

WYNOT PUBLIC SCHOOLS

2023-2024



STUDENT HANDBOOK

(GRADES 5-12)

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General Information

BOARD OF EDUCATION

Laurie Schulte	President
Greg Hite	Vice-President
Sue Lenzen	Secretary
Todd Pinkelman	Board Member
Kris Tilley	Board Member
Kelly Wieseler	Board Member

ADMINISTRATION

Mr. Paul Hans	Superintendent
Mrs. Kim Francis	PK-12 Principal

PreK-12 FACULTY

Ament, Barb.....	Grade 4	Kruse, Deb.....	Spanish
Bartling, Jenni.....	Kindergarten	Lamoureux, Julie.....	FCS (MS/HS)
Becker, Scott.....	Grade 3	Lichtenfeld, Ethan.....	Social Studies (MS/HS)
Buschkamp, Brenda.....	Science (MS/HS)	Magorian, Heidi.....	Library
Carr, Todd.....	Music	Messersmith, Sidney.....	Business/Tech (MS/HS)
Eskens, Cathy.....	PreSchool	Morrison, Scott.....	Language Arts (HS)
Hans, Becky.....	Art	Steffen, Katie.....	Special Education (Elem)
Heimes, April.....	PreSchool	Urwiler, Aurora.....	Industrial Tech/Ag
Heimes, Julie.....	Middle School	Wieseler, Nate.....	Math (MS/HS)
Heimes, Lee.....	Physical Education (K-2)	Wieseler, Zoey.....	Special Education
Koch, Jill.....	Middle School	Wortmann, Julie.....	Grade 2
Koch, Nicolette.....	Grade 1	Young, Brooke.....	Title

OFFICE STAFF

Nancy Sydow	Business Manager
Jennifer Schmitz.....	Administrative Assistant
Tammy Wieseler.....	Activities Director/School Nurse

BUS DRIVERS

Shelly Arkfeld
Todd Pinkleman
Neal Hochstein
Ray Lenzen

KITCHEN STAFF

Janice Koch
Lisa Gowery
Joan Heimes
Karen Heimes (Sub)
Karen Sherman (Sub)

CUSTODIANS

Steve Lamoureux
James Olsen

PARA-EDUCATORS

Heidi Boeckman
Megan Hans
Donna Gowery
Heidi Magorian
Janice Higgins

NON-DISCRIMINATION

Nondiscrimination Statement In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1)Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

(2)Fax: (202) 690-7442; or

Date of Adoption: 3/1/2023

5-12 Student Handbook

Chain of Command

Should a concern arise in a school activity or class, students and parents should attempt to resolve the problem by speaking first to the respective coach, sponsor, or teacher. If no solution can be reached, then a conference should be arranged with the administration. The Board will hear complaints or concerns as a final step. Parents and students are asked not to skip levels on the chain of command as this can lead to further confusion and problems.

Board of Education → Superintendent → Principal → A.D. → Counselor → Coaches → Teachers → Students/Parents

Multicultural Education

Multicultural Education Students shall have an equal opportunity for a quality education without discrimination, regardless of their race, religion, color, sex, marital status, national origin or disability. The education program shall be free of discrimination and provide equal opportunity for the students. The education program shall foster knowledge of and respect and appreciation for the culture, history and contributions of diverse cultural groups including, but not limited to, African Americans, Hispanic Americans, Native Americans, and Asian Americans. It shall place special emphasis on human relations and sensitivity toward all races. Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- Affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and native Americans;
- Challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- Valuing multiple cultural perspectives; and
- Providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis

To promote and support multicultural education within Wynot Public Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

Public Complaints about Employees

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

While speakers may offer objective criticism of school operations and programs during public meetings, the board will not hear personal complaints concerning district personnel nor against any person connected with the school system unless that complaint is an agenda item having followed the process described below. To do so could expose the board to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding this matter. The board president will direct the patron to the appropriate means for board consideration and disposition of legitimate complaints involving individuals.

Any complaint about school personnel other than the Superintendent will be investigated by the administration before consideration and action by the board. The board will not hear charges against employees in open sessions unless an employee requests an open session.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board consideration however, the following should be completed:

1. Matters concerning any individual students, teacher, or other employee should first be addressed to the teacher or employee.
2. Unsettled matters from (1) above or problems and questions about individual attendance centers should be addressed to the employee's building Principal for certificated employees and the Superintendent for support staff.
3. If a matter cannot be settled satisfactorily by the Superintendent, it may then be brought to the board. To bring a concern regarding an employee, the individual may notify the board president for inclusion on the board agenda of a regularly scheduled board meeting in accordance with board policy.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only do so if they are in writing, signed, and the complainant has complied with this [policy 403.05](#).

Academics

Parent-Teacher Conferences/Open House

A Parent-Teacher Conferences/Open House will be held each fall and spring and will be listed on the calendar of Wynot Public Schools.

Grading System

The school year is divided into four nine week periods and two semesters. The grading system of Wynot Public Schools is based on letter grades - A, B, C, D, and F the percentage equivalents are:

A	95-100	B	88-91	C	80-84	D	71-76
A-	94	B-	87	C-	78-79	D-	69-70
B+	92-93	C+	85-87	D+	77	F	Below 69

I - Incomplete (*one week to make up all work or receive an F grade*)

S - Satisfactory, performing to capacity

U - Unsatisfactory, not performing to capacity

The parents/guardians may be notified weekly if their child is failing or near failing in any of his/her course work. Also, if a student is improving, notice may be given. Student progress reports may be sent out any time between marking periods to parents/guardians of students who need some type of special attention. These reports do not necessarily mean that a student is failing but a deficiency is noted which needs correction. Acknowledgment of this report by a note, phone call or visit to the teacher by the student or parent/guardian is very much appreciated.

Report cards will be picked up by parents or legal guardians at Parent/Teacher Conferences following the first nine weeks period. Report cards are sent home following the end of the second and third nine weeks period. Report cards will be mailed following the end of the fourth nine weeks and credit given pursuant to the payment of all fees and bills.

Graduation Requirements

Students must successfully complete the courses required by the board and the Nebraska Department of Education in order to graduate.

It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete [200; other] credits prior to graduation. The following credits will be required:

Subject	Credit Hours	Years
Language Arts	40	4
Science	30	3
Mathematics	30	3
Social Studies	30	3
Physical Education	10	1
Fine Arts	10	1
Computer Science	5	.5
Personal Finance (2025)	5	.5
Total Required Hours	145	
Total Elective Hours	80	
Total Required Hours	225	

- Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP).
- Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.
- The required courses of study will be reviewed by the board annually.

College bound students should check the college of your choice for entrance requirements, which will generally include some if not all of the following courses: physics, chemistry, geometry, advanced algebra, trigonometry, at least four years of English (with some emphasis on composition and literature), and foreign language. Spanish I is required to be taken by all 9th grade students. Spanish II is required to be taken by all 10th grade students.

Every effort will be made to schedule students in the classes they request, but this may not be possible in every instance.

Students should be aware that diplomas may/will be released only after all requirements have been met. This would include any financial debts, disciplinary actions and the graduation ceremony itself.

Choosing Courses

Each student in high school should select those subjects which best fit his/her needs for the future and which meet the requirements for graduation. Early planning of courses is important and necessary. Work closely with our guidance counselor, teaching staff, and your parents/guardians.

Completion of graduation requirements established by the Wynot Public School system does NOT ensure that a student will meet the specific entrance requirements to a particular institution of higher learning.

Students and parents are reminded that each college/university determines individual admission policies-these can and do vary. Please contact the guidance counselor/individual college concerning individual college entrance requirements. Seniors are allowed two college visits if it is set up by the guidance counselor.

REGISTRATION - Registration of students that are in attendance is held in the semester preceding enrollment. **Registration of non-resident students is held during the week preceding the opening semester.** A change of course is not permitted except for special reasons. Students in grades 9-12 are required to register for eight classes. Complete course descriptions and enrollment procedures are posted on the school's website and a hard copy of this information is also available at the high school office.

Any student who refuses to work with the guidance office to register for classes will be assigned a course load and not have the opportunity to change their schedule the following semester.

A student may not drop a subject after the first week of the semester unless school officials deem it advisable.

A doctor's statement will be needed to excuse a student from a physical education class for an extended period of time (two or more days).

College Credit and/or Dual Credit

Wynot Public Schools have and continue to seek ways to provide access to resources and classes outside of the traditional school setting for our students. This would include distance learning classes, independent coursework via computer software programs, and classes offered for college or dual credit such as through Project Challenge with NCC to name a few. Students must be aware that in some cases enrollment in the classes, as well as specific curriculum covered, class schedules, meeting dates and grading may be at the discretion of the instructor or institution offering or sending the class. It is also possible charges may be assessed for some classes for materials or tuition if it is for college credit. Students must receive permission to enroll in any alternative classes and may seek information on these options from the guidance counselor. Credits for these classes will appear on a student's regular transcript. Tuition assistance is available to those students who qualify for free/reduced lunches. Students can also apply for the Access College Early Scholarship program. Students must apply in the Guidance Office.

Distance learning classes will utilize the grade scale of the school that is hosting the distance learning class.

Scholarships

Scholarships are awarded from many different donors, organizations and committees. Scholarship awards are granted as per the requirements of the donor. Donors have control as to when and how the recipient will receive the scholarship. This is not the duty or decision of the school guidance counselor or school personnel. Only scholarships awarded by school personnel/committees/organizations are controlled by the school. The school reserves the right to revoke a school donated scholarship in the event of questionable behavior by the student receiving the scholarship. Monetary scholarships will be awarded after successful completion of the previous semester's college work.

Honor Roll

- The honor roll will be announced following each nine week grading period. Both a quarter and a semester honor roll will be announced at the end of each semester.
- To be on the Straight “A” Honor Roll the student will receive all “A’s” in all classes. No A- allowed.
- To be on the “A” Honor Roll the student will receive a composite grade of A in all subjects. The composite for all grades may not be lower than 94%.
- To be on the “B” Honor Roll the student will receive all A’s and B’s and 1 C in all subjects. The composite for all grades may not be lower than 87%.
- Any D or F disqualifies a student from the honor roll for that grading period. Incompletes not taken care of in the time frame provided will also disqualify a student from the honor roll.

National Honor Society

The National Honor Society Chapter of Wynot Public Schools is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member faculty council, appointed by the Principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year. Selection and induction of new members will be in the fall.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 90% or better. Those students who meet this criterion are invited to complete a student activity information form that provides the faculty council with information regarding the candidate’s leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate’s character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate’s service activities, character, and leadership. These evaluations from faculty are not required and are options for chapters at the local level. These forms and the student activity information forms are carefully reviewed by the faculty council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year, and participation in the chapter service projects. Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser.

Valedictorian and Salutatorian

The Valedictorian (Best of Class) and Salutatorian will be chosen using the following formula, which will be carried out to two decimal points.

- $50\% \text{ GPA} + 25\% \text{ ACT} + 25\% \text{ NWEA}$
- The GPA portion will be figured by taking the student GPAS/4.0 X
- The ACT portion will be figured by taking the student ACT/36
- The MAP portion will be figured by taking the student MAP score/highest MAP score in the class (*spring test*). The student number will be an average from the students math, science and reading score.
- The Valedictorian and Salutatorian must have attended both semesters of their senior year at Wynot Public School to be eligible for these awards.

If a tie should occur for Valedictorian, all students involved in the tie will be named Valedictorian and no Salutatorian will be selected. If a tie occurs with the Salutatorian, all students involved in the tie will be named Salutatorian.

Winter MAPS scores will be used for final ratings.

This format will also make it more evident to students that the standardized testing does have merit and hopefully more effort will be put into it.

Pupil Files

- Cumulative records for all individual students are kept on file. These records will remain on file with the school district after the student graduates or if he/she withdraws from the school district. The following rules apply in regard to student files.
- A student's parents/guardians, teachers, counselors, and school administrators shall have access to their records. No other person shall have access and no information may be divulged to any other person/s.
- Academic and discipline matters shall remain separate.
- All discipline matters shall be removed from a student's file after he/she graduates or after his/her continuous absence for three years.
- A copy of a student's records will not be forwarded to any college, employer, or any individual unless written permission has been received from the student or his/her parents while he/she is in school.
- The forms designed by the school shall include the following: 1) shall be in writing and be signed and dated by the person giving the consent, 2) shall include the types or specification of release, 3) the reason for the release, and 4) the names of the parties to whom such records will be released. Nebraska State Law - Article 1, Section 102.

Dual/College Credit Opportunities

Wynot Public Schools encourages those students of exceptional ability to take advanced study/accelerated classes if it is feasible and prudent. The following guidelines apply:

- Students wishing to do so must have a 3.0 cumulative average or better.
- They must be 16 years of age by January 1st of the current school year, in Grade 10 Second Semester, 11th or 12th.
- Students must declare their request in writing and must be signed by parents/guardians.
- Advanced classes offered by the school are subject to the school board's discretion as to payment of fees.
- Advanced classes not offered by the school will be allowed subject to approval.
- All allowed extension/advanced classes will be monitored by authorized Wynot Public School staff.

Support Services

Special Education

Meaning of Special Education

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents unless they elect to place their child in a program other than one approved by the school district.

Identifying Students with Disabilities

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an individual education program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability. Individual Education Program (IEP) Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.
10. It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the individual education program (IEP). The school district must assure that students with disabilities are educated with students

who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents at a reasonable time before the school district:

1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or
2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

Non-Public School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public-school students.

Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska department of education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

Students with Disabilities

Section 504 Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.

9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Secondary School Guidance Program

Counseling in the Secondary school is provided by the Guidance Counselor. The goals of the program are as directed by the American School Counseling Association.

1. Assist the child in developing a greater awareness of personal & social needs.
2. Assist the child to develop academic success.
3. Individual counseling is available for students who may need to meet one on one with the counselor.
4. Small group counseling is available for students with similar problems, such as school struggles, divorce, death, etc.
5. Confidentiality will be maintained between the student(s) and counselor unless intent to harm self or others is mentioned by the student(s) during a counseling session.
6. Coordinate and assist in the analysis of the Secondary school testing program.
7. Assist & ensure students are college & career ready upon graduation.

The Local Comprehensive Competency Program suggested for the Wynot Public Schools is:

5th-8th Grade: NSCAS

Freshmen: MAPS

Sophomores: MAPS

Juniors: ASVAB Test (career preparation)

ACT Test Prep

ACT Test

MAPS

Seniors: MAPS

ACT Test

Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's census verification form so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health-related information you feel is important for your student's success in the classroom and/or safety at school.

According to Nebraska state regulation Title 173 NAC3, when a student is sent home with a temperature of 100 or greater, the student shall be excluded from school until fever-free for 24 hours without the use of fever-reducing medication.

Guidelines for Administering Medication

Teachers are not permitted to give any medication to the students. Medications are to be taken in the presence of the office staff or the nurse and are to be stored in the office only with permission slip signed. Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office.

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Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the physician's desk reference (PDR). Please limit the amount of medication provided to the school to a 30-day supply.

School Health Screening

Students in kindergarten through fourth grade, as well as students in seventh and tenth grade are screened for vision, hearing, dental defects, height and weight. Students entering the student assistance process at any grade level, and those about whom health concerns are identified to the school nurse may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical Examination

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any early childhood special education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school health office. (Policy 508.01)

Lice Policy

Our school policy (which follows recommendations from both the CDC and Nebraska Department of Health) states the following: Once we discover a child has live head lice the following steps will be taken:

- The nurse or a school administrator will contact the parents to inform them that they need to come and pick up their child. During this conversation we will also discuss the use of "Permethrin" which is the suggested treatment option. This can be purchased over the counter and it is very important to follow the instructions on the package regarding retreating in 7 days. During this time, the student will not return to the classroom.
- A note will be sent home to students in the affected grades discussing our head lice policy and prevention techniques.
- In the evening a specialized cleaning will take place in the classroom by a custodian.
- The student may return to school once the parents provide the school with evidence of treatment (a receipt for lice shampoo, an empty bottle, etc).
- Head lice are very common; in fact, it is estimated that there are 6 to 12 million cases annually. The most affected age group is children ages 3 to 11. Head lice do not jump and can only be spread via direct contact. Lice can be spread through items that touch the head such as combs and hats. It is important to remember that getting head lice is not dangerous, not caused by poor hygiene, and can be easily treated with proper techniques.
- As parents, it is recommended that you check your child's hair on a weekly basis throughout the school year. Concentrate on checking behind ears and the neckline of the back of your child's head. Children with long hair should be encouraged to tie it back. Please teach your children not to share personal items such as combs, brushes, hats, coats, scarves, and hair ties.

Asthma and Allergic Reaction Protocol

The district will adopt and implement the emergency response to life-threatening asthma or systemic allergic reactions (anaphylaxis) protocol as required by the Nebraska department of education.

The Superintendent, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of this policy during regular hours while school classes are in session. The regulations established shall comply with Nebraska department of education rules regarding the protocol to follow in case of a life threatening asthma or systemic allergic reaction and use of an epipen and albuterol. Also, these shall ensure that each school building will procure and maintain the equipment and medication necessary under the protocol in case of any student or school staff emergency. Staff training in using the protocol shall occur at least once annually, and as needed. Records of training and occurrences of administering medication under the protocol shall be maintained.

The parent or guardian of a student of minority age may sign a waiver requesting that their student not receive emergency treatment under this protocol.

Summary of the School Immunization Rules and Regulations

<p>2023-2024 Student Age Group Ages 2 through 5 years enrolled in a school-based program not licensed as a child care provider</p> <p>Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)</p> <p>Students entering 7th grade</p> <p>Students transferring from outside the state at any grade</p>	<p>Required Vaccines</p> <ul style="list-style-type: none"> - 4 doses of DTaP, DTP, or DT vaccine - 3 doses of Polio vaccine - 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age - 3 doses of pediatric Hepatitis B vaccine - 1 dose of MMR or MMRV given on or after 12 months of age - 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. - 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age - 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday - 3 doses of Polio vaccine - 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age - 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month - 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots. - Must be current with the above vaccinations - AND receive 1 dose of Tdap (contain Pertussis booster) - Must be immunized appropriately according to the grade entered.
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Attendance

Absence

Punctual and regular attendance is an extremely important part of your daily record. All students are required to attend school daily. Absences are excused only when the parent/guardian has contacted the school and presented a valid reason for the absence. Students will be permitted to make up their work, and they are expected to make the effort to see that this work is completed. Generally, the student will have the same number of school days to complete make-up work as was absent. For example, if you are absent for three days you will have three days to turn in your make-up work.

Due to the 4-day school week it is essential that all absences are kept to a minimum. Doctor or dental appointments should be scheduled on days off. Those appointments on school time need to be confirmed in writing. Senior pictures, individual college visitations and other activities should be scheduled on those days as well. Failure to do so could result in loss of credit for those periods in question.

Procedures to be Followed in the Event of an Absence

- **Planned Absence:** (SCHOOL ACTIVITIES AND OTHER SCHEDULED APPOINTMENTS):
 - At least two (2) days prior to an absence, parents should notify the office via signed written note, email or phone call.
 - Students will **pick up a make-up slip from the office**, then advise all teachers of intended absence by filling out the make-up slip with all teachers which will include all assignments due and their due dates. Students will fill out the make-up slip during their allotted class time prior to intended absence.
 - The make up slip will be turned into the counselor (or principal when counselor is unavailable) prior to the absence.
 - The counselor will follow up with students and teachers upon return to ensure assignments were completed.
- **Unplanned Absence:** (*Illness or Emergency*)
 - Parents call the office (357-2121) or email at jennifer.schmitz@wynotpublicschools.org before 8:00AM.
 - Inform the office (by 8:00AM) if you want your child's assignments collected and if so the easiest way these assignments can reach you.
 - A make up slip will be filled out by teachers with assignments and when they are due.
 - The students should come to the School Office between 7:30 - 7:50 AM or immediately upon returning to school.
 - The counselor will follow up with students and teachers upon return to ensure assignments were completed.

Students are required to check in at the office upon returning to school after an unplanned absence.

Excused absences will be allowed for the following reasons: school activities, illness, medical and legal emergencies, absences that have educational merit as determined by the administration, death in the immediate family and some religious observations (i.e. confirmation).

Unexcused absence is defined as any absentee that the parent/guardian has authorized yet does not conform to the excused absence as defined. Students will be allowed **two (2) days unexcused absences per semester in which the student can make up their work with no loss of credit.** After two (2) days of unexcused absences the student's parents/guardians may be called in for a conference to determine how the situation might be corrected. Make-up time, suspension from extra-curricular activities, loss of credit, or other appropriate actions determined by the administration could result after the accumulation of more than two (2) days unexcused absences. Students should make every possible effort to attend class on a regular daily basis.

Attendance is recorded each period of the day. **Students may be absent from class no more than nine (9) times per class per semester for non-curricular purposes.** Once a student has accumulated five (5) absences and again at seven (7) absences parents/guardians will be contacted by the Principal. Excessive absences will be dealt with by the administration.

If a student exceeds the limit of nine (9) times per class per semester or nine (9) absences per semester per class he/she has two options:

- Option 1: Remain in class but NOT earn credits.
- Option 2: File a written appeal to the absence panel requesting an "extension of absences".

- Should the request be denied, an appeal may then be made to the Board of Education who would hold a “hearing” at a time mutually agreed upon by both parties. The student would be reinstated pending the decision of the Board.
- Either appeal must be made jointly (*parent/guardian and student*) and presented within seven (7) days of violation notice or seven (7) days after the absence panel’s denial. The granting of semester credits is at stake.
- A denial of credits results if appeals to the administration and Board of Education are unsuccessful.
- If a student would be absent from school twelve (12) total days per semester, their parents/guardian must accompany them on their return to school.

The administration and/or the absence panel may require extra make-up time after school or on in-service days so assistance may be rendered to those students once the 9th absence of a given semester has been recorded. Time will be made up quarterly whenever possible. The intent of Nebraska School Law is that all students attend school a minimum of 1080 hours per year. These steps will help ensure the students successful completion of their academic requirements.

Truancy is defined as being absent without parental or school authority’s permission. Any student who is truant from school will not be allowed to make up work and will receive zero’s in all classes for days truant. Also, truant students will be required to make up time after school at the rate of two hours per hour truant.

PARENTS/GUARDIANS ARE ASKED TO CALL THE SCHOOL THE DAY THEIR CHILD IS ABSENT FROM SCHOOL. If the parent/guardian does not call on the day the student is absent, the student will be regarded as truant until contact has been made with the parent.

Tardiness

Tardiness is a failure to be at your assigned station by the start of each period.

A student will be marked tardy if he/she is late to school (for example:)

You are tardy if you arrive past the 7:30 am tardy bell.

If you arrive after 7:45 am, it is considered an absence.

4 tardies: Parents will be notified by administration via a phone call and written notice. The student will counsel with Mrs. Heimes

6 tardies: Parents/administration conference will be held. The student will counsel with Mrs. Heimes.

7 tardies: Count as an absence. The student is ineligible for the rest of the quarter. Parents/administration conference will be held. The student will counsel with Mrs. Heimes.

Tardies will reset at the end of each quarter.

A summary of student tardies will be printed at the beginning of each school week.

The principal reserves the authority to waive the requirement for any unusual circumstances.

Permission to Leave the Building

Any student who has to leave the school because of illness or other reasons must check out with the Principal’s Office. If he/she is not available check out with the Superintendent’s Office. Leaving school without permission will be classified as truancy and dealt with accordingly. Students who receive permits to leave the building for doctor, dentist, or other appointments will be required to bring a written notice from said doctor or dentist or a telephone call from a parent/guardian, followed by a written note from the parents. A make-up slip must be picked up and completed prior to planned absences, and students must notify the Principal’s Office upon leaving the building for appointments.

Student Withdrawal

If a student plans to drop school or transfer to another school, he/she must report to the Principal for a withdrawal slip. The student thus asks each teacher to sign and indicate that he has checked in all books and met all other obligations. Finally, he presents the withdrawal slip to the Principal’s Office.

Cancellation/Late Start of School

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- Cancellation: In case of severe weather when it is necessary to cancel school or for a late start in the morning, the announcement will be made over the school website (<http://wynotpublicschools.org>), Facebook, KTIV, and school reach.
- Early Dismissal: If inclement weather develops during the day, the buses will bring the students home immediately after an early dismissal. These dismissals will be broadcast when an early dismissal decision is reached.
- Late Start: School will begin at 10:00AM on Late Start days. Teachers will report at 9:30.

School Day

Schedule

Regular Day Bell Schedule (7:30 am - 4:00 pm)				Friday Bell Schedule (7:30 am - 2:30 pm)				Late Start Bell Schedule (10:00 am - 4:00 pm)			
	Start	End	Minutes		Start	End	Minutes		Start	End	Minutes
Zero Hour	7:30 AM	7:57 AM	0:27	Zero Hour	7:30 AM	7:57 AM	0:27	Zero Hour	10:00 AM	10:15 AM	0:15
1st	8:00 AM	8:50 AM	0:50	1st	8:00 AM	8:37 AM	0:37	1st	10:18 AM	10:51 AM	0:33
2nd	8:53 AM	9:43 AM	0:50	2nd	8:40 AM	9:17 AM	0:37	2nd	10:54 AM	11:27 AM	0:33
3rd	9:46 AM	10:36 AM	0:50	3rd	9:20 AM	9:57 AM	0:37	MS Lunch	11:30 AM	12:00 PM	0:30
4th	10:39 AM	11:29 AM	0:50	4th	10:00 AM	10:37 AM	0:37	3rd (MS)	12:03 PM	12:36 PM	0:33
MS Lunch	11:31 AM	12:01 PM	0:30	5th	10:40 AM	11:17 AM	0:37	3rd (HS)	11:30 AM	12:03 PM	0:33
5th (MS)	12:04 PM	12:54 PM	0:50	MS Lunch	11:20 AM	11:50 AM	0:30	HS Lunch	12:06 PM	12:36 PM	0:30
5th (HS)	11:31 AM	12:21 PM	0:50	6th (MS)	11:53 AM	12:30 PM	0:37	4th	12:39 PM	1:12 PM	0:33
HS Lunch	12:24 PM	12:54 PM	0:30	6th (HS)	11:20 AM	11:57 AM	0:37	5th	1:15 PM	1:48 PM	0:33
6th	12:57 PM	1:47 PM	0:50	HS: Lunch	12:00 PM	12:30 PM	0:30	6th	1:51 PM	2:24 PM	0:33
7th	1:50 PM	2:40 PM	0:50	7th	12:33 PM	1:10 PM	0:37	7th	2:27 PM	3:00 PM	0:33
8th	2:43 PM	3:33 PM	0:50	8th	1:13 PM	1:50 PM	0:37	8th	3:03 PM	3:36 PM	0:33
WIN	3:26 PM	4:00 PM	0:34	WIN	1:53 PM	2:30 PM	0:37	WIN	3:39 PM	4:00 PM	0:21

Hot Lunch Program

A hot lunch program is available to all students. Applications are in the student packets that should be picked up on Meet the Teacher day. Prices for PK through 12 are as follows:

Breakfast		Lunch (milk)		Milk/Juice	
PK-12	\$2.00	PK-4	\$3.10	PK-12	\$0.50
Adults	\$2.60	5-8	\$3.15	Adults	\$0.55
		9-12	\$3.20		
		Adults	\$4.35		

Adult Chef Salad	\$4.35
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Individual Items

Second Entrée	\$1.30	Cinnamon Roll	\$0.65	Veggies (only)	\$0.75
Lunch Entrée	\$1.80	Tea Roll/Toast	\$0.65		
Dessert	\$0.65	Potato/Mac Salad	\$1.05		

Prepaying Lunches and Breakfast is Mandatory. Bills will be printed and sent to parents when the balance is low. If prepayment is not received within 5 school days, school lunches and breakfast will be suspended in accordance with the Nebraska Department of Health and Human Services.

Civil Rights-USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Date of Adoption: 3/1/2023

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
(Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410
Fax: (202) 690-7442; or Email: program.intake@usda.gov
This institution is an equal opportunity provider.

Student Parking Expectations

Students are permitted to park in designated parking spaces. Please park in an orderly fashion. Students are not to drive motor vehicles any time during the school day and may not go to their vehicles without permission from the administration and signing out in the office. Students must follow all street regulations as at any other time or law enforcement members may fine them.

Lockers

Your locker belongs to the school district. The School Board gives each student permission to use a locker during the school year. Therefore, students cannot expect their locker to be free from inspection by the school if the administration considers a search necessary to maintain the integrity of the school environment and to protect other students.

At the beginning of the school year a locker will be assigned to you so please use them for storage of your books, equipment, and other personal items. Items not properly stored could result in a fine and/or their loss.

Video Surveillance

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

Notice is hereby given that video surveillance may occur on district property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Telephone

Use of the office phone will only be allowed in an emergency or when a student is ill. The office phone is not to be used during class time. Use of the phone is not an excuse to be tardy to class.

School Property

School property or personal property willfully damaged by a student must be replaced or fixed, or the student will cover the cost to do so.

Class Fees

Students who register for Art, Shop, Family Consumer Science, and Band, will be assessed a fee for materials and use of instruments. Book fines and other fines may be assessed to a student for damages, breakage, or destruction of school property beyond normal use.

Fees per year:	Project based fee per Semester	Industrial Technology
	\$ 10.00 per Semester	Art
	\$ 10.00 per month	Rental of Band Instruments
	\$ 225.00	Driver Education

School Rules and Discipline

The common goal of students, parents, faculty and administration of Wynot Public Schools is to maintain a school atmosphere, which is conducive to learning. In order to achieve this, Wynot Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. Violations of the Wynot Public Schools' rules and policies will result in disciplinary action.

Code of Conduct & Legal Responsibilities

Students at all levels have a basic responsibility to conduct themselves at all times so as to reflect credit on their school and themselves. This basic responsibility applies not only to school hours but also while attending school activities home and away.

Student attendance at school is a mandatory charge to parents for those children under sixteen years of age and continues as a privilege beyond that age. However, such attendance at any age level carries with it an obligation for the student to conduct himself/herself within the framework of accepted school behavior.

Each student is expected to establish for himself/herself a reasonable code of behavior, which reflects good taste, decency, and sensitivity to the right of others. Any student causing disruptive behavior in the classroom will be subject to the following disciplinary measure:

1. Verbal warning
2. Contact parent
3. See the student after school
4. Use other disciplinary measures
5. Refer to the student assistant team
6. Bring report to the Principal
7. Detention of ½ hour assigned by the Principal
8. One day in-school suspension
9. Three days "in-school suspension"
10. Three days out of school suspension and one day in school suspension
11. Long term suspension (20 days)
12. Recommendation for expulsion from school

The administration will deal with all discipline on an individual basis. In order that students may better understand the administration, the following is presented:

1. Respect the rights of others
2. Remember that for every privilege you assume responsibility
3. Students will be expected to always walk in a respectable manner in the hallways
4. Remember that restrooms have not been provided for public gatherings or talk sessions nor are the halls to be used as bulletin boards
5. Remember that the purpose of this school is to provide formal education

Now and then, a few students may display extremely poor behavior. In such cases, students may be suspended from class and school attendance. Two types of suspensions may result from the misbehavior.

It is the policy of the Wynot Public Schools not to discriminate on the basis of sex, race, color, or national origin, or handicap in its educational programs, activities, or employment as required by Title VI, Title IX, and Section 504 of federal law. As a student of this school, you are protected from discrimination.

Teacher authority

Any teacher or non-certified staff member has the authority and the responsibility to warn and correct students for misconduct anywhere in the building, on school grounds, or at school sponsored functions, home or away, even though he/she may not have the student in class. Students are expected to show respect and cooperate with instructors and staff members in all situations.

Forms of School Discipline

- A. **Short-Term Suspension:** Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (*short-term suspension*) on the following grounds:
- Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.
 - The following process will apply to short-term suspensions:
 - The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
 - Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
 - Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
 - An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
 - A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
- B. **Long-Term Suspension:** A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
- C. **Expulsion**
- Meaning of Expulsion: Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - Suspensions Pending Hearing: When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 - Summer Review: Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 - Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative

education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation: Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

D. Other Forms of Student Discipline:

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Grounds for Short/Long-Term Suspension, Expulsion or Mandatory Reassignment

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee’s designee, or at a school-sponsored activity or athletic event.

- A. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- B. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
- C. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
- D. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
- E. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
- F. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.

- G. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (*including but not limited to cigarettes, cigars, and chewing tobacco*), vapor products (*such as e-cigarettes*), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
- H. Public indecency or sexual conduct.
- I. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
- J. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- K. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or has the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
- L. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
- M. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
- N. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
- O. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- P. Willfully violating the behavioral expectations for riding school buses or vehicles.
- Q. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
- R. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
 - a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such a plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Additional Student Conduct Expectations and Grounds for Discipline

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

Student Appearance

Students at Wynot Public Schools are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- Clothing that shows an inappropriate amount of bare skin (midriff, legs, cleavage), underwear, underarm hair, or excessive chest hair.
- Headwear including hats, caps, scarves, and bandanas.
- Clothing that advertises alcoholic beverages, tobacco, and illegal drugs.
- Clothing that displays profanity or pictures which are in poor taste.
- Clothing or jewelry, which exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar language.
- Clothing or jewelry, etc. that is gang related.
- Clothing or jewelry that could be used as weapons (chains, spiked apparel) or that would encourage “horse play” or that would damage property (e.g. cleats).
- Slippers, moccasins, or shoes that resemble slippers.
- Tank tops with straps less than a 2-inch width.
- Tops or bottoms that are perforated, net or see-through unless an undergarment which meets dress code is worn underneath.
- Skirts or dresses shorter than mid-thigh (in front and back) and strapless dresses.
- Leggings, spandex and yoga pants unless covered by a shirt, skirt or dress that extends below the seat all the way around.
- Pajamas.
- Pants or shorts with holes showing skin above the mid-thigh.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extra-curricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. Continual violations of the dress code will result in disciplinary actions under the student code of conduct above. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion. If clothes cannot be brought to the school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

Student Attire (*Applicable to School Day and Sponsored Activities*)

The Wynot Public Schools dress code policy is designed to ensure all students are dressed appropriately and sensibly. The following three rules must be followed during the school day and at school sponsored events.

1. Students must dress modestly (ensuring that there is no unreasonable distraction to the learning environment).*
2. No undergarments or privates should be visible.
3. No profane, inappropriate, or suggestive images/text should be on clothing.
4. No caps, hats, or bandanas. Sweatshirts with a hood can be worn with the hood down.
5. Restricted items include clothing with excessive or large holes, rips, or tears.

**examples of being dressed modestly may include but are not limited to the following situations: Crop or halter tops, tank tops, spaghetti straps, shorts being cut low enough that pockets hang below, outfits that highlight or draw attention to specific body parts, outfits that are not appropriate for the specific environment (for example wearing PE clothes outside of gym class, not dressing up in required attire for concerts, or wearing shorts during winter months).*

Students in violation of any of these rules will be asked to fix the infraction. If they are unable to do so, they will be sent to the office where they will be given the opportunity to call home (only if it's the 1st or 2nd violation) to have a change of clothing brought to the school. After being sent to the office three times (and anytime after that) they will no longer be able to call home but instead be required to fix the violation using clothing provided by the office. Additionally, after the third time being sent to the office, students will begin to receive further consequences including but not limited to serving time after school.

Inappropriate Public Displays of Affection:

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

- 1st Offense: Students will be confronted and directed to cease.
- 2nd Offense: Students will be confronted, directed to cease, and parents will be notified.
- 3rd Offense: Students will be suspended from school for a minimum of 1 day, and parents and students will need to meet with Administrator(s) and/or counselor. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

Academic Integrity

- A. **Policy Statement:** Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.
- B. **Definitions:** The following definitions provide a guide to the standards of academic integrity:
- a. "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
 - b. **Tests** (includes tests, quizzes and other examinations or academic performances):
 - i. Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - ii. Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formula in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - iii. Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or

- while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
- iv. Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - v. Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- c. **Papers** (*includes papers, essays, lab projects, and other similar academic work*):
- i. Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - ii. Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - iii. Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - iv. Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - v. Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
 - vi. Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- d. **"Plagiarism"** means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- i. Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - ii. Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers, use of another student's paper, or papers generated by online sources.
 - iii. "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- e. **Sanctions:** The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- i. Academic Sanction: The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - ii. Report to Parents and Administration: The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - iii. Student Discipline Sanctions: Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

Transportation Guidelines

The Wynot School District owns and operates a bus system which provides transportation. Students who ride the buses shall follow these rules. Failure to obey these rules may cause you to lose the privilege of being able to ride the bus, and be subject to disciplinary action.

1. Rules for Getting on and Off the Bus

- a. Be on time to be picked up. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
- b. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
- c. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
- d. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

2. Rules on the Bus

- a. Be respectful of the bus driver. Follow all directions of the driver, paraeducator, or adult on the bus.
- b. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs and belongings to yourself.

3. Getting the Driver's Assistance:

If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

4. Consequences for Rule Violations:

Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school. To ensure the safety of all students transported by school buses, the following procedure will be in effect should a student violate the outline regulation:

- a. Verbal warning from the bus driver to the student, and a telephone call to the student's home.
- b. Suspension from the bus for a period of two weeks.
- c. Suspension from the bus for a semester or the remainder of the school year.

5. Serious Violations

Some violations are considered more serious and could lead to immediate suspension up to a semester or the remainder of the school year.

- a. Students extending hands, arms, or head through the bus window.
- b. Vulgar language.
- c. Loud talking or talking while the bus is at a railroad crossing.
- d. Students not being courteous and listening to the driver.
- e. Rough housing or fighting on the bus.
- f. Throwing objects in the bus or out the bus windows.
- g. Tampering with the bus or any of its equipment.
- h. Possession/use of tobacco, alcohol, drugs, weapons, or flammables.

Electronic Devices

The use of electronic devices can be disruptive to the educational process and are items that can easily be lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District has established the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

WPS has adopted expectations to govern the possession and use of personal electronic devices on school premises. For the purposes of these expectations, "personal electronic device" means a privately owned device that is used for audio, video, text or other electronic communication or any other type of computer-like instrument.

Personal electronic devices may include but are not limited to:

- A. Existing and emerging mobile communication systems and smart technologies (*cell phone, iPhone, Smartphone, internet-enabled phone, Smartwatches, headphones/earbuds such as AirPods, etc.*)
- B. Handheld entertainment systems (*video games, CD players, compact DVD players, MP3 players, earphones, etc.*)
- C. Portable internet devices (*mobile messengers, iPads, etc.*)

- D. Current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording, and information transmitting/receiving/storing, etc.

Possession and Use of Personal Electronic Devices

Wynot Public Schools assigns iPads and network access to all MS/HS students. Therefore, the use of student owned cellular devices is not necessary. Because cellular devices create an added distraction to the teaching and learning process, students are not permitted to use student-owned personal electronic devices, including cell phones during the school day.

- Cell phones stored in lockers or backpacks MUST be powered down.
- Students are prohibited from carrying cell phones on their person.
- Cell phones found on students (powered on OR off) will be confiscated.
- Any phone seen or heard by staff member will be confiscated.

Cell phone usage, including voice usage, digital imaging, or text messaging, is prohibited during any class period.

- A. Before school hours (7:15am) provided that the student does not commit any abusive use of the device.
- B. After school hours (4pm, Fri at 2:30) provided that the student does not commit any abusive use of the device.
- C. Unless **specifically approved by the teacher or school administrator** in conjunction with appropriate and authorized class or school activities or events (*i.e., student use of camera during a photography class; student use of a laptop computer for a class presentation*).
- D. Unless when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (*e.g., a student whose parent is in the hospital could be allowed limited use of the cellular device for family contacts, so the family can give the student updates on the parent's condition*).

Prohibited Use of Electronic Devices

Students shall not use electronic devices for:

- A. activities which disrupt the educational environment
- B. illegal activities in violation of state or federal laws or regulations
- C. unethical activities, such as cheating on assignments or tests
- D. immoral or pornographic activities
- E. activities in violation of Board or school policies and procedures relating to student conduct and harassment
- F. recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public
- G. activities which invade the privacy of others.
- H. "sexting" Sexting means: generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or, displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

Disposition of Confiscated Personal Electronic Devices:

Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

- 1st Offense: Phone is confiscated and securely sealed in a manilla envelope by staff member. Staff member contacted the parent(s) to notify that the device was confiscated. Student retrieves the phone at the end of the day from the staff member. Staff members may also deliver phones (in sealed envelope) to the office for the student to retrieve after school.
- 2nd Offense: Phone is confiscated and securely sealed in a manilla envelope by staff member. Staff members may also deliver phones (in sealed envelope) to the office for the parent to retrieve after school. School administration will contact parents to advise them to pick up the phone in the office.
- Additional Offenses: Parents will continue to be asked to pick up the phone after school. For chronic violations, the

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principal will meet with the student and contact parent(s) to discuss the infractions. An after-school detention can be assigned for each infraction thereafter.

Penalties for Prohibited Use of Electronic Devices

Students who receive a “sexting” message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any “sexting” message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- A. First Violation: Students who send or encourage another to send a “sexting” message shall be subject to a one (1) day suspension from school.
- B. Second Violation: Students who send or encourage another to send a “sexting” message shall be subject to a five (5) day suspension from school.

Reporting to Law Enforcement

Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

Responsibility for Electronic Devices

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

Internet Policy for Wynot Public Schools

Wynot Public Schools shall provide educational and curriculum related opportunities to the students of the school district by providing tele-computing services by internet to the school district. The district, by adopting this policy, recognizes that access to the internet data available through the internet and placing data onto the internet may be technically difficult to monitor and control. It shall, in recognition of the educative and curricular benefits of the internet be the policy of this district to revoke the privilege of any user who misuses the internet by engaging in activities not related to the educative purposes or the curricular offerings of the district

User access will be prohibited and revoked as to any person who uses the internet for activities such as, but not limited to: receiving or inputting pornographic materials, promoting violence, engaging in racial, gender or other slurs, receiving or transmitting information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices, for engaging in uses of defamatory nature, for personal attacks on or “flaming” of another, for engaging in non-educative or non-curricular related conversations, including chat rooms, and for accessing or inputting items of a strictly entertaining or recreational nature not related to the educative purposes or the curriculum of this school district.

Additionally, to the extent that it can be reasonably determined by the administration what fees if any have been incurred by a person for non-authorized purposes, it shall be the policy of this school district to seek reimbursement and full restitution from the student or his/her parent or guardian, for use of the internet in a manner inconsistent with this policy.

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of Wynot Public School to comply with the Children’s Internet Protection Act (CIPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

- a. **Definitions.** Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- b. **Access to Inappropriate Material.** To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
- c. **Inappropriate Network Usage.** To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
- d. **Supervision and Monitoring.** It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
- e. **Social Networking.** Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
- f. **Adoption.** This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

The Board supports the use of computers, technology and the Internet in the District's instructional program as a resource to educate and inform. The use of these resources shall be consistent with the curriculum adopted by the School District and shall be employed in an appropriate and responsible manner to meet the varied instructional needs, learning styles, abilities and developmental levels of students.

- a. Procedures and Guidelines: The Superintendent shall develop and implement appropriate procedures to provide guidance for computer use and Internet access. Guidelines shall address teacher supervision of computer use, ethical use of electronic media, and the District's ownership and right of administrative review of electronic files and communications. The term "electronic media" includes, but is not limited to, the Internet, e-mail and other technological resources.
- b. The guidelines shall prohibit utilization of networks for inappropriate or illegal activities, the intentional spreading of embedded messages (viruses) or the use of other programs with the potential of damaging or destroying programs, data or equipment. The guidelines will describe the District's limitation of liability and will establish that the use of computers, technology and the Internet is a privilege, not a right. Violation of the procedures and guidelines will result in cancellation of those privileges and appropriate disciplinary action.

C. Technology Protection Measure

The District will implement a technology protection measure that will block or filter Internet access to visual depictions that are obscene, pornographic or of a harmful nature to minors. Operation of this measure will be monitored and enforced during use of computers by minors.

D. Audit of Use

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. The Superintendent shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing prohibited materials. The process may include, but not be limited to:

- a. Utilizing blocking/filtering software.
Approved 10/19/2015 Reviewed _____ Revised _____
- b. Turning off the "auto load images" feature of the Internet browser.

- c. Using a proxy server to control accessible websites.
- E. **Appropriate Internet Behavior On Social Websites**
The district recognizes its responsibility to educate students regarding appropriate behavior on social networking websites or apps. Therefore, students shall be provided instruction on the topics of Cyberbullying and appropriate online behavior, including interacting with other individuals on social networking sites and apps, and cyberbullying awareness and response. Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.
- F. **Student Use**
A written parental permission and agreement form will be required prior to the student being granted access to electronic media involving District technological resources. The form will specify acceptable uses, rules of on-line behavior, access privileges and penalties for procedural violations. It must be signed by the parent or legal guardian of minor students (under age 18) and by the student. This document will be kept on file as a legal, binding document. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.
- G. **Staff Use**
A written staff agreement form will be required for all employees having access to electronic media. Staff shall confine e-mail use to work-related purposes and a reasonable, appropriate and limited personal use that does not interfere with their district duties. The agreement form will refer to the procedures and guidelines for use of computers and the Internet, describe prohibitions and limitations on the use of these resources and state the employee's responsibility for the security of individual passwords.
- H. **Community Use**
On recommendation of the Superintendent, the Board will determine the conditions and limits under which equipment and services will be made available to the community. Upon request to the Building Principal, community members may have access to electronic resources and programs available through the District, provided they attend any required training and abide by the rules of usage established by the Superintendent. A written agreement form will be required for all community members having access to these resources indemnifying the District from claims by community users.
- I. **Disregard of Rules**
Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using computers, technology or the Internet and related resources.
- J. **Responsibility for Damages**
Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.
- K. **Responding to Concerns**
School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media. It shall further be the policy of this district to provide a copy of this policy to each student user of the internet and to his/her parent or guardian.

Reporting Student Law Violations

Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.

When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

- A. Knowingly possessing illegal drugs or alcohol.
- B. Aggravated or felonious assault.
- C. Vandalism resulting in significant property damage.
- D. Theft of school or personal property of a significant nature.
- E. Automobile accident.

- F. Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made. Legal Reference: Neb. Rev. Stat. " 79-254 to 79-296 Date of Adoption:[July 21, 2014]

Report to Law Enforcement

In the event the principal knows or suspects that a violation of the Nebraska Criminal Code has been violated on school property or off school property at a school function, and when such act consists of any unlawful acts described in 79-4,180, the Principal shall notify the County Sheriff or city law enforcement authorities, as appropriate. Before making such a report, the Principal shall undertake reasonable efforts to ascertain the truth or falsity of any event upon which the making of a report to law enforcement would be based. Nothing in this section shall be construed to require the reporting of any law violation by the Principal except if the criminal act to be reported occurred on the school grounds of the District or during an educational function or event in which the District is involved, but off school grounds.

Reports to Nebraska Department of Education

It shall further be the policy of the District to provide to the Nebraska Department of Education on an annual basis the following:

- A. An assurance that the school district has, in effect, the policy required by statute pertaining to firearms, a copy of which assurance shall be developed by the Superintendent of Schools or shall be as prescribed by the Nebraska Department of Education.
- B. A description of the circumstances surrounding any expulsions imposed under the immediate proceeding paragraph of this policy, including the name of the district, the number of students expelled from school, and the type of firearm concerned.

**ADDENDUM . . . Additionally students and parents are advised that stringent Federal and State Laws forbid the possession by students of any weapons or potential weapon materials. Violations of this prohibition may be mandatory long term suspension. Long term suspension up to one year may be imposed for firearm possession on school properties.*

Nebraska State Law - Article 79-4, 181. Long Term Suspension, Expulsion, or Reassignment; Procedures; Enumerated. If a principal makes a decision to discipline a student by long-term suspension, expulsion, or mandatory reassignment, the following procedure shall be followed: 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 (2) school days of the decision, send written notice by registered or certified mail to the student, the student's parents or guardian informing them of the rights established under Nebraska State Law - Sections 79-4, 170 to 79-4, 205.

Harassment and Violence

It is the policy of Wynot Public Schools to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin or disability. The School District prohibits any and all forms of harassment because of race, color, sex, national origin, and disability. Any student who harasses another student in violation of this policy shall be subject to discipline up to and including short-term suspension from school. Students who repeatedly violate this policy may be punished by expulsion or long-term suspension from school.

A. Bullying

It is the policy of Wynot Public Schools that "bullying" type behavior is not to be permitted. Administration and staff will implement strategies and practices that reinforce and encourage positive behaviors from students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events. There will be severe and serious consequences for this type of behavior and will be dealt with accordingly.

- a. The first-time school personnel become aware of a possible harassment, the student will be sent to the guidance counselor for appropriate counseling.
- b. The second time school personnel become aware of a harassment incident, parents will be notified, and further consequences will be dealt with by the administration.
- c. If a student fails to respond positively to the corrective measures of the harassment program, the student will be suspended from school for a minimum of five school days, up to expulsion.

These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in this handbook for behavior which is discriminatory or harassing on unlawful grounds (*e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.*)

B. Dating Violence Policy

Wynot Public School strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District’s dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

C. Sexual Harassment

For purposes of this policy, sexual harassment of a student consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when the unwelcome sexual conduct is so severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment.

Examples of conduct which may constitute sexual harassment include:

- a. sexual advances
- b. touching, patting, grabbing or pinching another person’s intimate parts, whether that person is of the same sex or the opposite sex
- c. coercing, forcing or attempting to coerce or force the touching of anyone’s intimate parts
- d. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another
- e. graffiti of a sexual nature
- f. sexual gestures
- g. sexual or dirty jokes
- h. touching oneself sexually or talking about one’s sexual activity in front of others
- i. spreading rumors about or rating other students as to sexual activity or performance
- j. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact. This prohibition does not preclude legitimate, non sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as teacher’s consoling hug of a young student, or one student’s demonstration of a sports move requiring contact with another student
- k. other unwelcome sexual behavior or words.

D. Harassment Because of Race or Color

For purposes of this policy, racial harassment of a student consists of verbal or physical conduct relating to an individual’s race or color, when:

- a. the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
- b. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
- c. harassing conduct otherwise adversely affects an individual's learning opportunities.
- d. Examples of conduct which may constitute harassment because of race or color include:
 - i. graffiti containing racially offensive language
 - ii. name calling, jokes or rumors
 - iii. threatening or intimidating conduct directed at another because of the other's race or color
 - iv. notes or cartoons
 - v. racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color
 - vi. written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
 - vii. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color
 - viii. other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

E. Harassment Based upon National Origin or Ethnicity

For purposes of this policy, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors when:

- a. the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
- b. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- c. the harassing conduct otherwise adversely affects an individual's learning opportunities.
- d. Examples of conduct which may constitute harassment because of national origin or ethnicity include:
 - i. graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity
 - ii. threatening or intimidating conduct directed at another because of the other's national origin or ethnicity
 - iii. jokes, name calling, or rumors based upon an individual's national origin or ethnicity
 - iv. ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity
 - v. written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
 - vi. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin
 - vii. other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

F. Harassment Because of Disability

For purposes of this policy, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

- a. the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
- b. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- c. the harassing conduct otherwise adversely affects an individual's learning opportunities. Examples of conduct which may constitute harassment because of disability include:
 - i. graffiti containing offensive language which is derogatory to others because of their physical or mental disability

- ii. threatening or intimidating conduct directed at another because of the other's physical or mental disability
- iii. jokes, rumors or name calling based upon an individual's physical or mental disability
- iv. slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability
- v. graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- vi. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability
- vii. other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

Reporting Procedures

Any student who believes he or she has been the victim of sexual harassment or harassment based on race, color, national origin, or disability is encouraged to immediately report the alleged acts to a teacher, counselor, or school administrator.

Title IX Prohibiting Sex Discrimination in Education

It is the Policy of the Wynot Public School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status or physical disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments and the Federal Rehabilitation Act of 1973.

The Law

Title IX of the Education Amendments of 1972 prohibits sex discrimination in federally assisted education programs. Specifically Title IX states:

"No person in the United States, on the basis of sex, shall be excluded from participation in, be denied the benefit of, or be subject to discrimination under any education program or activity receiving Federal financial assistance..."

Nondiscrimination in Education Programs

Sex will not be used as a basis for preventing a student's participating in extra-curricular activities, school organizations or competitive athletics. Open access to all students in, but not limited to, the following activities: music, pep clubs, cheerleaders, intramurals, athletics, clubs and organizations. Students may be selected by sex in music if done for voice range. Federal regulations do not require single coeducational teams for all sports. Athletics may be provided either through separate teams for males and females or through a single team open for both sexes. Game schedules, practice facilities, locker rooms, coaches and other related items must be equal. It is the desire of the school district to provide the sports competition which effectively meet the interests and abilities of both boys and girls. Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race, or handicap in violation of this policy may grieve such matter using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, Section 504 or Title VI, may be directed to Jeff Messersmith, Superintendent, 709 St. James Ave. Wynot, NE 68792 (402) 357-2121, or in case of Title IX and the Rehabilitation Act to the Director of Region VII, Office of the Civil Rights 1022 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153, (816) 891-8026.

Student Grievance Procedure

- A. A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices:
 - a. that a school rule is unfair;
 - b. that a school rule or regulation discriminates between students;
 - c. that an unfair procedure has been used in arriving at a punishment.
- B. Grievances are processed through three steps: (A) personnel closest to the problem; (B) to the principal or activities director; and (C) to the superintendent, in that order.
- C. On all three levels an informal conference is to be held within five school days of the date of filing the complaint so that no student's complaint shall consume more than 15 school days of time in all. Any grievance which is not timely processed under the conditions set forth in this procedure shall be deemed waived.

- D. The burden of proof is upon the student to show that a rule is unfair, is discriminatory, or that an unfair procedure (lack of due process) has been perpetrated.
- E. When a grievance is shared by several students, it shall be processed as a single grievance with one member acting on behalf of the entire group.
- F. The grievance procedure may be amended in writing by mutual agreement by both parties with written evidence of said consent being presented by each party to the other. The final resolution of the grievance is to be in writing at the principalship or activities director level and designed to provide the student with a basis for resolution of his problem as originally stated in his complaint.

Procedure: If a student has a grievance, he/she is to present it in writing to:

- **Level I:** The grievant should be scheduled for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. This conference must be held within five school days at time of the date of filing.
- **Level II:** If the grievant is not satisfied with the resolution made at level one, he or she may appeal in writing to the principal or activities director for an informal conference and discussion of said grievance.
- **Level III:** If the grievant is not satisfied with the resolution made at level two, he or she may appeal to the superintendent for an informal conference and discussion of said grievance. The decision at this level is binding.
- **Level IV:** If satisfaction is not received at the administrative levels the student/parent may request to be placed on the agenda and visit with the Board of Education at their next regularly scheduled Board meeting.

NOTE: In no way is the grievance procedure meant to lessen the legal authority of the school officials to deal with disruptive students. Rather, it is a means of inviting student communications on matters of concern to the school and its students short of having to engage in disruptive behavior in order to be noticed and to have grievances readdressed.

GRIEVANCE FORM

A grievance is defined as a complaint in writing presented by a student/parent to the school staff alleging one or more of the following:

- A. That a rule is unfair: and/or
- B. That a rule in practice unfairly discriminates against or between students and/or:
- C. That school personnel used an unfair or unprofessional behavior, or procedure.

COMPLAINT Check one blank:

Personnel closest to problem, Level 1 _____ Date: _____

Activities Director/Principal, Level 2 _____ Date: _____

Superintendent, Level 3 _____ Date: _____

School Board, Level 4 _____ Date: _____

I, _____ hereby file a grievance

complaint to _____.

My grievance is based on _____

_____ A That a rule is unfair: and/or

_____ B That a rule in practice unfairly discriminates against or between students and/or:

_____ C That school personnel used an unfair or unprofessional behavior, or procedure.

(More than one blank may be checked.)

Specifically, my grievance is that _____

Student's Signature and/or Parent Signature

The student may be represented at the conference by an adult, but the student must be present to elaborate on his/her grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the student's right to the conference provided by the school, unless extenuating circumstances make it impossible for the student to appear.

REMINDER: NO WEAPONS ARE ALLOWED AT WYNOT PUBLIC SCHOOL REGARDLESS OF THE CONCEALED HANDGUN LAW

Wynot Public School

The Legislature has passed a concealed handgun law. We want to remind and assure staff, students, parents and visitors to our schools that weapons are **not** permitted to be brought to or possessed in our school buildings, on school grounds, or at school activities.

The concealed weapons law will allow adults to get a permit to carry a concealed handgun. Permit holders will be allowed to carry a concealed handgun in many places, but **NOT** at our school. Anyone who carries a handgun or weapon at our school is in violation of Board policies and is also committing a crime which will be reported to law enforcement.

We have copied below the section of the new law:

Laws 2006, LB 454, Section 15

A permit holder may carry a concealed handgun anywhere in Nebraska, except at any:

1. Police, sheriff, or Nebraska State Patrol station or office; detention facility, prison, or jail;
2. courtroom or building which contains a courtroom;
3. polling place during a bona fide election;
4. meeting of the governing body of a county, public school district, municipality, or other political subdivision;
5. meeting of the Legislature or a committee of the Legislature; financial institution; professional, semi-professional, or collegiate athletic event;
6. school, school grounds, school-owned vehicle, or school-sponsored activity or athletic event;
7. place of worship; emergency room or trauma center;
8. political rally or fundraiser;
9. establishment having a license issued under the Nebraska Liquor Control Act that derives over one-half of its total income from the sale of alcoholic liquor;
10. place where the possession or carrying of a firearm is prohibited by state or federal law;
11. a place or premises where the person, persons, entity, or entities in control of the property or employer in control of the property has prohibited permit holders from carrying concealed handguns into or onto the place or premises;
12. or into or onto any other place or premises where handguns are prohibited by law or rule or regulation.

Student Activities

School Activities

All events scheduled under the direction of any activity or organization shall be approved in the following order: by the sponsor, the Activities Director, the Principal, and the Superintendent.

In the event of State Qualifiers, in any or all activities, the NSAA guidelines (lodging-meals-mileage-sponsorship) will be adhered to.

Students who ride to a school sponsored activity will only be released to a parent/legal guardian/family member who provides a written and signed notice or an electronic message from a parent/legal guardian to the sponsor or coach.

Wynot Public Schools will sponsor the following activities and organizations:

Football (boys)	Band	Student Council
Volleyball (girls)	Chorus	FFA (with Crofton)
Basketball (girls and boys)	National Honor Society	Golf (with Crofton)
Track (girls and boys)	Yearbook	FBLA
Speech	Class Activities	FCCLA
One-Act Play	Newspaper	eSports

Physical Examination

All students will receive a health check each year to ascertain if a child is suffering from: 1) defective sight or hearing, 2) dental defects, or 3) other conditions as prescribed by the Department of Health. Nebraska State Law - Article 4, Section 79-4, 133.

Participation in Activities

The Activities Council consists of the following personnel: the Principal, the Activities Director (who chairs the Council), the head coach of each boy/girl sport, the vocal/instrumental director, one 9-12 class sponsor chosen each year by the chairman, and the Speech and One-Act Play Directors. This council is charged with developing policy and enforcement of those policies as they pertain to student activities at Wynot Public Schools.

Activities that are affiliated with the Nebraska School Activities Association, such as football, basketball, speech, music, et al will be governed by their rules and regulations.

All students participating in athletics sponsored by the Wynot Public Schools must have a physical examination by a medical doctor and have a physical form signed by the doctor and a consent form signed by a parent/guardian before he/she can participate in a sport, as required by the Nebraska Activities Association. It is required that insurance be purchased to cover injuries before students participate. Wynot Public Schools will make available an insurance plan to cover participation.

Students participating in those extra-curricular activities offered at Wynot Public Schools are advised that participation is VOLUNTARY and is a privilege. Extra-curricular activities do much to enhance a student's educational environment and provide an opportunity to experience the discipline, concentration, commitment, and pleasure that the group/individual contests provide.

Students participating in any extra-curricular activities are expected to comply with the appropriate handbook, constitution, or rules the activity sponsor prepares. Students are advised that infractions of conduct as per extra-curricular activity, including athletics, that the sponsor or head coach and the administration are given the discretion and authority to investigate the suspected violation and determine an appropriate disciplinary action.

Wynot Public Schools will comply with the Village of Wynot Ordinance on curfew of minors: Students are not to be loitering in town after games and on week-ends beyond the time established by the Village Ordinance or the respective handbook if a student is involved in extra-curricular activities.

Penalties may include but are not limited to the following disciplinary procedures:

- requiring extra practice
- withholding from a part or all of a contest

- suspension from contests as per handbook
- parents/guardians will be asked if he/she is under the influence of alcohol at any school activity due to the
- dangers of drinking and driving.
- a conference with the parent before re-reinstatement to an activity
- dismissal from a particular activity, which may include the loss of all honors and awards acquired thereto.

Extra-curricular activities governed by handbook, constitution, or rules and regulations are:

Football	Band	Speech	Volleyball
Chorus	eSports	Basketball (girls & boys)	Newspaper
Golf	FCCLA	Annual	FFA
FBLA	Track (girls & boys)	One-Act Play	

Extra-curricular activities are **VOLUNTARY** and you are expected to comply with the **PROVISIONS**.

Academic Eligibility

The Activities Council recommends and approves the following academic policy to govern the following activities in Wynot Middle School and Senior High.

Football	Honor Society	Volleyball	Student Council	Basketball
One-Act Play	Track	Speech	Golf	eSports

Academic Eligibility Policy

The Board of Education of Wynot Public Schools recognizes the value of extra-curricular activities as part of a student's educational experience. Through these activities, students may learn social skills, develop self-confidence, and learn to appreciate the value of hard work. The participation in extra-curricular activities is voluntary and considered an earned privilege granted by the successful completion of an academic program.

1. All scores used are to be cumulative grades.
2. To be eligible to compete in extra-curricular activities, after the second week of the quarter, a student must be passing in all subject areas.
3. Any student failing (1) course will be placed on academic probation for one (1) week (Wednesday-Tuesday). The student will receive academic and social emotional counseling with the counselor.
4. Students will have a one (1) week period to bring their grades to a passing level. If, after the end of that time, the student is failing (1) or more classes (does not have to be the same classes), the student will be ineligible for the following week. Raising grades during that time will have no effect on the eligibility for that week. If, at the end of the week in which the student was ineligible, the student is still failing more than one (1) class or failing one (1) class consecutive weeks, the ineligibility continues for the next week. Students do not get another week of probation until they have worked themselves off of the ineligibility list by having one (1) or fewer failing grade averages. Students will continue academic and social emotional counseling with the counselor throughout this period.
5. If a student fails a course at the end of a quarter, the student will be ineligible for the first week of the next quarter.
6. During a period of ineligibility, students are expected to attend practice sessions for the activities in which they are involved or work on improving the failing grade(s) at the discretion of the coaching staff or administration.
7. The eligibility list will be run by 9:00 a.m. on Tuesdays beginning the second week of each quarter.
8. The faculty and administration reserve the right to deviate from this policy in the case of students who have identified Special Education Handicapping conditions.
9. Students may participate in practice but not represent Wynot Public Schools in interscholastic competition if they are failing in the above manner. These activities may include but are not limited to:
 - a. Basketball, Football, Volleyball, Track, Golf, eSports, One Act, and Speech
 - b. FBLA Contests
 - c. Academic Contests
 - d. Quiz Bowl Contests
 - e. Field trips
10. Musical concerts are not included on the above list of activities that a student may miss because it is a graded course and not an extracurricular activity.
11. In addition to the local policy above, NSAA enforces certain rules for participation in athletics. These provide additional rules to be met for each athlete in the legal participation in athletics. The local and state policies both determine eligibility. NSAA rules will be posted.
12. It should be understood that if a student is serving a suspension or not in school for half the day as stated by the Nebraska Department of Education, that student will not be allowed to participate in a school-sponsored activity that evening. It is still permissible to be absent from school on Friday and participate on Saturday. The Principal reserves

the authority to waive this requirement for an unusual circumstance. (4.75 hours for a full day; 4.15 hours for a late start or early dismissal)

13. If a student has a grade of 77 to 69, the school counselor will come up with an academic plan with the student and teacher, and parents will be notified with a written academic plan. If the student falls below a 69, the student and parents will be notified by the principal via a phone call and written notice. The administration will conference with parents of students who are ineligible for more than one week.
14. In effect, the student and parent/guardian should be advised - **Academics** are the primary emphasis of our school - **Activities** are a privilege, not a right. Satisfactory progress is the responsibility of a student and his/her parents/guardians.

Student Council Requirements

The Wynot Public School Student Council is designed and established to encourage all students to be involved and active in school events and to communicate the concerns/priorities of the students to the staff, administration, and board. Student Council members are **leaders**, and trustworthy representatives of classes. The Student Council is actively involved in Homecoming, and other events throughout the year. Each class 9-12 is to select two (2) Student Council members each year. The qualifications of the Student Council Members are:

- Grade Point Average of 2.5 accumulative for work prior to year of selection.
- Active/successful involvement in two (2) or more extra-curricular (activity handbook) endeavors in the term preceding grades 10, 11, and 12.
- Willing to perform the assignments, tasks, and perhaps after school hours commitments and attend the conference/workshops as scheduled.
- Violation of drug/alcohol policy will result in dismissal and an alternate will be elected.

Class Dues

No class or sponsor determined fees will be imposed. However, students are expected to participate and support in class fundraising projects as determined. Failure to actively participate may result in a remuneration fee to remain in good standing. Waivers may be granted by the sponsors on grounds of conflict/religious beliefs as so requested by the parent/guardian.

Homecoming/Prom

Expectations/behaviors are outlined each year in letters sent to high school members and parents/guardians. Juniors are required to help with decorating and clean up duties; there will be assessed fees for failure to participate, cooperate, and contribute to the decorating/clean up process. Please see that employment, etc. is adjusted well ahead of time.

Students who leave the Homecoming or Prom venue are not allowed to return. Suspected alcohol use will be investigated. Students suspected of abuse will be disciplined according to the handbook provisions and may have their parents/guardians called to pick up and/or be subjected to legal action.

1. Formal attire is required at activities and dance. **NO BLUE JEANS OR SHORTS ALLOWED.**
2. Guests must be pre-registered.
3. Students may register one outside date.
4. Registered outside dates will be admitted upon arrival.

Students need to be enrolled the previous semester at Wynot Public Schools to be selected as Homecoming King or Queen or class attendant or Prom royalty. This will not apply to Freshmen.

Game/Passes Fees

Home Game Admission: **Students \$4.00 Adults \$5.00**

Student Pass Ticket\$60.00 Family Pass Ticket.....\$150.00

Single Adult Pass.....\$60.00 Senior Citizen Pass.....FREE

Good for ALL home games except local, conference, or district tournament games

Officers of Organizations and Classes:

- All meetings must be scheduled with the sponsor and then with the Principal.
- Accurate records of all meetings must be recorded and a copy furnished to the sponsor, Principal, and Superintendent.
- No authorization to spend money from the treasury can be made unless it is recorded in the minutes of the meeting.

- Any purchases from organization money must have a purchase order signed by an administrator or co-signed -signed by the sponsor.
- Accurate records of finances must be kept by each organization. Financial records may be checked with the office secretary.
- All expenditures from organization funds must have a bill or claim and will be paid by check from the office.

Statement of ESSA Teacher Qualifications

All parents have the right to inquire as to their students' teachers qualifications in relation to the Every Student Succeeds Act – Highly Qualified teacher standards.

Student Fees Policy

The Board of Education of Wynot Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2018-2019 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

1. Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.
The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.
2. Personal or consumable items & miscellaneous
 - a. Extra-curricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extra-curricular activities.
 - b. Courses
 - i. General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not

- limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
- ii. Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
 - iii. Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.
 - iv. Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
 - v. Parking. Students are responsible to pay for damages caused with or to vehicles; or for failure to comply with school parking rules.
- c. Extra-curricular Activities–Specialized equipment or attire. Extra-curricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extra-curricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extra-curricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.
 - d. Extra-curricular Activities–Fees for participation. Any fees for participation in extra-curricular activities, for the 2008-09 school year, are further specified in Appendix "1." Admission fees are charged for extra-curricular activities and events.
 - e. Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.
 - f. Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.
 - g. Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files

h. Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

i. Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

j. Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

Free Lunch Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extra-curricular activities and (2) use of a physical instrument in optional music courses that are not extra-curricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

Fee Waiver Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee waiver policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student in the District or to every household in which at least one student resides, at no cost.

Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extra-curricular activities, (2) postsecondary education costs, and (3) summer school or night school.

1. Report your accident to the teacher in charge or to the school office immediately following it or as soon as possible.
2. File your claim form as soon as possible. There is a time limit.
3. Claim forms are available from the Superintendent's Office.
4. Follow verbal and written directions closely. It is your responsibility to see that your claim is filed properly and on time.
5. All claims must be sent to the insurance company through the Superintendent's Office.

**WYNOT PUBLIC SCHOOLS
ANNUAL
AUTHORIZATION FOR ADMINISTRATION OF MEDICATIONS**

I authorize school personnel to give my child, _____
(child's name)

Age _____ Grade _____ the following medication(s):

MEDICATION

DOSAGE

TIME TO BE GIVEN

prescribed by: _____
(Family Physician or Specialist)

_____	_____
(Parent or Guardian Signature)	(Date)

School personnel should be aware that the reason for this medication is:

Anticipated time (days, weeks, months, etc.) medication will be continued _____

Are there any side effects of this drug? (drowsiness? Not to be taken with certain foods? Etc.)

--

Please send medications in a labeled prescription bottle with a child proof cap. Label should contain child's name, medication, dosage, and time to be given.

SCHOOL PERSONNEL REGRET THAT MEDICATIONS WILL NOT BE GIVEN UNTIL THIS SIGNED

FORM IS RETURNED TO THE SCHOOL NURSE.

**WYNOT PUBLIC SCHOOLS
STUDENT FEE WAIVER FORM**

Dear Parent/Guardian,

The information you gave on your Free and Reduced Price School Meals Application may be shared with the following requested programs for which your children may qualify for financial assistance. Completing this waiver will not affect your child/children's free or reduced priced school meals status.

- ☐ I give permission to school officials to share information from my Free and Reduced Price School Meals Application in accordance with the Public Elementary and Secondary Student Fee Authorization Act. I also request a Waiver, consistent with Section 12 of the District Student Fees Policy, for fees, transportation, and/or materials and equipment as listed below:

1. Course/Project/Activity: _____
2. Fees Requested: _____ Date: _____
3. Transportation to: _____ Date: _____
4. Supplies and/or Equipment:
 - a. _____ Cost: _____
 - b. _____ Cost: _____
 - c. _____ Cost: _____
 - d. _____ Cost: _____

Child/Children's Name: _____

Parent/Guardian (printed): _____

Address: _____

Signature of Parent/Guardian: _____ Date: _____

For more information contact:

Mr. Paul Hans 357-2121

Mrs. Nancy Sydow 357-2121

- ☐ Request Approved
☐ Request Denied

Administrator Signature: _____

Students or their parents/guardians must request and complete a waiver prior to participating in or attending the activity and prior to the purchase of the materials as outlined in the District Students Fees Policy.

For more information, you may call Jeffrey Messersmith at (402)357-2121
Return this form to Wynot Public Schools, P.O. Box 157, Wynot, NE 68792

PLEASE COMPLETE, SIGN , AND RETURN THIS PAGE

**Wynot Public Schools
District No. 101
709 St. James Ave.
Wynot, Nebraska 68792**

Dear Parents/Guardians:

The School District does not provide any type of health or accident insurance for injuries incurred by your child at school.

We encourage all families to have accident coverage on their children, prior to participation in any sports or school sponsored activity. Please read the entire policy offering to determine if this program is a needed supplement to your own primary health insurance. **If you feel your coverage is adequate, please sign the bottom of this letter and return to your coach, athletic director, or school office.**
(football, grades 7 & 8 are covered by the All Sports Coverage)

In making application for coverage, please read brochures explaining options carefully:

1. Print name, address and other information clearly on the enrollment form.
2. Make check or money order payable to **STUDENT ASSURANCE SERVICES, INC.** or, Complete the credit card payment form.
3. Print student's name on face of the check.
4. Detach and retain summary of coverage, and send the envelope to: Student Assurance Services, Inc., PO Box 196, Stillwater, MN 55082-0196. Coverage will become effective at 12:01 a.m. following the date the envelope containing the enrollment form and premium is postmarked by the U.S. Post Office but not prior to August 1.

DO NOT SEND YOUR ENVELOPE BACK TO THE SCHOOL

5. Questions about the plan may be directed to Student Assurance Services, Inc., at (651)439-7098, or call toll free 1-800-328-2739

Please **sign and return** the form to school, if you already have adequate insurance for your child.

PARENTAL INSURANCE WAIVER

Student's Name _____ School _____

We, the undersigned, feel we have adequate insurance protection for our Son/Daughter while practicing or participating in Interscholastic Sports, or other School Sponsored Activities.

Parent's/Guardian's Signature _____ Date _____