

# Wahoo Middle School



## Student/Parent Handbook

2008-2009

*“COOL TO CARE!!!!”*

Principal: Jason Libal  
Associate Principal: Sue Heine  
Athletic Director: Chad Fox  
Secretary: Michelle Krecklow

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Wahoo, NE 68066  
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Web: <http://www.wahooschools.org>  
PowerSchool: <http://ps.esu2.org/public/>

The mission of the Wahoo Public Schools, with the support of our community, is to develop capable and responsible life-long learners.

## ***AT WAHOO MIDDLE SCHOOL***

- ◆ *WE WILL MAKE A PLEDGE TO BECOME 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 MIDDLE 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 MIDDLE SCHOOL, IN ALL THAT THEY DO, WHILE THEY ARE ASSOCIATED WITH WAHOO PUBLIC SCHOOLS.**

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SCHOOL PERSONNEL  
BOARD OF EDUCATION

Robert Brigham, President  
Mary Ann Tingelhoff, Vice President  
Alan Grandgenett, Secretary  
Robert Miller, Treasurer  
Larry Fauss  
Roma Smith

ADMINISTRATION

Ed Rastovski, Superintendent  
Chris Arent, HS Principal  
Jason Libal, MS Principal/District Athletic Director  
Sue Heine, Curriculum Coordinator/Associate Principal  
Jane Wiebold, Elem. Principal  
Shelley Maass, Special Ed. Dir.  
Chad Fox, Middle School Athletic Director

MIDDLE SCHOOL FACULTY

Julie Baker-Anderson	Vocal Music
Mike Bomar	7 <sup>th</sup> & 8 <sup>th</sup> Math
Kim Brigham	Art
Erin Craven	Special Ed.
Ann Egr	Counselor
Steve Glenn	6 <sup>th</sup> Math & Science
Cass Griffin	Spanish
John Harris	8 <sup>th</sup> S.S. & Speech
Sarah Harris	Special Ed.
John Herrera	Industrial Tech
Mary Horsham	Special Ed.
Connie Jacobsen	6 <sup>th</sup> Reading & Writing
Carol Kavan	SPED Para
Carolyn Smith	SPED Para
Lisa Russ	7 <sup>th</sup> Reading & Writing
Randy Shada	Physical Ed.
Laura Simonds	7 <sup>th</sup> Science
Eric Snyder	Instrumental Music
Mary Ann Sohl	Fm. & Cons. Sci.
Mary Specht	Nurse
Becky Stark	8 <sup>th</sup> Reading & Writing
Judy Storm	SPED Para
Chris Taylor	SPED Para
Jerry Voboril	6 <sup>th</sup> S.S. & Health
Linda Walker	7 <sup>th</sup> S.S. & Computers
Dianne Walsh	SPED Para
Lori Watson	8 <sup>th</sup> Science

OFFICE STAFF

Kris Pokorny, Supt. Secretary  
Kathy Becker, Supt. Secretary  
Michelle Krecklow, MS Secretary

CUSTODIAL/MAINTAINANCE

Bob Chvatal (Head)	Raymond Breazeale
Linda Breazeale	Monica Svoboda

LUNCHROOM

Maurine Kavan	Rita Janecek
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BUS DRIVERS

Bill Iversen	Ann Divis	Orv Johnson
Jeff Lofgren	Rob Trutna	Doug Worley

ACTIVITY & GAME TICKETS

Activity pass: good for all home games and the homecoming dance. Exceptions- tournaments, conference tournaments, & NSAA games.

Student	\$30
Adult	\$45

Individual game (High School)

Student	\$ 3.00
Adult	\$ 4.00

Individual game (Middle School)

Student	\$1.00
Adult	\$2.00

ACTIVITY SPONSORS AND COACHES

Math Counts	TBD
Student Council	Katrina Christen & Ann Egr
Quiz Bowl Team	Laura Simonds
FCA	Lisa Russ

<u>Sport</u>	<u>7<sup>th</sup></u>	<u>8<sup>th</sup></u>
Football	Darold Foster	Mike Bomar
Volleyball	Jana Marco	Jacque Jensen
Boys Basketball	Steve Shannon	Curtis Carlson
Girls Basketball	Melissa Schmidt	Kelly Meyer

<u>Sport</u>	<u>Head</u>	<u>Assistant</u>
Wrestling	Darold Foster	Josh Akerson
Boys Track	John Harris	Kelly Meyer
Girls Track	Melissa Schmidt	Cass Griffin

SPORT SEASONS

<u>FALL</u>	<u>START</u>	<u>END</u>
Football	September 2 <sup>nd</sup>	October 9 <sup>th</sup>
Volleyball	September 2 <sup>nd</sup>	October 13 <sup>th</sup>
Boys Basketball	October 27 <sup>th</sup>	December 22 <sup>nd</sup>
Girls Basketball	January 19 <sup>th</sup>	March 15 <sup>th</sup>
Wrestling	February 2 <sup>nd</sup>	March 21 <sup>st</sup>
B & G Track	March 30 <sup>th</sup>	May 15 <sup>th</sup>

**WAHOO MIDDLE SCHOOL**  
**BELL SCHEDULE**

2008-09

<b><u>Period</u></b>	<b><u>Time</u></b>	<b><u>Length</u></b>
WARRIOR PRIDE	8:15-8:30	(15)
1 <sup>st</sup>	8:30-9:15	(45)
2 <sup>nd</sup>	9:18-10:03	(45)
3 <sup>rd</sup>	10:06 -10:54	(48)
<b><u>FIRST Lunch 6<sup>th</sup> &amp; 7<sup>th</sup></u></b>	<b><u>SECOND Lunch 8<sup>th</sup></u></b>	
Lunch 10:57-11:27 (30)	Lunch 11:30 – 12:00 (30)	
4 <sup>th</sup> 11:30-12:15 (45)	4 <sup>th</sup> 10:57 – 11:27 (30)	
	12:03 – 12:15 (12)	
5 <sup>th</sup>	12:18-1:01	(43)
6 <sup>th</sup>	1:04-1:49	(45)
7 <sup>th</sup>	1:52-2:37	(45)
8 <sup>th</sup>	2:40-3:25	(45)

\*\*\*THIS SCHEDULE WILL BE FOLLOWED ON LATE START AND EARLY DISMISSAL SCHOOL DAYS.

## **Student Support System**<sup>®</sup> **Vision and Mission**

**Wahoo Public Schools' mission, with the support of our community, is to develop capable and responsible life-long learners.**

*The Student Support System<sup>®</sup> will fulfill the District Mission Statement.*

- By clarifying parent, student and staff member responsibilities.

*The Student Support System<sup>®</sup> was developed and refined:*

- To help all students succeed academically, behaviorally and civically in an efficient manner.
- To build a system that is consistent building to building, teacher to teacher. To eliminate problem areas so teachers can teach and students can learn.

*The Student Support System<sup>®</sup> is designed to meet the needs of:*

- Students
- Parents
- Community
- Staff members
- Administration
- Federal and State Government

*The following sources of information were used to identify the Student Support System<sup>®</sup> needs:*

- Community sets expectations/standards
- Parent committees
- Option in/out data
- Observation in the classroom
- Office referrals
- Informal conversations
- Parent Surveys

NOTE: THE WAHOO BOARD OF EDUCATION APPROVES THE 2008-2009 MIDDLE SCHOOL PARENT-STUDENT HANDBOOK AS PRESENTED BY THE ADMINISTRATION; DIRECTS THAT SUCH HANDBOOK CONTROL TO THE EXTENT INCONSISTENT WITH BOARD POLICY, AND FINDS THAT THE TYPE OF CONDUCT FOR WHICH EXPULSION IS SPECIFIED IN THE HANDBOOK HAS THE POTENTIAL TO SERIOUSLY AFFECT THE HEALTH, SAFETY AND WELFARE OF THE STUDENT, OTHER STUDENTS, STAFF MEMBERS, OR ANY OTHER PERSON OR TO OTHERWISE SERIOUSLY INTERFERE WITH THE EDUCATIONAL PROCESS.

### STUDENT RESPONSIBILITIES AND RIGHTS

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

#### STUDENT RESPONSIBILITIES

1. Be on time and prepared for learning.
2. Complete assigned tasks on time.
3. Strive for academic success.
4. Use work time appropriately.
5. Demonstrate respect for people and property.
6. Respond appropriately to staff member directives.
7. Contribute constructively to community.
8. Interact effectively with others.
9. Fulfill legal requirements.

#### 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.

### GENERAL 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 another student, 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/bullying” 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 or during a school sponsored activity.
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. 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.
10. Conviction of a felony by civil authorities.
11. Truancy or failure to attend assigned classes or activity.
12. Tardiness to school, assigned class, or scheduled activity.
13. Willfully disobeying any reasonable written or oral request of a school employee.
14. Use of abusive or profane language.
15. Use of forged or fictitious notes for excuses, absences or tardiness.
16. 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.
17. Any public physical display of affection, other than holding hands, is not permitted.
18. No student shall be allowed to make sexual comments to or physical contact with another student or staff member. This includes notes with sexual themes, sexual innuendo, requests for sexual favors, drawings of a sexual nature, and any other behavior, which calls attention to sexual activity. Any physical contact, which is sexual in nature is expressly forbidden.
19. Students may bring to school pagers, beepers, cellular telephones, or any other communications device, however, they must remain in the students locker or turned off during the school day.
20. Electronic entertainment devices (i.e. CD players, DVD players, GameBoys, PS2s) are not allowed during the school day and must be kept in the student's locker.
21. Possessing, handling, or transmitting any object/material that is ordinarily considered a weapon.
22. Possessing, handling, or transmitting any fire starting devices (i.e. matches, lighters, fireworks).
23. Because of potential danger to the eyes, laser light pointers will not be allowed in school and will be confiscated.
24. Students may bring school pagers, beepers, cellular telephones, or any other communications device; however, they must remain turned off and put away while on campus.

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

1. Assigning time after school or at lunch.
2. In-school suspension.
3. Short-term suspension from school (1-5 school days).
4. Long-term suspension from school (6-19 school days).

5. Expulsion from school for the remainder of the present semester or for a full year depending on the offense.

## **LEGISLATION CONCERNING WEAPONS**

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 for anyone under 18. 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, throwing stars, brass knuckles, stun guns, BB guns, and pellet guns.
2. Using or threatening to use knives and/or chemical substances (including, but not limited to, mace, pepper guns, and bleach), and any other object that could be used to injure another person.

A “gun rack” law also indicates firearms must be enclosed in a case and locked or school authorities may confiscate the weapon and turn it over to the police.

## 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 which is not welcome, which is personally offensive, which debilitates morale, and which 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 acts, words, symbolic representations, or behavior used by a student or students against another student or students that is disruptive of 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.

## 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 the School Resource Officer and/or other 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 will face the following possible consequences:

Repair the damage by the student.

Payment to replace or repair the damage.

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

### 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 Middle School safe and free from illegal drugs, the Middle School Principal 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.

### VIDEOTAPING

Wahoo 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.

### STUDENT DRESS CODE

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

1. Students should not wear clothing that is revealing of undergarments, private body parts or midriff.
2. Students should not wear clothing that advertises something that is illegal for minors or sexual in nature.
3. Students should not wear hats or head coverings in the building.
4. Students should not wear clothing that resembles sleepwear, specifically pajamas and slippers.
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 building 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. Repeated offenses will lead to more severe consequences.

#### PASSING PERIOD EXPECTATIONS

1. No physically intimidating behavior (i.e. pushing, hitting, kicking, or tripping).
2. Appropriate language, comments and volume.
3. Hands-off other's materials.
4. No throwing of objects.
5. No running.
6. No walking or standing on the benches.
7. No consumption of food or beverages, other than water.
8. Respond appropriately to staff directives.

#### LUNCHROOM PROCEDURES

1. Each student will have an individual account in PowerSchool. Any student in the family may be designated by the parents to bring payments to the family account. This money should be given to the middle school secretary. **Should you have a negative lunch balance, you will be contacted on Sunday evening via our district's Alert Now phone system. It is imperative that payment be made immediately on the following morning.**
2. You may bring any amount from \$7.50 on up to add to your account. PowerSchool will keep track of how much money you have on account, and subtract \$1.90 (*subject to change*) from your account each time you buy lunch. It will also subtract the appropriate amounts for extras such as pop, second portions, etc. Breakfast will also be serve for middle school students. Students must attend breakfast from 7:20 am until 8:00 am. Cost for breakfast is \$1.00.
3. Students may not borrow from another student's account.
4. 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 pop and extra portions if they would like.
5. 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.
6. If a student needs to buy a cash lunch, or buy a second portion 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.
7. Saving seats is not allowed.
8. Please check to make sure your area is clean, then take your tray back and carefully place trash in the can, silverware in the container, and stack trays, plates, and bowls neatly.
9. You may leave the cafeteria area for the playground. A supervisor will tell you what area is open for that day.

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) 720-6328 (TTY). USDA is an equal opportunity provider and employer.

### LUNCHROOM EXPECTATIONS

1. No physically intimidating behavior or cutting in-line.
2. Use appropriate language, comments and volume.
3. Keep your hands off of other's food.
4. No throwing of food or lunch materials.
5. No running in the lunchroom.
6. Stay seated in the cafeteria, except for traveling to another location.
7. Return your tray and all garbage.
8. Appropriately use condiments and sandwich material.
9. Food or beverages purchased in the cafeteria may not be taken out of the cafeteria, except for water.
10. Respond appropriately to staff directives.

### PLAYGROUND EXPECTATIONS

1. No physically intimidating behavior or rough play.
2. Use appropriate language, comments & volume.
3. No food or drink, except for water.
4. Stay in sight of the supervisor.
  - a. Out of parking lot
  - b. South side of north bushes
  - c. West side of east bushes
  - d. East side of the electrical pole
5. Respond appropriately to staff directives.

### SCHOOL BUSING EXPECTATIONS

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.

Violation of the School Bus Transportation Expectations may result in the suspension or total loss of busing privileges.

1. No food or drink on the bus (Exception for school-sponsored activities)
2. Be on time at the designated bus stops
3. Stay off the road while waiting for the bus
4. Conduct yourself in a safe manner while waiting
5. Wait at a safe distance until the bus is completely stopped
6. Keep hands and head inside bus at all times
7. Help keep the bus clean and safe
8. Stay seated while the bus is in motion
9. Keep the aisles clear
10. Be absolutely quiet when approaching railroad crossings
11. Be courteous to fellow riders and to the driver
12. Inform driver when rider will be absent
13. Abide by rules and regulations and requests from the driver and the sponsor

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.

### COMPUTER USE GUIDELINES

1. Students will respect copyright laws and will not make unauthorized copies of software.
2. Students will not intentionally access information that may be obscene or offensive toward any other individuals, nor will students place any such information on the network or Internet.
3. Students will respect the security of any computer system or network and will not try to gain unauthorized access to system programs, computer systems, or another person's files.
4. Students will not use the computer systems to disturb or harass other computer users.
5. Students will use the computer equipment to meet instructional objectives, not as entertainment.
6. Students will not waste or take supplies and will print only when necessary to complete an assignment.
7. Students will not use the network for financial gain or any commercial or illegal activity.
8. Students will not engage in vandalism, including bypassing security systems, harming or destroying any data on the WPS network or the Internet, or intentionally share computer viruses.
9. Students will be responsible for any damage on any hardware or software.
10. Students must understand that WPS is not responsible for any expense incurred or purchases made while accessing any on-line services.

The violation of any of the above guidelines may result in the suspension of computer privileges and/or additional disciplinary consequences.

When a student accidentally accesses inappropriate images or information; the following steps should be taken by the student:

1. Immediately close out of the application.
2. Inform the teacher of the situation.

### 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. Please be sure that you have a completed hall pass signed by your teacher in your possession before you leave the classroom. Students are encouraged to use the hallway pass log located in their planners.

### LOCKERS

Keep your lockers clean. The lockers belong to the school and may be inspected by the principal or his designee whenever it is deemed necessary to do so. Coaches may inspect the lockers in the locker rooms whenever they believe it is necessary to do so. All lockers will be cleaned prior to checking out the last day of school.

The combination to your locker is confidential; do not share this information with any other student. Students are to use the lockers that are assigned to them. Trading lockers or sharing lockers is not permitted. 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.

Decorations may not be placed on the outside of the locker – NO EXCEPTIONS!!!!

### WHEEL SHOES

Wheel shoes (Heely and Rollar shoes) are not to be worn on school property at any time. They are a simple version of roller skates, skate boards etc - they are a safety hazard. In addition they are hard on floors and new wax. Thank you for your cooperation.

### VENDING MACHINES

Wahoo Middle School has one beverage and one snack machine. These machines are available for student use only after school. Exception; 8<sup>th</sup> graders may use the machines prior to their 8<sup>th</sup> period class, provided they do not consume the purchased item until after school. Students may not bring pop from outside sources.

### TELEPHONE

The telephones in the classroom are for staff or emergency use only. The only number that works on the phones in the classroom without a code is 911 for emergencies. You must secure permission from the office to use the student telephone. All calls made from students during the school day must come from this phone. In addition, students will only be allowed to use the phone prior to 8<sup>th</sup> period unless deemed an emergency.

### CHEATING

Cheating may be defined as an act of deception to further one's own purposes. Cheating consequences will also apply to any student assisting others to cheat. Students caught cheating will receive a lunch detention, parent contact and be required to redo the assignment for a maximum of 80% credit. Additional occurrences of cheating will lead to more severe consequences.

### 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 may be turned over to police authorities.

1. *TOBACCO*: The policy of Wahoo Public Schools prohibits students from smoking or using tobacco in any form on school property, or at school sponsored activities. Students are not permitted to leave the campus for the purpose of using tobacco after arriving on campus.

Students shall not possess tobacco products or lighters. These items will be confiscated and disciplinary action will result. It is also a State Law regarding the use of, or sale to, a person under the age of 18. Tobacco use in any form by one under 18 years of age constitutes a class V misdemeanor. Someone who furnishes a tobacco product in any form to one under 18 years of age is guilty of a class III misdemeanor for each offense. (§ 28-1419)

2. *ALCOHOL-DRUGS*: Consumption or possession of alcohol or unauthorized drugs on school grounds, or at any school function or activity sponsored by the school is strictly prohibited.

When a student's manner and/or conduct at school or a school activity causes school personnel to suspect that a student has been using alcohol, drugs or any substance ("under the influence"), which impairs behavior, judgment and/or motor function, that person shall be referred immediately to an administrator and/or law officer. The principal may request the school nurse to assist in the observation of the student. The principal will contact legal authorities and the student's parent/guardian.

In severe cases, if the parent cannot be reached, or will not come to the school, the principal shall be authorized to call an ambulance to transport the student to medical facilities. Parents will be notified of this action and be responsible for the incurred expenses.

When there is evidence that a student is in possession of, or observed selling or transferring suspected illegal substances or alcohol on school property or at a school sponsored activity, the principal shall notify the police and the parent/ guardian. Any item recovered that is suspected to be an illicit drug will be turned over to authorities for analysis.

Evidence of drug or alcohol use or possession or possession of drug paraphernalia, will constitute grounds for long-term suspension or expulsion. Students who violate school rules related to alcohol and drug use and possession may be referred to local, county, or state agencies for alcohol and/or drug counseling.

## SUSPENSIONS

### **In-school**

In-school suspensions (ISS) will be served in a designated area determined by the principal. Assignments will be gathered and given to the student. If a student wants to buy a lunch, one will be provided for them. There will be no sleeping, eating or other disruptive behavior tolerated. The day students are serving an ISS, they may not participate in practices or attend school events on that school day.

1. Students will be required to remain in their seat working on school-related assignments for the duration of the suspension. A supervisor will give students the opportunity to use the restroom once during the morning and once during the afternoon. Restroom breaks are not to be taken during passing periods between classes.
2. Students are only to bring books and supplies with them to ISS. No coats, book bags, backpacks, electronic entertainment devices, food or drinks, other than lunch, will be allowed.
3. Students are not to interact with students not in ISS.
4. Students may be required to attend a classroom for instruction, which a teacher deems necessary.
5. ISS students are not to be excused by the bell. A supervisor will enter each ISS room to inspect the condition of the room before dismissing each student.
6. Students choosing to not follow ISS expectations, shall be subject to additional ISS time or Out-of-Suspension.

### **Short-Term Suspension**

Any student may be excluded immediately from Wahoo Middle School 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, 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 which interfere with an educational function or which infringe upon rights of other students to pursue an education. Some of the activities or behavior, which could result in a 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 missed assignments from her/his 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 her/his 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 Middle School classes and school activities for a period of time exceeding five school days but less than twenty school days. The days in which, students are serving an OSS, they may not participate in practices or attend school events for that period.

If the school administrator feels that an action on the part of the student results in a condition, which 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, and 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 Middle School 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, which 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.

### **After School Academy**

In order to provide structure and additional time for students to improve their grades, students who are failing a course will need to report for After School Academy. Additional interventions are outlined below if a student continues to fail. After School Academy will be a time of quiet, individual study on Thursdays from 3:30 p.m.

to 6:30 p.m. Students will need to bring 3 hour's worth of homework with them. Teachers may provide work if there is an assignment that can be completed in After School Academy. Any student not attending After School Academy will be suspended for 2 days. After School Academy may also be assigned as a consequence for negative behavior.

### **Lunch Detention**

A lunch detention may be assigned by a staff member or the administration team. This consequence may be utilized for both behavioral and academic issues. Students will be required to get their lunch first and eat in isolation for the remainder of the lunch period. Students are not allowed to talk during detention time and will not be allowed to attend outdoor time. Should a student be disruptive during this time, a follow-up detention may be issued.

## **GENERAL PARTICIPATION EXPECTATIONS FOR SPORTS TEAMS**

The administration, coaches, and staff of Wahoo Middle School want for the sports program to be a positive learning experience for all students who choose to participate. Students who represent their school in a sport must learn the rules of behavior and sportsmanship, which will make them successful in school, sports, and life. Therefore, any student participating on one of the Wahoo Middle School sports teams 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.

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 them a pass for them to take to practice indicating when they were released by the teacher.

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.

### **ARRIVAL AT SCHOOL**

Students who come to school before 7:30 should go to the cafeteria. After 7:30 students are allowed upstairs into the middle school area. Breakfast is available in the cafeteria for students to purchase until 8:00. The middle school computers will be accessible **only** to students working on assignments or checking PowerSchool.

## TARDINESS TO CLASS

Entering class late is distracting to students and staff. Students are expected to be in their assigned classroom and prepared to learn by the time the class period has begun. Arrival to class after the start of the period will be recorded as tardy unless the student has received a pass from a staff member. A student arriving to class without the necessary materials will be considered tardy. Repeated tardiness will result in disciplinary consequences.

## ATTENDANCE

ARTICLE 2, SECTION §79-201 - compulsory education in all Nebraska School Districts: Minimum required attendance.

“Every person residing in a school district within the state of Nebraska who has a legal or actual charge or control on any child not less than seven or more than sixteen years of age, shall cause each child to attend school regularly. The public, private or denominational or parochial schools each day that such schools are open and in session except when excused by school authorities, or unless such child has been graduated from high school. The term shall not be less than nine months in any district.”

Regular student attendance is a positive and important habit related to academic success. Good attendance demonstrates responsibility and reflects well on the individual. At this stage of a young person's life, school is their job and is their most important business. The Wahoo Middle School staff is committed to enabling student success in school and life. The following attendance rules are designed with the success of the student in mind.

We realize that student absences occur that are legitimate and unavoidable. The Wahoo Middle School administration desires to promote fair and proper attendance rules that recognize student and family needs.

Guidelines and procedures:

### 1. REPORTING AN ABSENCE

A call or note from a PARENT OR GUARDIAN is needed 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. This also insures that no misunderstanding as to the type of absence occurs. Please call the office, **443-3101**, before 9:15 A.M. Parents of students who are absent will be called if the office is not notified. Voice mail is available for parents to leave messages on when the office is not staffed.

### 2. EXCUSED ABSENCES

As long as the parent or school approves a student being absent from class, they will NOT be considered truant from school. Students will need to have their work completed before they attend school related activities. Teachers are not obligated to allow students to do make up work after the activity unless prior arrangements have been made. Absences due to participation in school related activities or court placement will not be counted in a student's semester total of absences.

### 3. MAKE-UP WORK

Students will be allowed two days after the first day of absence and one more day for each day of absence to hand in the make-up work except in the case of a suspension. Long projects that have a due date during the absence will not automatically have extended deadlines. Individual circumstances may be considered. Extensions of the make-up period will not exceed more than one week at the end of each quarter or two weeks at the end of each semester. All work will be completed.

### 4. MAXIMUM ABSENCES

In order for Wahoo Middle 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 percent (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.

#### ADMINISTRATIVE PROCEDURES

- A. After seven (7) and nine (9) days of absence per semester, parents will be notified of the absences by a letter from the principal.
- B. 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 of the absences by a letter. The letter will also be sent to the County Attorney in accordance with State Law, ARTICLE 2, SECTION §79-201 and WPS School Board Policy 503.4. Students enrolled in high school credit math classes will be required to attend a hearing to determine if the student will still receive credit in her/his classes.
- C. 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.
- D. If the action of the superintendent is not satisfactory, further appeal may be made to the BOARD OF EDUCATION.

#### 5. CLASS SKIP/TRUANCY

Students absent without school and parental knowledge or approval may be considered truant.

#### LEAVING DURING SCHOOL DAY

All students who leave the campus during the school day are required to report to the office prior to departure and acquire permission to leave the campus. Each student will be required to include the information asked for on the sign-out form. 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.)

Upon return to the building, the student will be required to sign-in at the office before returning to class. After indicating the time of return on the sign-out sheet, the student will be issued a pass from the office and be allowed to return to class. Students who leave the building without signing out will be considered truant.

#### SCHOOL HEALTH PROGRAM

Each year the school nurse will provide for an examination for each student. The examination may include weight and measurement, dental inspection, vision screening, hearing test, and a blood pressure reading. Parents will be notified in writing 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 provided for when the parent and the principal can 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.

### STUDENT MEDICATION

Student medications will be administered by school personnel only when accompanied by a written description and permission from the physician and the parent/guardian. Under no circumstances will medication be administered that is not brought to school in the prescription container, properly labeled, including: child's name, physician's name and directions for administering.

Medications are to be kept in a locked container or locked cupboard. A record is to be maintained stating date and time medication was given and who gave it. Parents should check with the physician on timing of medication. It may be possible to eliminate the need to give medication during school hours.

If a student brings medication to school that he/she can self-administer but requests school personnel to keep such medication, school personnel will have that medication in locked container or cupboard before and after such time that student self-administers the medication.

Over the counter medication cannot be administered without a written order form from a physician and written parent/guardian permission.

Medication by injection will also be governed by the above policy. The injection will be administered by the school nurse. If the school nurse is not available and medication by injection is necessary, it shall be the parent/guardian's responsibility to see that such medication is given.

In the event that giving of emergency medication, e.g. medication by injection, seems apparent and the school nurse is not in the building in which the student is located, the student will be transported to the nearby emergency room by school personnel or ambulance service. If the child is transported by school personnel to the nearby emergency room, school personnel will not be held liable for events occurring en route to the emergency room.

### 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 covered with the activity pass are admission to home games, transportation for participants to activity events and uniforms kept by the school.

Middle school students who participate in school sponsored activities are required to obtain an activity pass which is good for admittance at all local activities and contests excluding State and Conference games or prom. The cost of the pass is \$30 per student.

### SCIP

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, which 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.

### COUNSELING

The function of the guidance and counseling service is to help students through any difficulties, assist pupils in assessing their strengths and realizing their abilities, aptitudes, interests, and educational needs. Equally im-

portant, 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. Counseling and guidance exists so students, parents, and teachers can work more closely to enable Wahoo Middle School students to become the people they want to be.

### FIRE DRILLS

Fire drills are required by law. 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.

### DISASTER DRILLS

Instructions concerning procedures to follow in case of tornado, fire, or other disaster are given by each homeroom teacher. Procedures are also posted in each room. The school will conduct drills during the year to practice the correct procedures.

### MEDIA CENTER

The Media Center is open to students daily from 7:50 a.m. until 4:00 p.m. The media center is a quiet place for individual study. Students are welcome to study, do research, browse or read. Books, periodicals and reference materials are provided. Also available are audiovisual materials and equipment. In addition computers for student use will be located in the media center.

Classroom teachers will issue student planner passes for each student for use from a classroom or study hall noting the reason they are to be in the media center. Students must present their pass to the media center staff and remain in the Media Center until ready to return to their classroom or study hall. When returning, the student must have the pass initialed with the time of returning noted by a media center staff person. If you need assistance please ask one of the media center staff.

Materials, except for reference and current magazines, are checked out for a two-week period and may be renewed. Reference materials may be checked out the last period and after school for over night only and must be returned before the first period the next school day. No fines are assessed for overdue items, but students will receive reminders of overdue material. If you have material overdue when you are checking out additional material, you will be asked to return the overdue material. It is hoped students will take the responsibility of returning material promptly. Payment for repair or replacement will be required for materials, which are damaged or lost. Students who owe money for lost or damaged materials will have their PowerSchool access denied until accounts and overdue fines are cleared.

### GRADING AND MARKING SYSTEM

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

*Beginning in 2007-2008 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.*

<b>GRADE</b>	<b>PERCENTAGE</b>	<b>GRADE POINTS</b>
<b>A +</b>	<b>(98-100)</b>	<b>4.00</b>
<b>A</b>	<b>(95-97)</b>	<b>4.00</b>
<b>A -</b>	<b>(93-94)</b>	<b>3.67</b>
<b>B +</b>	<b>(90-92)</b>	<b>3.33</b>
<b>B</b>	<b>(87-89)</b>	<b>3.00</b>
<b>B -</b>	<b>(85-86)</b>	<b>2.67</b>
<b>C +</b>	<b>(82-84)</b>	<b>2.33</b>
<b>C</b>	<b>(79-81)</b>	<b>2.00</b>
<b>C -</b>	<b>(77-78)</b>	<b>1.67</b>

<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>

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 will 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.

### HONOR ROLL

Academic achievement is recognized each quarter. Grade point average is calculated by quarter. 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 to 3.99 GPA

### REPORT CARDS & MID-QUARTER REPORTS

A comprehensive student report card will be mailed home at the completion of each quarter, which indicates student grades, absences, tardies, lunch account balance and quarter grade point average.

Mid-quarter reports will be sent home with the student at the mid-point of each quarter. All students will receive a summary grade report indicating their current progress in each class. Students earning a D or an F will receive a detailed assignment report for each class that they are earning a D or an F in.

### DOWNLIST

A report listing all students will performing at a D or F grade point level in any class will be printed on a weekly basis. This report will be distributed to the middle school teachers. In addition, parents will be sent a detailed grade report, via postal mail, if their son or daughter is failing one or more classes. If parents have questions regarding the grade report, they should contact the middle school office at 443-3101.

### RETENTION & FAILING GRADES

**If you fail Reading, Writing, Math, Science or Social Studies you must enroll and complete summer school, or you will not be allowed to proceed to the next grade. If you fail a high school credit course, you will not receive credit for that course.**

### HELP 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. Many pupils welcome this opportunity and take advantage of it, voluntarily. If it seems advisable, teachers have authority to require pupils to come in for an extra session of supervised help or review. When this is needed in the opinion of the teacher, every effort will be made to meet at a mutually agreeable time for both pupil and teacher.

## GRADING AND MARKING SYSTEM

Students will be issued grade reports four times during the school year; at the end of each nine weeks. These reports will be mailed home. Mid-quarter reports will be sent home with the students at the middle point of each quarter.

### Basic Requirements for HIGH SCHOOL graduation

English (includes 1 sem. of Speech)	40 credits
<i>(The class of 2011 and beyond will be required to complete 45 English credits)</i>	
Math	30 credits
<i>(The class of 2010 and beyond will be required to complete 40 Math credits)</i>	
Science	30 credits
Social Science	35 credits
Fine Arts (i.e. music, art or drama)	10 credits
Technology (i.e. keyboarding, journalism, CAD)	10 credits
Physical Education	10 credits
Life Skills	5 credits
Electives	80 credit
<i>(Class of 2010 must complete 70 and Class of 2011 and beyond must complete 65)</i>	
 TOTAL	 250 credits

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*.

### CLASS STATUS

**Class status is only given at the beginning of the school year.**

Senior:	3 years + 170 credits
Junior:	2 years + 120 credits
Sophomore:	1 year + 60 credits
Freshmen:	Less than 60 credits

### STUDENT AWARDS

#### All Students:

**“COOL TO CARE AWARD”** Awarded to any student that puts others before themselves. This is awarded by the middle school principal.

#### 8<sup>th</sup> Grade Students Only:

##### *Presidential Award for Academic Excellence*

1. Maintained a grade of 90 on a 100 point scale, an A- on a letter scale or 3.5 on a 4.0 scale for their career at WMS.
2. Achieve in the 85th percentile or higher in math or reading on a standardized achievement test (Terra Nova).
3. Be a good citizen within in the middle school. Students deemed as repeat behavior offenders will be disqualified for the presidential awards for Excellence and Achievement.

##### *Presidential Award for Academic Achievement*

Given at the principal's discretion, with teacher suggestion. The purpose for this award is to recognize students that show outstanding educational growth, improvement, commitment or intellectual development in their academic areas but do not meet the criteria for the other award.

3. *Clean Slate Award* – This award is given to any 8<sup>th</sup> grade student that receives not discipline referrals or behavioral problem solving interventions during their middle school career.

### TEXTBOOK FINES

Students will be fined for damaging or losing the textbooks issued to them by the classroom teacher. Students with fines will have their PowerSchool access denied until all fines have been paid. In addition, students will not be allowed to participate in, or attend any school functions during the following school year until all balances are paid.

### SCHOOL CLOSING INFORMATION

School closing information will be broadcast on KFAB radio and KOLN-TV, Channel 10. 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. Wahoo Public Schools has an automated phone call system, which will be engaged when there is an emergency early dismissal, late start or cancellation. The call will be made to the home phone number, which you provide the school with on the "student information sheet."

### 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 qualifications from the building principal or the Superintendent's office.

### 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.

### 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 plan 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.

### RECORDS ACCESS

Pursuant to LB370, passed by the 1973 session of the state Legislature, any pupil in the Wahoo Schools, his parents, guardians, teachers, counselors or school administrators shall have access to the school's files or records maintained concerning him, 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 such files or records shall be so maintained as to separate academic and disciplinary matters, and all disci-

plinary 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 Middle 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 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 ex-

ception 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.

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 who 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 RIGHTS  
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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: Ed Rastovski, Superintendent Or Shelley Maas, Special Education Director  
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, MO 64114**  
**816-268-0550**  
**FAX: 816-823-1404; TDD: 800-437-0833**