Wahoo Elementary School
2018-2019
Parent/Student Handbook

2056 N. Hackberry
Wahoo, NE 68066
(402) 443-4250
www.wahooschools.org

Wahoo Public Schools does not discriminate against any person on the basis of race, color, national origin, sex, disability, or age in admission, treatment, or participation in its programs, services and activities, or in employment. For further information about this policy, contact: Brandon Lavaley, section 504 Coordinator, 402-443-3051.
TDD 816-426-7065

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WAHOO ELEMENTARY SCHOOL
WAHOO, NEBRASKA
STUDENT PARENT HANDBOOK

This handbook is presented with the hope that it will help students and parents become more familiar with our school. It contains information and details about the day-to-day operation of the school. If you have questions, please call the building principal, Ben Kreifels 443-4250, or your child's teacher.

Note: THE WAHOO BOARD OF EDUCATION APPROVES THE Elementary 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.

WAHOO ELEMENTARY STAFF

Principal	Ben Kreifels
Special Ed. Director	Shelley Maass
Secretaries	Colleen Sutton & Roxane Malousek
Kindergarten	Andrea Beaver, Liz Gregg, Whitney Meyer & Judy Stukenholtz
First Grade	Dani Ficenec, Kelly Meyer, Natalie Sherman & Ashley Werth
Second Grade	Megan Chmelka, Kaitlyn Cooper, Crystal Dwerlkotte, & Bev Lindstrom
Third Grade	Curtis Carlson, Trina Christen, Josey Nelson & Cindy Quick
Fourth Grade	Sarah Gigstad, Wes Kramer, Laurie Pearson, & Megan Shada
Fifth Grade	Lori Anderson, Bridget Dobesh, Verna Rezac & Kim Thrasher
School Nurse	Josh Trutna /Health Aide – Meg Sloup
Media/Library/Computer	Dave Privett/Media Aides-Laurie Tomjack & Chris Privett
Technology Coordinator	Vicki Ruzicka/Technology Aide-Megan Walker
Counselor	Cindy Klepper
Music/Band	Melissa Smith & Jason Smith
Art	Staci Simonsen
Physical Education	Clete Vrbka
Title I Reading/ELL	Paula Conrad & Pam Trutna & Heidi Adams
School Psychologist	Jen Johnson
Speech/Language	Jameson Wiebold/Speech Tech. Chris Anderson
Special Education	Valerie Lindgren
Resource	Mandy Eddie, Lindsey Greenfield& Lisa Zyssett
Support Staff	Tammy Brabec, Amanda Lauck, Tiffany Kasischke, Jami Bowers, Tina Hough, Alison Wesely, Alyssa Steiner, Alane Swanson, Andrea Parson, Kim Holdsworth, Codi Camp, Sara Spicka, Cheri Maly, Lori Mortensen, Tami Beavers, Ashley Sharpe, Shandah Mensik, Tapanga Lihs, Samantha Rodgers, Teri Pfligler, Vicki Murren, Lori Reeves, Heather Johnson, Darlene Kolterman & Eliza Zaragoza Sarah McClure
Kitchen	Carol Fiala, Iva Carlson, & Barbara Vermeline
Custodians	Bob Chvatal, Garnet Harders, Mike Dunn

MISSION OF THE WAHOO PUBLIC SCHOOLS

"Inspiring Our Students to Thrive"

SCHOOL PHILOSOPHY

It is the basic philosophy of the Wahoo Public Schools that there should be provisions for a set of common learning skills, habits, attitudes, and character traits essential to our culture; thus, inspiring all students to act in the interest of the general welfare and to assume a mature responsibility for their own acts in our democratic society.

The educational program is to have such breadth and depth as to challenge the more capable as well as to develop all other students to their maximum capabilities. The educational program is organized and maintained as a unified system of instruction, employing a reasonable balance among academic subjects and other activities.

STUDENT SECTION

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.

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 Elementary School safe and free from illegal drugs, the Elementary 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 Elementary 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.

SPECIAL EDUCATION

The Wahoo Public School system provides a free and appropriate education to students with disabilities within its jurisdiction regardless of the nature and severity of the disability. It is the intent of the Wahoo Public Schools to ensure that all students with disabilities are identified, evaluated, and provided appropriate service, beginning at birth and continuing through age 21. Parents are informed when a referral has been made to the school multidisciplinary team and at that time become members of the MDT.

Parents receive information regarding the process and their rights and responsibilities. Parents must give permission before any assessment may be conducted. Parents are a part of the Multi-disciplinary team and participate on that team in all decision-making regarding eligibility and development of an Individual Education Plan (IEP).

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.
11. Student shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
12. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
13. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
14. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.

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

YOUR SCHOOL FRIENDS

Welcome to Wahoo Elementary School. Your School is a special place. At school you learn from books and from other people. Even though all the people you meet at school may not become your best friends, you can still get along with everyone. Remember friends aren't always your own age. Many people have friends that are older and younger than they are. When you come to school remember that the principal, teachers, and the other grownups are your friends too. These adults are here to help you and to teach you. By being friendly and polite you will find that your teachers will become trusted and dependable friends.

IN CLASS

Classes are the most important part of your school day. You will find that some classes you will like more than others, but if you always do your best they will all be more interesting and you will learn more.

Be sure you are ready with your materials and ready to take part. There will be times when interruptions cause you to wait, please exercise self-control. Be reliable when the teacher is not watching you.

LIBRARY

Take care of all books, magazines and materials you borrow. Be sure to return everything you checkout on time. You are responsible for the materials checked out in your name. You will be fined for any overdue or lost books.

LOCKERS

Keep your lockers clean. The lockers belong to the school and may be inspected by the principal or his/her designee whenever it is deemed necessary to do so. All lockers will be cleaned prior to checking out the last day of school. Lockers will be randomly assigned. Students are to use the lockers that are assigned to them. Trading lockers or sharing lockers is not advised.

BACKPACKS

Students possessions including, but not limited to, purses, bags and backpacks 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.

RESTROOMS

Restrooms are not meeting places or places to visit with your friends. Take care of the restroom and help keep them clean. Never mark on the walls. Always wash your hands before you leave.

SCHOOL PROPERTY

A school is public property. It belongs to the citizens, and is for the use of everyone in the community. Things in the school are there for your use and for you to take care of. Take pride in caring for our school, it belongs to you. **Do not bring any personal items to school. The school is not responsible for your personal property. This includes cell phones, ipads, etc.**

TELEPHONE

Telephones in the school are for business use, and should be used by students only in the case of emergencies.

PLAYGROUND

When you use equipment that belongs to the school, make sure that you return it when you are through playing with it. Everyone should help keep the playground neat and clean by using trashcans for litter. Help take care of the grass and plants.
Please do not bring any toys from home to school to play with.

BRINGING TREATS TO SCHOOL

Students are allowed to bring treats to school to celebrate their birthdays, however, these treats **must be commercially purchased**. This is for your protection as well as the schools. No gum is allowed at school.
Invitations to birthday parties may be distributed on school grounds only if every student in the classroom receives one or if the student invites all of the girls or all of the boys in the room.

GETTING TO SCHOOL AND GOING HOME

WALKING

If you are walking to school be sure to obey traffic rules. Respect private property. Stay on sidewalks and don't take shortcuts across other peoples' property.

BICYCLES

If you ride your bike, you must obey traffic laws. Use hand signals and give people that walk the right of way. Please walk your bike on school property for the safety of others.

BUS

Remember that the bus driver is responsible for getting everyone on the bus to school and back home safely. Your good manners will help them do their job. Listen to the bus driver; he is the boss on the bus. He will tell you the bus rules, and it is your job to obey them.

SCHOOL BUS SAFETY RULES

PREVIOUS TO LOADING

1. Be on time at the designated school bus stops - keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
3. Do not move toward the bus at the school loading zone until the buses have been brought to a complete stop.
4. Wait until the bus comes to a complete stop before attempting to enter the bus.
5. No bats, balls, or personal playground equipment on the bus.

WHILE ON THE BUS

No food or beverages will be allowed on the bus unless they are for a school-sponsored activity.
Keep hands and head inside the bus at all times after entering and until leaving the bus.
Assist in keeping the bus safe and sanitary at all times.
Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention.
Treat bus equipment as you would valuable furniture in your own house. Damage to seats, etc., must be paid for by the offender.
Never tamper with the bus or any of its equipment.
Leave no books, lunches or other articles on the bus. No bottles of any kind may be taken on the bus.
No open beverage cans may be carried onto the bus or consumed while on the bus.
Keep books, packages, coats, and all other objects out of the aisles.
Remain on the bus in case of a road emergency, unless directed by the driver to do otherwise.
Do not throw anything out of the bus window.
Remain in your seats while the bus is in motion.
Be courteous to fellow pupils, the bus driver, and the driver's assistants.
Keep absolutely quiet when approaching a railroad-crossing stop.
Parents will be notified if there is continuous misconduct on the bus. Bus rider may be denied the privilege of riding.
While you are on the bus, you are in the driver's charge and you must obey him promptly and cheerfully, also, any student assistant that is officially designated.
Inform driver, if possible, when rider will be absent.

AFTER LEAVING THE BUS

1. Cross the road, when necessary after getting off the bus (at least ten feet in front of the bus), but only after looking to be sure that there is no traffic approaching from either direction.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from driver.
4. Do not leave the bus at places other than the regular bus stop unless parent and school officials have given proper authorization in advance.

EXTRA CURRICULAR TRIPS

1. The above rules and regulations as well as those found in the student handbook applies to any trip under school sponsorship.
2. Pupils shall respect the wishes of a competent chaperone appointed by the school.

VIOLATIONS

1. Violations will be reported to the respective principals. Severe violations could result in the loss of bus riding privileges on a temporary or permanent basis.

SAFETY TIPS

- Whenever possible walk or ride your bike with a friend.
- Go directly to and from school. Don't stop somewhere unless you have your parent's permission.
- If someone you know asks you for directions, answer quickly from a distance without stopping.
- Don't accept a ride from anyone unless your parents have given you permission.

SCHOOL HOURS

Kindergarten-Fifth Grades	First Bell	8:05
	Tardy Bell	8:10
	Dismissal	3:15
	Lunch	11:05-12:40

Lunch and Breakfast

Breakfast is served daily beginning at 7:45. Students coming to school for breakfast need to arrive at school no later than 8:00.

Notice: Due to the extra bookkeeping required students will not be allowed to charge lunches. Please check with your child to be certain that he/she has lunch money each day! We will be unable to provide a meal for any child not having funds in his/her account.

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.

PTO

The Wahoo Elementary/Middle School community has a Parent Teacher Organization and would like to invite you to be an active member. All are welcome. Membership is free. The meetings are held in the Elementary Library the second Monday every other month.

EARLY DISMISSAL

Early dismissals will be published in the school newsletter and our monthly calendar. Please consult the school annual calendar in this handbook for further details.

ARRIVAL AT SCHOOL

Students should arrive at school no earlier than 7:45 A.M. unless they are asked to come earlier by a teacher for extra instruction or participation in school breakfast. Special permission for children to arrive prior to 7:45 A.M. will be granted to those parents who find it absolutely necessary. Parents wishing to bring children to school earlier than 7:45 A.M. should call Ben Kreifels at 443-4250. Doors to classrooms will not be open until 8:05 A.M.

FIELD TRIPS AND EXCURSIONS

School trips and excursions can be an important part of the educational process. From these experiences first hand information is gained which cannot be learned as well in any other way. The school will ask for the parent's written approval for all trips out of town. Parent volunteers may be requested and numbers limited due to transportation limitations.

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.

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 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.

STUDENT FEES

Students at Wahoo Public 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. HS and Middle School students who participate in activities are required to obtain an activity pass, which is good for attendance at all activities. The cost of the pass is $35 per year. Elementary students are not eligible, as they do not participate in school activities.

PARENT VISITS TO SCHOOL

The school extends to all parents a sincere invitation to visit school at any time. However, to insure the safety of all students, we require that you check in the office upon arrival. Please contact the

office before coming to visit so that we can check the teacher's schedule to insure that you may observe the subject of interest.

STUDENT VISITORS

Students from other schools who wish to visit our school must have the permission of the building principal prior to the visit. Visits, for a short part of the day, may be approved for students who have close relatives visiting from another town or community if they are about the same age as the Wahoo Elementary student.

PETS AND SCHOOL

Pets will not be allowed in the school building or on school grounds. This will be strictly enforced! We need to consider the possible allergic reactions children may have or the possibility of a bite or scratch from a pet. From time to time the school has animals, which the students do not have an opportunity to see such as farm, and zoo animals at school. If your child is allergic to any of these animals please let the school nurse know.

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 too 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.

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.

4. No roller shoes will be allowed on school grounds. Students will be required to phone home to change these shoes.

PHYSICAL EDUCATION ATTIRE

Students will be requested to wear tennis shoes on PE days. Tennis shoes are for the child's safety as well as protection of our facility. Please see the principal if you are unable to secure tennis shoes.

GRADES AND REPORTS

The students in grades K-3 are given a report, which indicates achievement and citizenship in each area of the curriculum. No letter grades are given until grades 4 & 5. In addition to the written reports, parent-teacher conferences will be held and parents may check attendance, lunch account balances and grades (grades 4 & 5) on Power School.

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 six 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 Elementary 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 Elementary School administration desires to promote fair and proper attendance rules that recognize student and family needs.

Guidelines and procedures for reporting student absences:

A call 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 before 9:00 A. M. Parents of students who are absent will be called if the office in not notified. Voice mail is available for parents to leave messages when the office is not staffed.

PROCEDURES

A. After seven (7) days of absence per semester, parents will be notified of the absences by a letter from the principal.

B. When students miss twenty (20) 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.

TARDIES

Entering school late is distracting to students and staff. Students are expected to be in their assigned classroom and prepared to learn by the time the tardy bell has sounded. 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.

Starting with the second tardy in one quarter the student will begin with the first problem-solving session of the Student Support System. Each tardy during the same quarter will result in the next problem-solving session until the fourth tardy, which will then be referred to the WEBSS team. **After the third recorded tardy in a quarter each tardy thereafter shall count as a ½ day absence.**

Information Update PAGE

PLEASE FILL OUT THE INFORMATION UPDATE PAGE THAT WILL ACCOMPANY THIS HANDBOOK. IT IS IMPORTANT THAT YOU UPDATE INFORMATION AND SIGN AND RETURN TO SCHOOL AS SOON AS POSSIBLE. (WE NEED THIS INFORMATION TO UPDATE OUR RECORDS).

FIRE DRILLS

Fire drills are required by state law to be held every month of the school year. Each teacher will inform her students of the route to take during a fire drill. The route to the nearest exit will be used. Students are to proceed in a quiet and orderly manner during their exit of the building.

INCLEMENT WEATHER

In the event of a severe storm early dismissal and school cancellations will be announced via our District phone system. Parents should keep their phone numbers updates in the office to ensure notification during periods of severe weather conditions. Please fill out the Early Emergency Form that is the last page of this handbook and send it with your child to his/her teacher. This must be done the first week of school.

Automated Messaging System

We use an automated calling system to get information to our parents. The "school messenger" message system sends out information including: early out for weather, school closings, report cards coming home ect. You will provide us with the phone numbers that you want called. If your phone numbers change, let us know as soon as possible so that you continue to get our calls.

STUDENT MEDICATION

Students may need to have a medication administered at school. Written permission from parents/guardians is required for both over the counter (OCT) and prescription medications prior to administration by school personnel. OTC medications may require a health care provider's written direction. Medications must be brought to school in the prescription/OCT container. Prescription medication must be current and have the pharmacy label with student's name, health care provider's name, and directions for administration. OCT medications must be current, age appropriate, and treatment specific for administration to the student.

School Health Program

Each year our district provides for health screenings of students. These screenings may include height, weight, visual, hearing, and dental. Parents/Guardians will be notified in writing of potential concerns as a result of the screening process. These yearly health screenings are not intended to replace regular medical and dental check-ups. We would like the parent/guardian to inform the school of any changes or concerns in their child's general health that might affect the educational/activity program. If a student becomes seriously ill/injured during the school day, the parent/guardian will be notified. The parent/guardian will make arrangements to have the student picked up in a timely manner. Emergency services are notified if condition warrants immediate assistance. Students must meet the immunization requirements of the State of Nebraska prior to school entrance.

PERMISSION FOR ADMINISTERING SPECIAL HEALTHCARE TREATMENTS/PROCEDURES/MEDICATIONS (PRESCRIPTION & OTC)

Elementary 402-443-4250 ~ Middle School 402-443-3101 ~ High School 402-443-4332
Wahoo Public School Fax ~ 402-443-4731

I/We authorize the school nurse to communicate with the ordering healthcare provider and/or their staff to discuss any health care condition that is related to the prescribed medication/treatment.

I hereby authorize the school nurse/staff to administer the following treatment, procedure and/or medication to:

STUDENT NAME: _____

SCHOOL: _____

GRADE: _____

NAME OF TREATMENT, PROCEDURE AND/OR MEDICATION: _____

_____

_____

TIME SCHEDULE/INDICATION FOR TREATMENT, PROCEDURE AND/OR MEDICATION:

_____

_____

PRECAUTIONS, POSSIBLE ADVERSE REACTIONS, INTERVENTIONS AND INSTRUCTIONS:

_____

TREATMENT WILL BEGIN ON: _____ **TREATMENT WILL END ON:** _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

HEALTH CARE PROVIDER SIGNATURE: _____ **DATE:** _____

Parent/Guardian will provide supplies for needed treatment, procedure and/or medication. Treatment, procedure and/or medication directions will be **renewed each school year and amended as necessary during the school year.** Student may be transported to local healthcare facility if emergency treatment, procedure and/or medication is indicated or has been administered.

Wahoo Public Schools
2201 North Locust
Wahoo, Ne 68066

WPS Procedural Guidelines for Head Lice
Revised 2015-2016

The following guidelines are in place to better control a nuisance condition, reduce absenteeism due to head lice, and involve parents as partners with the school in control efforts:

1. A child who has head lice nits (eggs), as determined by the school nurse or other designated staff, will be allowed to remain at school.

    a. Parents of the child with lice nits will be contacted and the school nurse will provide written treatment information and instructions, including how to check for and identify head lice and nits.

2. A child having live head lice, as determined by the school nurse or a building principal, will be sent home from school until free of live lice as determined by the school nurse. The school nurse will provide written treatment information and instructions, including how to check for and identify head lice and nits.

    a. In the event that a child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits. This will be determined by the school nurse or a building principal.

All children who have been sent home with head lice and have returned to school will have a follow-up check by the school nurse or other designated staff 7-10 days after they return.

Families are encouraged to report head lice to the school health office. Individual school buildings will perform classroom or school-wide head checks as needed in order to control the condition at school.

Regarding absenteeism for head lice, Wahoo Public Schools will follow state and county attendance guidelines. Notifications will be sent to parents and, if excessive attendance thresholds are exceeded, to the Saunders County Attorney's office.

Information from the National School Nurses Association, the American Academy of Pediatricians and the Centers for Disease Control was reviewed in the formulation of this district procedure.

Wahoo Education and Behavior Support System (WEBSS)
Vision and Mission

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

WEBSS will fulfill the District Mission Statement.

- By clarifying parent, student and staff member responsibilities.

WEBSS 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.

WEBSS 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© needs:

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

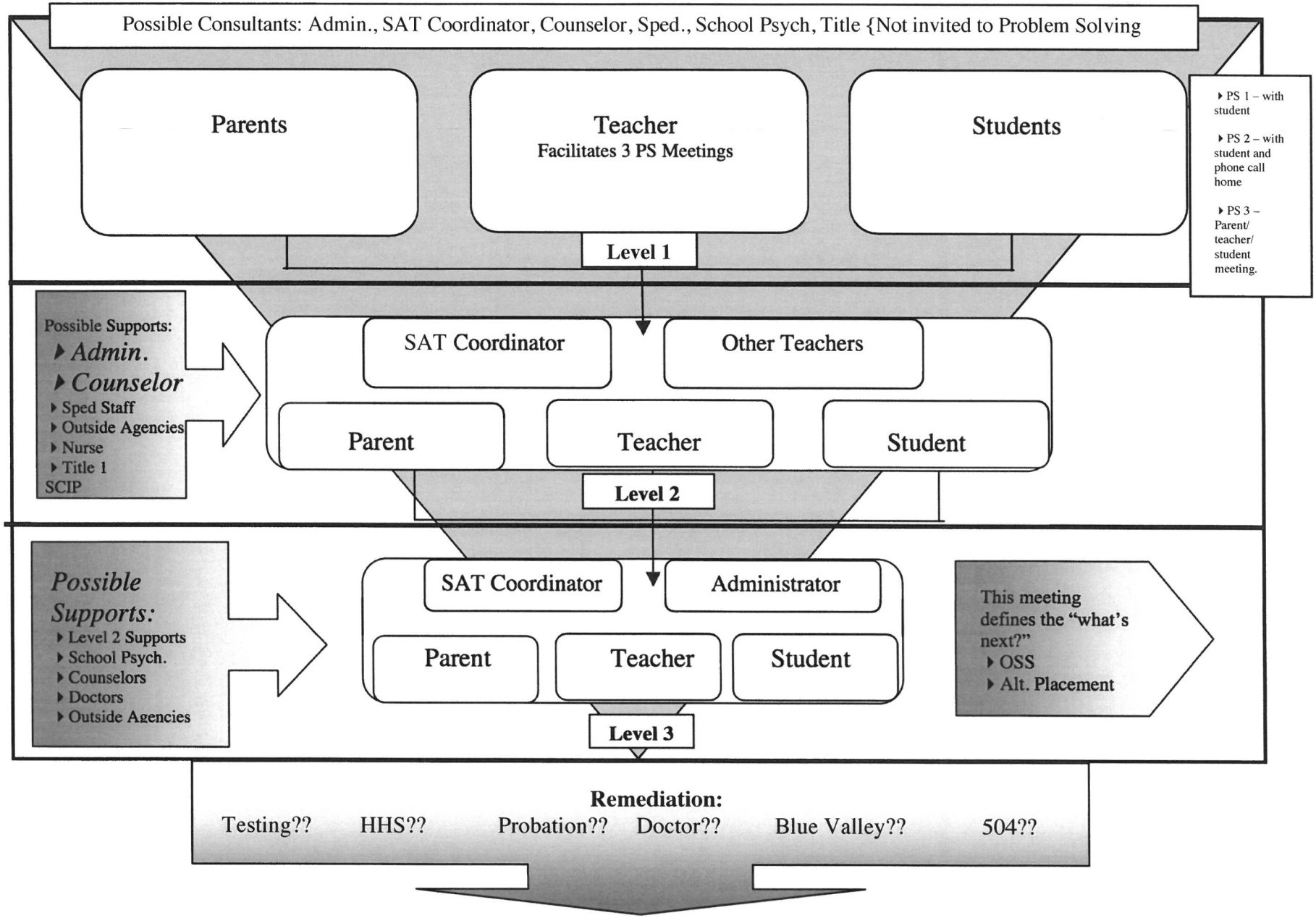
WEBSS Goals

Academic	Behavior	Civic
☐ Be On Time and Prepared for Learning ☐ Complete Assigned Tasks On-Time ☐ Strive for Academic Success	☐ Use Work-Time Appropriately ☐ Demonstrate Respect for People and Property ☐ Respond Appropriately to Staff Member Directives	❒ Contribute Constructively to Community ❒ Interact Effectively with Others ❒ Fulfill Legal Requirements

Wahoo Public School
Student Support System Flow Chart

ELEMENTARY STUDENT PERFORMANCE GOALS	
Academic Goals	**Behavior Goals**
☐ Be On Time and Prepared for Learning ☐ Complete Assigned Tasks On-Time ☐ Strive for Academic Success	☐ Use Work-Time Appropriately ☐ Demonstrate Respect for People and Property ☐ Respond Appropriately to Staff Member Directives
PREVENTION through INSTRUCTION	
Be Prepared for Learning	Use Work Time Appropriately
▸ Arrive on time. ▸ Look through materials. ▸ Be ready to learn.	▸ Listen for teacher directions about how to use work time. ▸ Make sure you understand work time directions. ▸ Work at the appropriate time and in the appropriate way.
Complete Assigned Tasks On-time	Demonstrate Respect for People and Property
▸ Write assignments in assignment book. ▸ Practice new skills/knowledge during class. ▸ Ask for teacher input on work samples.	▸ Show respect for others' time and space. ▸ Only touch others' property with permission. ▸ Return materials in the same condition you found them.
Demonstrate Academic Proficiency	Respond Appropriately to Staff Member Directives
▸ Ask and answer questions during class. ▸ Do your homework. ▸ Respond to teacher's suggestions/instructions.	▸ Listen for teacher directions. ▸ Make sure you understand the directions. ▸ Follow through at the appropriate time and in the appropriate place.
THREE LEVELS OF CORRECTIVE PROBLEM SOLVING	**THREE LEVELS OF CORRECTIVE PROBLEM SOLVING**
REMEDIAL PROBLEM SOLVING	

Wahoo Public School
Student Support System Flow Chart



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.

COUNSELING SERVICES

Counseling Services – The school district employs counselor(s) of the purposes of assisting students with, but not limited to, district testing, individual educational planning, scheduling, college and career planning, and discussing personal or social situations that impact a student's academic or personal success.

FAMILY SERVICE LINCOLN

Wahoo Public Schools partners with Family Service Lincoln to provide additional therapy resources to the district's student and families. Individual and family therapy services are provided within the school setting to assist individuals and families in dealing with life stressors that impact their behaviors and relationships at school or home. Prior to a student or family meeting with a Family Service Lincoln behavioral health therapist, the student's parent or guardian will be contacted and consent for services documentation and other intake information will be collected.

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 V
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

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 Elementary 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 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.

CIVIL RIGHTS

1. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available.

Nondiscrimination Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

PLEASE NOTE: As stated above, all protected bases do not apply to all programs. *The first six protected bases of race, color, national origin, age disability and sex are the six protected bases for all applicants and recipients of the Child Nutrition Programs.*

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: USDA is an equal opportunity provider and employer.

2. The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.

3. Train staff on civil rights annually. Document the date of training and who attended. Specific subject areas to include:
    - COLLECTING AND USING DATA: Data is collected on ethnicity and race. Parent self-declares. If they do not report, SFA staff will code based on perception. All program materials must be stored in an area of restricted access and retained for three years.
    - EFFECTIVE PUBLIC NOTIFICATION SYSTEMS: Display the "And Justice for All" poster, include the nondiscrimination statement on program materials, provide information in other languages and alternative formats as needed and convey equal opportunity in all photos and other graphics on websites, publications, etc.
    - COMPLAINT PROCEDURES: Procedures must be established to accept complaints or grievances based on race, color, national origin, sex, age, or disability. Participants must be advised of their right to file a complaint, how to file a complaint, and the complaint procedures. If there is a complaint, the SFA must contact the Nebraska Department of Education – Nutrition Services.

Early Emergency Dismissal Form

To help our teachers and students deal with the confusion that accompanies early emergency dismissals, we need your help in identifying where your child will go in the event of an early dismissal.

We would like you to fill out and return the following form. This will provide necessary information about where your child is to go if busses do not run their normal route or if your child is to follow a different procedure from his/her daily routine. Please realize that it is not possible to phone all 400 parents on such short notice, therefore it is imperative that your family have a plan for emergency dismissals and that you update the plan if it changes during the year.

Thank you for your cooperation in helping us get the students safely to their appropriate destination.

Ben Kreifels,

Elementary Principal

----------cut along dotted line----------

Name of student: _____

Child's Teacher _____

Name of student: _____

Child's Teacher _____

Name of student: _____

Child's Teacher _____

My child(ren) will follow regular routine which is:_____

My child(ren) will be picked up by:_____Name:_____Number_____

My child(ren) will follow this alternate routine:_____

Please return to school immediately!

02/15/18

WAHOO PUBLIC SCHOOLS 2018-2019

AUGUST 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Student 12 Staff 15.5

SEPTEMBER 2018

S	M	T	W	T	F	S
						1
2	☺	4	5	6	7	8
9	10	11	~~12~~	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

Student 19 Staff 19

OCTOBER 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	~~10~~	11	12	13
14	15	16	17	18	☺	20
21	22	23	24	25	26	27
28	29	30	31			

Student 22 Staff 23

NOVEMBER 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	~~7~~	8	9	10
11	12	13	14	15	16	17
18	19	20	~~21~~	☺	☺	24
25	26	27	28	29	30	

Student 20 Staff 20

DECEMBER 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	~~12~~	13	14	15
16	17	18	19	20	~~21~~	22
23/30	☺	☺	☺	☺	☺	29

Student 15 Staff 15
Semester 88……92.5

JANUARY 2019

S	M	T	W	T	F	S
		☺	☺	☺	4	5
6	7	8	9	10	11	12
13	14	15	~~16~~	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Student 19 Staff 20

FEBRUARY 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	☺	16
17	18	19	20	21	22	23
24	25	26	27	28		

Student 18 Staff 19

MARCH 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	~~13~~	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

Student 21 Staff 21.5

APRIL 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	~~10~~	11	12	13
14	15	16	17	18	☺	20
21	☺	23	24	25	26	27
28	29	30				

Student 20 Staff 20

MAY 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	~~22~~	23	24	25
26	27	28	29	30	31	

Student 16 Staff 18

Semester 94……98.5
Year 182……191

August
9-10-New Staff Orientation
13-15-Staff Development
14-Elem Back to School Night
15-High School Back to School Night
15-Middle School Back to School Night
16-First Student Day (Early Dismissal)

September
3-Labor Day-No School
12-Early Dismissal-Staff Development

October
10-Early Dismissal-Staff Development
12-End of 1st Quarter
17&18- PT Conferences
19-No School-Fall Break

November
7-Early Dismissal-Staff Development
21-Early Dismissal
22-23-Thanksgiving Break

December
12-Early Dismissal-Staff Development
21-Early Dismissal
21-End of 1st Semester
24-31-No School-Winter Break

January
1-3 -No School-Winter Break
4-No School-Staff Development
7-First Student Day-2nd Semester
16-Early Dismissal-Staff Development

February
14-No School-Staff Development
15-No School

March
8-End of 3rd Quarter
13-Early Dismissal-Staff Development
19-PT Conferences
19-Early Dismissal Elementary ONLY

April
10-Early Dismissal-Staff Development
19-Spring Break
22-Spring Break

May
12-Graduation
22-Last Student Day-Early Dismissal/Staff Development
23-24-Staff Development

Early Dismissal: 1:15 EL; 1:30 MS/HS

There are 182 student days in this calendar. We will only use 177. Days in excess of 177 will be removed at end of year.