, the students should be neat and clean in appearance. Hair should be of such length that it does not create a health or safety problem. In addition, it is left to the coaches and sponsors discretion regarding appropriate hair length for their particular activity season.

**3. Training:** Participants are to demonstrate acceptable standards of conduct and training at all times. These standards of conduct and training shall be maintained in season as well as throughout the calendar year. Under activities training rules, the standards of conduct prohibit AT ALL TIMES, the possession, procurement, use, or distribution of alcohol, drugs, tobacco (smoking or chewing), look-alike drugs, look-alike tobacco, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia.

**4. Attendance:** A participant must be in attendance at school for 1/2 (one-half) day (4 full periods) immediately prior to the scheduled event in which he/she is to participate; practice or contests. On a normal school day, the student would need to be in attendance at the START of 5th period.

NOTE: Exceptions may be made in the case of previously scheduled professional appointments (medical/dental) or other unforeseen circumstances. Violations of these standards of conduct by activities participants shall result in the imposition of the sanctions outlined in the Student Handbook, and/or below. Due Process procedures outlined in the Student Handbook will be followed.

**5. Enforcement:** Any student who is in violation of the Wahoo Public Schools Drug, Alcohol and Tobacco standards of conduct will have further sanctions placed against them under the Wahoo Public Schools Activities Code if they participate in or attend extra-curricular activities, including sports, clubs, contests, performances, Homecoming, Prom, dances, and any other school sponsored events.

**CONDUCT: Expectations/Procedures/Violations:** - As representatives of Wahoo High School, participants and attendees are expected to conduct themselves in a manner which exemplifies good sportsmanship and good citizenship at home and away contests, in-season and off season, and while either on or off campus.

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Activity participants and attendees should note that a Violation of the Activities Code could occur through **improper activities related to poor conduct choices**. The HS Administration will deal with these violations on an independent basis, will weigh the severity and repetitiveness of poor conduct choices, and will place sanctions after completing their investigation on all conduct violations.

\*\*\*\*Notice is hereby provided to activity participants and attendees and/or parents that the activity code is interpreted very broad. In the event any activity participant or attendee or parent is uncertain related to the codes and their application to specific conduct, the student should contact the Activities Director and/or High School Principal for an official interpretation.

### DRUG/ALCOHOL/TOBACCO Violations:

The banned substances for WPS participants are: tobacco, alcohol, illegal drugs, and inhalants or controlled substances (except under authorized prescription), including look-alike substances of this nature. The use or possession of such substances, or procuring such substances for others, is a violation of the Wahoo Public Schools Code of Conduct for extra-curricular and co-curricular activity participation. Possession for purposes of the Code of Conduct has a less strict meaning and is much broader than possession under criminal laws. It includes actual, constructive and other types of possession as defined herein. It includes situations where, for example: (1) alcohol or the substance is in a vehicle in which a participant is present—the participant is considered to be in possession if the participant is aware that the alcohol or substance is in the vehicle, even though the participant has not touched or consumed the alcohol or substance, provided that the alcohol or substance is not in the control of a parent or guardian or other responsible adult (age 21 or older) and (2) alcohol or the substance is present at a party attended by the participant—the participant is considered to be in possession if the participant is aware that alcohol or substance is at the party, even though the participant has not touched or consumed the alcohol or substance, provided that the alcohol is not in the control of a parent or guardian or other responsible adult (age 21 or older). In addition, WPS participants are expected to not engage in violation of the criminal laws. A student charged with a criminal offense shall be considered to be in violation of the Wahoo Public Schools Code of Conduct for extra-curricular and co-curricular activity participation in the event school officials determine a violation of the law has occurred or that, if the conduct had been committed on school grounds, such would be a violation of school rules.

Use or consume for purposes of the Code of Conduct also has a less strict meaning and is much broader than possession under criminal laws. Use or consume includes any level of consumption or use of any of these substances. Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

### MINIMUM SANCTIONS:

(First Offense) Minimum two week suspension and minimum of one contest missed from interscholastic contests, performances or activities including dances, Prom and club activities. However, the student may return to competition after a minimum one-week suspension and minimum one contest missed, if

- 1. The student self reports the violation within 24 hours of the violation to their head coach or school administration.**
- 2. The student will be required to participate in the Youth Assistance Program (YAP).**
3. This reduction in penalty is only available once during a student's four years of eligibility.
4. If a member of a team or squad, the student must continue to attend and participate in all practices during the suspension period.
5. While on suspension, the student shall change roles on the team/squad from active participant, to "helper/manager" during contests, and will complete all duties as assigned by the sponsor or coach. The student shall not be in uniform while on suspension during contests.
6. Students will not be allowed to miss classroom time for extra-curricular performances/contests while under suspension.
- 7. Prior to reinstatement a meeting will be held with parents, student, head coach and school administration regarding the students status.**

(Second Offense) Forfeiture of all privileges of activity participation for the remainder of the season. ***The student will be required to participate in the Youth Assistance Program (YAP) before becoming eligible for the next season that the student participates in and prior to reinstatement a meeting will be held with parents, student, head coach and school administration regarding the students status.***

(Third Offense) Forfeiture of all privileges of activity participation including practices for the rest of the school year. ***The student will be required to participate in the Youth Assistance Program (YAP) before becoming eligible for the next season that the student participates in and prior to reinstatement a meeting will be held with parents, student, head coach and school administration regarding the students status.***

### Addition Sanction Information:

1. Students are reminded that if you are suspended from activities due to a violation of the school's participation rules, this means you are ineligible for ALL school activities during this time period. This includes being a spectator at contests if your team is not participating.

**2. Code of Conduct violations are cumulative for one school calendar year. (The day after school dismisses for the year to the last day of school the following year)**

NOTE: Once an activity participant accumulates a first offense sanction, the participant will carry the first offense with them for the remainder of their high school career.

3. The code of conduct is a minimum standard in regard to participation sanctions. Coaches may implement additional sanctions for their sport by informing their athletes at their pre-season meeting.

4. Any student athlete with a code of conduct violation will be ineligible for nomination for post-season awards as well as WHS Athlete and Lifter of the Year.

**SUSPENSIONS** - Suspension(s) shall be made only after the administration has made an investigation of the alleged conduct/violation and has determined that the participant is in violation of the Wahoo Public School's Activities Code of Conduct. Before a suspension shall take effect, a student shall be given an oral or written notice against him/her and an explanation of the evidence the authorities have, and the sanctions against the student that will be enforced. A student shall have an op-

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portunity to present his/her version of the incident. The administration shall, as soon as is reasonably possible following the suspension, send a written statement to the student and their parents/guardians describing the violation, and procedures that will be followed by the school system.

### DUE PROCESS PROCEDURE FOR TWO-WEEK SUSPENSION

The administration will hold a conference with the student involved reviewing the general training and participation rules for all sports and the specific rule which the athlete is suspected of having violated. If the infraction is substantiated, disciplinary action applicable will be put into effect.

### DUE PROCESS PROCEDURE FOR SEASON OR YEAR LONG SUSPENSION

1. The administration will hold a conference with the student involved reviewing the general training and participation rules for all sports/activities and the rule which the athlete is suspected of having violated. If the infraction is substantiated, disciplinary action applicable will be put into effect.
2. Parents will be notified immediately by phone by the administration of the decision.
3. Within 24 hours following the decision for suspension, the administration will send a written certified statement to the student and student's parents or guardian describing the student's conduct or violation of rule(s) and inform them of the right to appeal. (If this appeal is made, the student will remain suspended until the appeal committee makes a decision.)
4. The student and parent/guardian may appeal to a two-person committee composed of the Superintendent of Schools and an impartial lay person from the community (selected by the Superintendent) within 10 calendar days of the dismissal or suspension. Legal counsel may represent the student and have witnesses appear in his/her behalf before the Appeal Committee.
5. The Appeal Committee will arrive at their decision within 3 school days. They will inform the student, student's parents or guardian of their decision by letter.
6. If the student, student's parents or guardian are not satisfied, they may appeal this decision to the Board of Education within 5 calendar days after receipt of the Appeal Committee's letter.

**SELF-REPORTING OF VIOLATIONS** - Students are reminded and encouraged to self-report any violation that is applicable to the Activities Handbook. The benefit to the student is immediate onset of their consequence time line. As a learned behavior, this is a positive step by the activity participant. For their admittance of an infraction and their acceptance of their consequences coaches and administration will recognize students.

**AWARDS-LETTERS AND CERTIFICATES OF PARTICIPATION** - At the conclusion of each season, every athlete who has completed a season will receive a certificate of participation. Those athletes who have achieved the requirements for lettering in their sport will receive a varsity letter. The head coaches of each sport determine the requirements for each sport.

**CLEARANCE TO PARTICIPATE** - Each athlete must obtain clearance from the Activities Director's office before the sport season begins. To obtain clearance, the athlete must have a current **Physical Exam Form, Parent Consent Form**, and completed the last page of this booklet called "**ACTIVITIES DEPARTMENT CONTRACT**", including their parent/guardian signatures. The Activities Offices will then forward an updated clearance list to the head coach of each sport before the first day of practice. No Athlete will be able to participate in practice until these two forms are turned into the A.D. offices. **Physical and Parental Consent forms are available through the high school and middle school offices.**

Examples of these forms that are used are displayed at the end of this handbook. All of the necessary signatures must be completed before these forms can be accepted.

**EQUIPMENT** - The activities department will furnish equipment needed for each program, except for shoes, or any equipment needed of a personal nature. All equipment checked out to a participant is his/her responsibility. Upon completion of the season, the equipment will be checked in. If there is an item missing or damaged, it must be paid for by the athlete.

**FACILITY USE** - No one is allowed to be in the building or to use the activities facilities without a coach/sponsor present. In-season programs have first priority; off-season programs have second priority. There should be no interruption of ongoing practices by other groups waiting to use the facility.

**QUITTING OR BEING REMOVED FROM A SPORT** - Any athlete who quits a sport or who is removed from a team (kicked-off) automatically forfeits any letter he/she has earned during that season for that sport. Any athlete who quits or is removed from a sport may not begin conditioning for their next sport without written consent from their outgoing and incoming coaches, along with permission from the Activities Director.

Any athlete that quits a team after the "mid-season" point may not begin any conditioning program for their next sport until their current team begins District play, AND, the athlete must have permission from both Head Coaches before beginning.

**OFF-SEASON SPORT SPECIFIC PROGRAMS** - Off-season programs are activities that the high school provides for the purpose of conditioning during a different sport season. Participants should be aware of the NSAA rules regarding off-season programs so they do not lose eligibility.

### There must be adherence to the following rules:

1. All NSAA guidelines for practices/athletes must be followed.
2. No off-season program may begin until the Monday after the first week of competition for the sports in season (NSAA Calendar).
3. Off-season programs must be supervised by the coaching staff.
4. Athletes in off-season programs should not interrupt practice for in-season sports.

**GENERAL CONDITIONING PROGRAM/GENERAL USE OF WEIGHTROOM** - A general conditioning program is available via the coaching staff at Wahoo High School. Currently, Coach Chad Fox is the coordinator of this program. General conditioning is open to all students, and is not specific in nature by sport. Supervision in the weight room is required.

**TIME-OFF BETWEEN SEASONS** - Multi-sport athletes, who's seasons run together, will not be required to attend practice for 5 calendar days from the date of the last contest (in the preceding season). An athlete may begin practice before the 5-day rest concludes if he/she obtains the approval of his/her parents, coach, and the Activities Director.

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**OLYMPIC DEVELOPMENT PROGRAMS & OUTSIDE PARTICIPATION** - Participants within the Wahoo Public Schools must follow all NSAA guidelines regarding outside participation. The NSAA does allow participation in Olympic Development programs that insure that the participants only attend these practices for training purposes (no contests or scrimmages). Athletes should be sure they are aware of the NSAA guidelines, so they do not jeopardize their eligibility.

While playing for outside teams/clubs can allow a player to gain valuable experience outside the school athletic program, neither participant nor parents should count on this type of participation as a guarantee that the participant will be selected for their high school team/squad.

Students should be aware of the NSAA policies regarding outside participation to ensure that there is no loss of eligibility for participation in these activities. **Please contact your Head Coach and visit with them regarding outside participation BEFORE signing up to practice/play in any groups outside the Wahoo Public Schools.**

**ATHLETIC TRAINING ROOM** – Athletic training services will be provide by Nebraska Orthopedics. Schedule “in-school” visits from a certified trainer will be available. This schedule will be release at the beginning of the school year.

If any injury occurs, it should be reported to the head coach at once. If the athletic trainer, or a physician is treating an athlete, the athletic trainer or a physician must clear him before returning to practice or games.

**TRANSPORTATION** - The school district will provide transportation to all contests. Team members will be expected to travel to away contests as a unit/team under the coach/sponsors direction, unless special provisions are made.

Students are not to drive personal cars without the consent of the Activities Director, the coach, and parents. Students must provide a written note to the Activities Director and Head Coach stating the need to take personal transportation. Athletes may travel home with parents/guardians if the student provides a written note to the coach AND a parent/guardian makes personal contact with the coach prior to leaving.

**WEIGHT ROOM** - The weight room will be opened and supervised by the coach in charge of that specific sport. Availability will be prioritized by in-season sports receiving first choice of times available. Off-season sports will be given second choice of times available. A member of the coaching staff must supervise any athlete using the weight room. The equipment is not to be handled roughly or removed from the weight room.

**EXTRA-CURRICULAR TRIPS** - Sponsors/Coaches of WHS activity groups may feel it is necessary to insure the safety of participants by checking a student’s luggage and bags before or during an activity trip. It is the responsibility of the student to make sure that there is nothing illegal in their possession while representing Wahoo Public Schools.

**DISMISSAL FROM SCHOOL/TEAMS** - Students who are immediate members of the team or identified as part of your **official traveling party** will be dismissed from the school day with the team and will travel on provided school transportation with the coaching staff as their sponsors. Any other members out for that sport, but not a member of the **official traveling party** would be going simply to watch the contest, and would be considered spectators. These students can still be excused via a parent release/call (permission), would be one of their 10 days allowed, but they would not travel with the team.

\*\*This allows coaches some flexibility to take statisticians, student managers, trainers, helpers, etc. that are going to actively help upon arrival at the site.

\*\*All students in the official traveling party will be placed on the release list in the daily bulletin so teachers are notified.

\*\*\*Students that are INELIGIBLE according to NSAA or WPS guidelines will not be allowed to miss school time for extra-curricular events.

**NATIONAL HONOR SOCIETY** – The Wahoo Chapter of the National Honor Society is open to juniors and seniors with a cumulative grade point average of at least 3.5. Eligible students must also demonstrate excellence in the areas of service, leadership and character. In the fall of each school year, academically qualified students will be asked to submit documentation of service and leadership activities. Character is measured through a vote of the faculty. Membership into the NHS is considered and determined by the faculty and administration.

**STUDENT COUNCIL** - The Student Council functions in an advisory capacity to the administration and performs regulatory functions for the student body and organizations of the school. The students and council members’ benefit elect the membership by learning and experiencing aspects of government.

**SHOW CHOIR** – Show Choir is an extracurricular performance choir. Members do not need to be members of either Concert Choir or Mixed Chorus, although it is recommended. Students must maintain good academic standing and must attend all rehearsals, performances and contests.

**SPEECH TEAM** - The Wahoo High School Speech Team is open to all students with an interest in competing in individual/small group speaking events. Students attend numerous speech meets, performing in front of judges and in competition with students from other schools.

**ONE ACT PLAY PRODUCTION** – Participation in this activity is open to all students at Wahoo High School. This one-act production is performed before judges and students at conference and district competitions. Tryouts for the play are held in the fall, with competitions beginning in November.

**FAMILY, CAREER, & COMMUNITY LEADERS OF AMERICA (FCCLA)** - This organization functions through the home economics department. State and national organizations are a large part of the group’s activities. This is a service organization and our students do participate in the state convention.

**FUTURE BUSINESS LEADERS OF AMERICA (FBLA)** - This organization functions through the business department. Its activities are geared toward the business world and state and national organizations provide workshops and competitions.

**W CLUB** - This is the pep organization that supports the athletic teams of our school. It is open to all students and provides the vehicle for displaying leadership and enthusiasm for our programs. Additional details may be obtained through the Activity Directors office.

**CHEERLEADERS** - These students lead organized cheers at contests and organize many of the pep activities for rallies, etc. Specific requirements are set forth in the Constitution and Bylaws. The cheerleading season runs the entire school year. Please check with sponsors regarding requirements.

**WAHOO DANCE SQUAD** – The Wahoo dance squad season has specific dates. Please check with sponsors regarding requirements.

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**PERFORMANCE ENHANCING DRUGS** - Students should be aware that steroids, a performance-enhancing stimulant, are illegal by law. State law 79-296 specifically addresses students taking, using, or having possession of anabolic steroids, or illegal performance enhancing drugs.

**STUDENT & PARENT EXPECTATIONS** - Over the past few years it has come to our attention some parents and students have some misconceptions or have been misinformed regarding the high school competitive athletic program. Please take a few moments to read the following philosophical expectations of the activities department. Hopefully, this will help you understand how a competitive program should be conducted, and what comprises our expectations and philosophy.

1. In each program, a coach and/or coaches are hired by the school district to be responsible for the team selection. Criteria for selection are established by the head coach; possibly with input from the entire coaching staff. This may be a highly subjective process. Team selection, practices, and decisions regarding game situations are the responsibility of the coaching staff.

If you have questions regarding the process, please feel free to address these questions directly to your head coach. Please call the coach to make an appointment outside of school, practice, or game times. If you have further questions the coach has not been able to answer, please contact the activities director.

2. Our experience in athletics reveals there are many "select teams" sponsored by many, many different organizations. Each coach looks for something different in his or her players. Participation on a "select team" DOES NOT guarantee any player a spot on another "select team", nor does it guarantee the athlete a spot on a high school team at Wahoo High School. While we believe players can gain valuable experience outside of the school athletic program, neither parents nor students should count on this type of participation to guarantee or assist them to gain an advantage, or to secure them a spot on a high school team.

3. Selection of teams is usually based on talent, and how the player will fit into the overall scheme of the team. See your son(s)/daughter(s) head coach for a more accurate description of this philosophy.

4. Starting positions and playing time are not guaranteed to seniors making a team; or anyone else for that matter. Each member of the team is a valuable asset to the team's overall progress. Some members may play a great deal of time in a contest, while others may not see what a parent would consider to be significant or equal playing time. Each student should have personal improvement as one of his or her goals.

Being a member of a team, regardless of time spent in actual competition, will hopefully teach them valuable lessons to be applied later in life. Among them would be citizenship, sportsmanship, appreciating a good play by a teammate or opponent, working together to meet team goals, responsibility, commitment to their team and school, loyalty, placing the team above their personal goals, learning to accept instruction and criticism, respect for others, winning and losing with dignity, self-control, and being responsible for their own actions.

Both students and parents should be aware of the above information; to insure they have done all they can to make participation in one of our activity programs a worthwhile and positive experience.

**SCOUTING SERVICES/ATHLETE PROMOTIONS** - Students and Parents should be advised that there are numerous private companies that are in the business of providing services to families seeking potential college scholarships. Wahoo High School does not get involved with the solicitation of athletes. These services are up to parents to decide if they want to pursue them.

**FIELD TRIP/ACTIVITY TRIP PROTOCOL** - Staff/Sponsors will use the following guidelines to insure that student supervision and accountability occurs for all trips leaving Wahoo Public School facilities.

a. Staff/Sponsor will submit a list of students to be gone from school to the building secretary in charge of attendance. This list is to be sent via email or hard copy, allowing teachers to know who is excused from classes.

b. Staff/Sponsor should have with them, a list of students that are riding on each bus, for each bus trip. If parents are asked to chaperone a bus, an applicable list should be supplied to the person supervising.

(Coaches/sponsors who take the same students for away games, or have the same students for multiple events, can submit one list for their season).

c. Staff/Sponsor should submit this same list to a school secretary for safekeeping. An additional list should also be on file with the A.D. office and/or building Principal.

d. In emergency situations, high school students may be extended the opportunity to drive themselves due to unforeseen circumstances. These situations will be handled by permission only, must be accompanied by a parental permission note from home, and cleared through the school administration-AT LEAST 24 HRS PRIOR TO LEAVING.

**SUMMARY OF ATHLETIC FORM INFORMATION:** Student athletes at Wahoo High School will be responsible for the following "Articles of Information". Student athletes and parents should read the following information pertinent to participation in the Extra-Curricular programs available at WHS.

Please sign and return the final page to your HEAD COACH/SPONSOR OR HIGH SCHOOL OFFICE, indicating you have read and understand the following information contained in this booklet.

Jason Libal

Chris Arent

High School Program/Director of Athletic Programs

Middle School Principal/Director of Creative Programs

Wahoo Public Schools

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# 2011 - 2012 Wahoo HS/MS Student Handbook

## ARTICLE A

### N.S.A.A. ELIGIBILITY REQUIREMENTS

#### WAHOO HIGH SCHOOL

#### (High School Athletes ONLY)

Please Post Where Students May Read

#### GUARD YOUR ACTIVITIES ELIGIBILITY

IN ORDER TO REPRESENT A NEBRASKA HIGH SCHOOL IN INTERSCHOLASTIC ACTIVITIES COMPETITION, A STUDENT MUST ABIDE BY ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION. A SUMMARY OF THE MAJOR RULES IS GIVEN BELOW. CONTACT THE PRINCIPAL OR ACTIVITIES DIRECTOR FOR AN EXPLANATION OF THE COMPLETE RULE.

2.2.1 Student must be an undergraduate.

2.2.2 After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.

2.3 Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)

2.4.1 Student must be enrolled in some high school on or before the eleventh school day of the current semester.

2.5.1 Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.

2.5.2 Student must have been enrolled and received twenty hours in school the immediate preceding semester.

2.6.2.1 Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.

2.6.3 A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

Student eligibility related to domicile could be attained in the following manners:

2.6.9.1 If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

2.6.9.2 If the parents moved during the summer months and the student is in grade twelve and the student has attended the high school for two or more years; the student may remain at the high school he/she has been attending and retain eligibility.

2.6.9.3 If a student has been attending the same high school since initial enrollment in grade nine, he/she may remain at that high school and retain eligibility, or he/she is eligible at a high school located in the school district where his/her parents established their domicile.

2.6.10 If the parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.

2.7.7 Transfer students who have their Enrollment Option applications signed and filed prior to March 15 shall be eligible immediately in the fall. Those students who do not have their Enrollment Option applications signed and filed prior to March 15 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

2.7.8 Other non-enrollment option transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2008-2009 school year prior to March 15, 2008; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office in writing, postmarked not later than March 15, 2008. The student would, however, become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to March 15, 2008, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

3.5 / 3.1 Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports season begins August 18, 2008, (August 11th for some football teams) and ends with the state meets in the fall sports. The winter sports season begins November 17, 2008, and ends with the state meets in the winter sports. The spring sports season begins March 2, 2009, and ends with the state meets in the spring sports.

3.5.1 During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school.

3.6 A student shall not participate on an all-star team while a high school undergraduate.

3.7 A student must maintain his/her amateur status.

## ARTICLE B Wahoo Public Schools Academic Information

### (High School Athletes Only)

At different times of the year, the Wahoo Public Schools is asked to release various academic and athletic information to the news media. This information will include: students G.P.A., Class Rank, Credentials/Grades, National Honor Society, Honor Roll, academic teams, or specific athletic statistics.

The Wahoo Public Schools WILL NOT release private or confidential information that would be included in the students guidance department school file.

With your signature on the form called the "ACTIVITIES CONTRACT", you the parent/guardian grant permission for the Wahoo Public Schools to release this information to the media. (Example: Academic All-Conference or Academic All-State Awards).

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# 2011 - 2012 Wahoo HS/MS Student Handbook

## ARTICLE C STUDENT PARTICIPATION AND PARENTAL PERMISSION FORM

### (High School and Middle School Athletes)

This application to compete in interscholastic athletics for WAHOO HIGH SCHOOL is entirely voluntary on my part and is made with the understanding that I have not violated any of the eligibility rules and regulations of the State Association.

With my signature on the "ACTIVITIES CONTRACT", I hereby give my consent for my son/daughter (1) to represent his/her school in athletic activities, except those crossed out on the physical form by the examining health care provider, provided that such athletic activities are approved by the State Association; (2) to accompany any school team of which he/she is a member on any of its local or out-of-town trips. I acknowledge that I have selected the health care provider who has examined the student and assume full responsibility for the selection of such examiner. I authorize the school to obtain, through a physician of its choice, any emergency medical care that may become reasonably necessary for the student in the course of such athletic activities or travel. I also agree not to hold the school or anyone acting in its behalf responsible for any injury occurring to the above-named student in the course of such athletic activities or such travel.

### PARENT'S OR GUARDIAN'S CONSENT & WARNING!

The purpose of this WARNING is to bring to your attention the existence of potential dangers associated with your sons/daughters athletic participation. Participation in any activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries of the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death.

Even with the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility.

I have read this WARNING and understand the potential risk of injury.

Knowing the risk, I hereby give my permission for my son/daughter to practice and compete for WAHOO High/Middle School and will indicate this by signing the final page of this booklet called the "ACTIVITIES CONTRACT".

## ARTICLE D ATHLETIC PASS FEE

### (High School and Middle School Athletes)

Any student who participates in the district's athletic programs (grades 7-12) will be required to purchase an activity ticket. **The fee is \$30.00, payable to Wahoo Public Schools. The fee should be paid prior to the first practice and submitted along with the Activities Department Contract.** A student will be required to pay this fee only once per year even though a student may participate in two or more sports. A student who qualifies for free/reduced lunch will have the sports fee waived. The sports fee will be charged to all participants of the district's 7-12 football, softball, volleyball, golf, cross-country, basketball, wrestling, track, and baseball programs (all sports).

**PLEASE NOTE: These passes are NOT good at Invitational, Conference Tournaments, District, or State level contests.**

## ARTICLE E Wahoo Public Schools Athlete Injury Information

### (High School and Middle School Athletes)

In the event an injury would occur to your son/daughter, the Wahoo Public School's requests your permission to grant us the right to administer care by the athletic trainer, coaches or certified personnel.

By signing this document called the "ACTIVITIES CONTRACT", you the parent/guardian grant permission for the Wahoo Public Schools to provide care for the injured person. This would also include any care deemed necessary at a Hospital, assuming the parents cannot be contacted for immediate permission.

## ARTICLE F PARENTAL PERMISSION FORM & STUDENT DRIVING RELEASE

**Parent-** I give my permission for my son/daughter to drive to and from athletic practices or contests as determined by the Head Coach's practice schedule. Due to some practice and game facilities being located "off campus", parents/guardians need to be aware that students may be allowed to drive themselves. The Head Coach of your son/daughter's team will determine these dates/times. Parents should be advised that the Catastrophic Insurance coverage does not cover students driving themselves to practices/games.

**Student-** I am aware that I have my parent/guardian's permission to drive myself "off-campus" to attend either practices or contests for Wahoo High School. This means that I also realize that I am responsible for my actions while driving, and will do my best to follow the traffic laws of the State of Nebraska.

By signing the final page of this booklet called the "ACTIVITIES CONTRACT", both student and parent/guardian will be indicating they understand the expectations of this Article.

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# 2011 - 2012 Wahoo HS/MS Student Handbook

## WAHOO PUBLIC SCHOOLS

### *Parent and Student Notification/Agreement Form Illegal Steroid Use*

Nebraska state law prohibits possessing, selling, dispensing, or administering a steroid in a manner not allowed by state law.

Nebraska state law also provides that the increase of muscle mass, strength, or weight; or the improvement of physical appearance or performance in any form of sport through use of a steroid is not a valid medical purpose.

Nebraska state law requires that only a medical doctor may prescribe a steroid for a person.

Any violation of state law concerning steroids is punishable by long-term suspension, exclusion, or mandatory reassignment. Please check your handbook for specific guidelines and consequences.

#### **HEALTH CONSEQUENCES ASSOCIATED WITH ANABOLIC STEROID ABUSE (Source: National Institute on Drug Abuse)**

- *In boys and men*, reduced sperm production, shrinking of the testicles, impotence, difficulty or pain in urinating, baldness, and irreversible breast enlargement (gynecomastia).
- *In girls and women*, development of more masculine characteristics, such as decreased breast size, deepening of the voice, excessive growth of body hair, and loss of scalp hair.
- *In adolescents of both genders*, premature termination of the adolescent growth spurt, so that for the rest of their lives abusers remain shorter than they would have been without the drugs.
- *In males and females of all ages*, potentially fatal liver cysts and liver cancer; blood clotting; cholesterol changes, and hypertension, each of which can promote heart attack and stroke; and acne. Although not all scientists agree, some interpret available evidence to show that anabolic steroid abuse- particularly in high doses- promotes aggression that can manifest itself as fighting, physical and sexual abuse, armed robbery, property crimes such as burglary and vandalism. Upon stopping anabolic steroids, some abusers may experience symptoms of depressed mood, fatigue, restlessness, loss of appetite, insomnia, headache, muscle and joint pain, and the desire to take more anabolic steroids.
- *In injectors*, infections resulting from the use of shared needles or non-sterile equipment, including HIV/AIDS, hepatitis B and C, and infective endocarditis, a potentially fatal inflammation of the inner lining of the heart. Bacterial infections can develop at the injection site, causing pain and abscess.

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2011 - 2012 Wahoo HS/MS Student Handbook

**Student Certification**

I have read the above information and agree that a prerequisite of my participation in Wahoo Public School athletic activities is that I refrain from illegal steroid use. As a prerequisite to participation, I agree that I will not use illegal steroids or other illegal performance-enhancing supplements. I understand that failure to provide accurate and truthful information could subject me to penalties as determined by Wahoo Public Schools.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**Parent/Guardian Certification**

I have read the above information and agree that a prerequisite of my student's participation in Wahoo Public School athletic activities is that my student refrains from illegal steroid use. I understand that failure to provide accurate and truthful information could subject the participant to penalties as determined by Wahoo Public Schools.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

**Wahoo Public Schools**

**ACTIVITIES DEPARTMENT CONTRACT**

I \_\_\_\_\_ (PARENT) have read and understand the information contained in the Wahoo Activities Handbook, and the "Articles" listed previously, and will indicate my support by signing and returning this page to my son(s)/daughter(s) Head Coach.

I \_\_\_\_\_ (STUDENT-ATHLETE) have read and understand the information contained in the Wahoo Activities Handbook, and the "Articles" listed previously, and understand it is my responsibility to follow the information and guidelines contained in this handbook. I understand I must turn in this ACTIVITIES CONTRACT prior to beginning any practices, must have a current SCHOOL PHYSICAL on file in the Activities Office, and have paid for an ACTIVITY TICKET prior to being allowed to practice/play.

**ATHLETIC DEPT. INFORMATION NEEDED**

Name: \_\_\_\_\_ Grade: \_\_\_\_ Sex (M/F) \_\_\_\_

Home Address: \_\_\_\_\_, City \_\_\_\_\_ Zip \_\_\_\_\_

In case of emergency- Call: \_\_\_\_\_ Tel. #- \_\_\_\_\_

**PLEASE COMPLETE THE INFORMATION BELOW:**

1. Students Riding-My son/daughter has permission to ride to practice/contests with \_\_\_\_\_ as the driver of the vehicle to/from practice/contests.

2. Parents: Please list any specific medical problems that medical personnel should be made aware of:

(PLEASE INCLUDE ANY INFORMATION INCLUDING ASTHMA OR ALLERGIES)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student-Athlete: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Date: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

Please return this form to your son(s) or daughter(s) Warrior Period Teacher by Monday August 22, 2011.

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**RECEIPT OF 2011-12 STUDENT - PARENT HANDBOOK  
OF WAHOO PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2011-2012 Student-Parent Handbook of Wahoo Public Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used to respond to harassment or discrimination.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PRINT CHILD'S NAME: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

Return to:

Jason Libal – Principal  
Wahoo High School  
2201 N. Locust  
Wahoo, Nebraska 68066

Chris Arent - Principal  
Wahoo Middle School  
2201 N. Locust  
Wahoo, Nebraska 68066