

TO THE PARENT/GUARDIAN:

Nebraska law requires that every school district summarize the general rules and regulations regarding student conduct which are in effect in the school district. The law further required that such rules and regulations be reduced to writing and that they be available to all students and their parents or guardians. This handbook has been prepared to explain and clarify the procedures, policies, and regulations at Wood River Middle School. You are urged to contact Mr. Terry Zessin or Dr. James Haley if you have any questions.

TO THE STUDENT:

On behalf of the faculty, we would like to welcome you to Wood River Middle School for the coming year. We are looking forward to assisting you in fulfilling your educational goals. Wood River has a history of fine academic and extracurricular accomplishments. We expect you to meet the goals that have been set and to carry on that tradition and make this a better place. You can benefit from all that Wood River Middle School has to offer by being actively involved in the learning in your classes and the programs that are offered. If you encounter difficulties, seek out any of our trained professionals and we will do the best to help you. We are here to make your years in middle school as successful, yet educationally challenging, as possible. We welcome the opportunity to help you as you proceed through your school career.

James Haley, Superintendent

Terry Zessin, Principal

MISSION STATEMENT

Making Education Count

AFTERSCHOOL STUDY HALL

The Middle School will offer a study hall both in the morning and after school to any student that wishes to receive additional educational assistance and tutoring. The Afterschool Study Hall will be available after school from 3:28 - 4:15. Students should bring their study materials with them to the assigned room where teacher(s) will be available for assistance.

ALCOHOL/DRUG /TOBACCO POLICY

Student use, possession, distribution, sale, or being under the influence of alcohol, tobacco (including smokeless tobacco), illegal drugs, controlled substances, "look-alike" drugs, steroids or possession of drug paraphernalia on any school premise, school vehicle, or at any school activity (home or away) is strictly prohibited. Violation of this policy will result in consequences as outlined in school board policy (Article XI, Section 7 of the Student Discipline section).

1. Law enforcement officials may be contacted upon initial investigation and verification of the violation.
2. Any student observed possessing, using, consuming, delivering, transferring, or selling illegal drugs or alcohol, or are under the influence of alcohol or illegal drugs, or possessing drug paraphernalia on any school premise, school vehicle, or at any school activity will not be allowed to participate in any school activity for a period of 21 calendar days. This includes graduation ceremonies.

ANNOUNCEMENTS AND BULLETINS

Bulletins for the benefit of the student body and staff will be read each day. These bulletins will be typed by the office secretaries each morning. Bulletins turned in by students must be approved by an instructor, sponsor or administrator.

ASSEMBLIES

During an assembly, all students are to sit in their assigned areas with their class. Hand-clapping is the only form of applause which is to be used. Students are not to leave the assembly area until they have been properly dismissed. Students who do not demonstrate appropriate behavior during assembly programs will not be allowed to attend future events.

ATTENDANCE RULES AND PROCEDURES

Regular full time attendance at school is the responsibility of each student and his/her guardian.

The student who does not attend regularly misses the exchange and information presented on a daily basis and finds keeping current with classroom work difficult. Even though the required reading of paper work of a class session can usually be completed later, the learning experience cannot be duplicated. Consistent and punctual attendance is essential to a student's success in school and life.

School must be treated as a full time job and students are expected to treat it as such by being in attendance for all classes throughout the year. Students who are absent from school lose out on valuable explanations of material, interaction with their teachers and peers, and often perform at a level below their capabilities. The achievement of an outstanding attendance record at school should be every student's goal.

If you are absent, it is essential that your guardian telephones the school between 7:30 a.m. and 9:00 a.m. When we do not receive a call, we will contact your guardian to inform them of your absence from school. In cases where we have not had contact with your guardian, a note from home explaining

your absence will be necessary. Written excuses must include date/dates absent, reason, and your guardian's signature. If we don't have a phone call or written note from your guardian excusing your absence, it will be recorded as an unexcused absence.

If you are absent from school (except for a doctor's or dentist's appointment) on the day of a school activity, you may not take part in that activity. If you want to take part in an activity, you must be in school by 11:30 a.m. on the day of the event.

When a student becomes ill at school, the student should check with the school nurse. If the nurse is not available, the student is to check with the school secretary and a decision will be made if a parent needs to be contacted. Students are not to use their cell phones to call their parents at any time during the school day. A phone is always available at the office for student use when it is necessary for students to contact a parent.

ABSENTEEISM NOTIFICATION AND PROCEDURE

1. Excessive absenteeism is defined as more than eight (8) absences per semester for each individual class period for any reason other than school sponsored activities. Students participating in sanctioned school activities under the supervision of a school staff member will be considered present.
2. A middle school student who is absent more than eight (8) times from any class in a semester will lose credit for that course unless the Principal determines that, due to the nature of the absences, credit shall be granted. A student may earn back absent days and/or class periods by attending Saturday School. A student will match minute for minute the time they were absent from school. The student may also be removed from the class.
3. Students will meet with their core teachers and principal to discuss the student's attendance where a contract may be created to help resolve the issue.
4. All absences shall count towards the eight (8) day limit, except those that are due to school sponsored activities. There will be no differentiation made between excused and unexcused absences.
5. The school will notify a student and their parent/guardian when the student has accumulated five (5) absences in a semester. The parents may also be requested to meet with the Principal to discuss the attendance problem. A report may be filed with the County Attorney if parent/guardian refuses to meet with the administration and the attendance problem continues. A second notification to the parent/guardian will be made after eight (8) absences. This will notify parent/guardian of their child's loss of credit or possible reinstatement. Students and parents may appeal this decision to the superintendent. The superintendent shall then follow the procedures in board policies.

ATTIRE AND GROOMING REGULATIONS

Wood River High School shall provide an environment conducive to the physical, mental, social, and emotional well being of all students. The school climate shall foster a safe, secure, and caring learning environment which nurtures personal growth and promotes positive attitudes.

Paramount to this effort is the expectation that students dress appropriately for the school setting. Dress deemed inappropriate or disruptive to school operations will not be tolerated. It is expected that students will dress as they would for a work setting. Students found to be dressed inappropriately, as determined by the school administration, may be sent home.

While the school climate encourages individual creativity and student empowerment, the school also recognizes a need to guide students toward appropriate attire for school and work. The following guidelines will ensure that students are dressed properly for the school setting. Inappropriate Dress and Grooming includes:

1. Attire showing pictures or messages promoting drugs, alcohol, tobacco, gangs or gang activity, exploitation, discrimination, profanity, or violence.
2. Clothing that exposes underwear.
3. Clothing that is skin tight or reveals back, midriff, cleavage, or buttocks.
4. Strapless tops or tops with spaghetti straps (unless the latter is worn over another appropriate top).
5. Shorts, pants, and skirts worn below the waist or hips. Pants should be of appropriate length (should not drag on floor surface). Shorts and skirts should, at the minimum, meet the fist test for length.
6. Clothing or articles which are excessively soiled, torn, or ragged.
7. Head wear may not be worn in the school.
8. Visible body-piercing (ear piercings are an exception).
9. Hairstyles and colors that are disruptive to the school environment
10. Any form of dress that the administration deems inappropriate for a school setting.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school, returning home to change, or otherwise modifying their appearance. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

AUTOMOBILES

Students who use cars for transportation to and from school are expected to comply with the regulations listed below. These regulations are reasonable and are for the protection of the entire student body. Pupils should realize that their parents or guardians are responsible for damages which may result from their carelessness.

1. Students shall drive safely; reckless driving will not be tolerated.
2. Cars are to be parked in designated areas and under no circumstances are to be driven during the school day without special permission of the principal or superintendent. Any student violating the above rule may not be allowed to drive his car on school grounds.
3. Students shall not park in the front row. This area is reserved for staff and visitors.
4. Students shall not park behind the school building.
5. Students are not to go to the parking area or cars unless special permission is granted.
6. Students driving on permits are reminded that such a permit entitles the student to go only directly to and from school by the shortest route.
7. Students are not to loiter in parked cars before or after school.
8. Students are not to use cars for errands during school time unless given special permission by principal or superintendent.
9. The Board reserves the right to revoke the above policy or refuse any student the permission to drive.
10. By driving personal vehicles to school, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

BODY PIERCING

Students will not be permitted to wear body-piercing jewelry while at school or during any school function on or off the premises. This rule applies to all parts of the body except the ears.

Consequences may include, but are not limited to, detention, in-school suspension, out-of-school suspension or expulsion.

BOOKS AND SUPPLIES

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

BULLYING

Students are prohibited from engaging in any form of bullying behavior on school grounds, in school vehicles, and at school activities sponsored by the school district or in which a school district representative is participating. "Bullying behavior" is defined as any overt act by a student with the intent or effect of ridiculing, humiliating, or intimidating another student. Bullying includes, but is not limited to, the use of computers, text messages, and other electronic communication devices. The disciplinary consequences for bullying behavior will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

BUS RULES

- 1) Pupils being transported are under the authority of the bus driver.
- 2) Fighting, wrestling, or boisterous activities are prohibited on the bus.
- 3) Pupils shall use the emergency door only in the case of emergency.
- 4) Pupils shall be on time for the bus both morning and evening.
- 5) Pupils shall not bring animals, firearms, weapons, or other potentially hazardous materials on the bus.
- 6) Pupils shall remain seated while the bus is in motion.
- 7) Pupils may be assigned seats by the driver.
- 8) When necessary to cross the road, pupils shall cross in front of the bus, or as instructed by the bus driver.
- 9) Pupils shall not extend the hands, arms, or heads through the bus windows.
- 10) Pupils shall have written permission or parents must have made prior arrangements to leave the bus other than at home or school.
- 11) Pupils shall converse in normal tones; loud and vulgar language is prohibited.
- 12) Pupils shall keep the bus clean, and must refrain from damaging it.
- 13) Pupils shall be courteous to the driver, to fellow pupils, and passersby.
- 14) Pupils, who refuse to obey promptly the directions of the driver, or refuse to obey regulations, may forfeit their privilege to ride on the bus.

Consequences for Inappropriate Bus Behavior

First Offense:

Bus Driver will discuss inappropriate behavior with the pupil and report to the building principal when appropriate.

Second Offense:

Bus Driver will complete and deliver to the building principal the Bus Conduct Report/Incident Report. Principal will discuss inappropriate behavior with the pupil.

Third Offense:

Bus Driver will complete and deliver to the building principal the Bus Conduct Report/Incident Report. Principal will discuss inappropriate behavior with the pupil. Contact with student’s parent will be made. Principal will discuss with pupil and parent that any further reported incident could result in limited or suspended bus service.

Fourth Offense:

Bus Driver will complete and deliver to the building principal the Bus Conduct Report/Incident Report. Principal will discuss inappropriate behavior with the pupil. Student will call parent to report inappropriate behavior. Principal will limit bus service or suspend bus service for the remainder of the school year.

The sequential steps of the **Consequences for Inappropriate Bus Behavior** may be suspended in cases of severe disruptive behavior in order to maintain safe bus conditions for all students.

CALENDAR

The official calendar for all school events is in the office of the principal and before any event is placed on the calendar or scheduled, it must be cleared by the principal. It is the responsibility of the sponsor to notify the principal of their proposed events. Events between schools have priority over organizational meetings with the school in scheduling.

CARE OF SCHOOL PROPERTY

The citizens of the Wood River Rural Middle School District have provided some of the best equipment and facilities found anywhere. Students can best show their appreciation by taking care of the building, equipment and grounds so they can be passed on to future students in good condition. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and will also face further disciplinary action. Except in cases of unavoidable accidents, students are liable for all damage they may do to school property.

CHEATING

Any student caught cheating in any form may receive a "zero" for the assignment. The second offense of cheating in the same class may result in an "F" for the semester

CLASSIFICATION

Those entering the sixth grade from schools other than those of Hall County, must furnish the high school principal or superintendent evidence that he or she has successfully completed the fifth grade. Every student, prior to entering school, must provide evidence of adequate immunization as specified by Nebraska statute. Also, any student entering seventh grade or any new student that is transferring from out of state at any grade level shall provide evidence of a physical examination within the last six months as specified by Nebraska statute.

An official transcript of grade school work completed must be in the permanent file of each junior high pupil as soon after admission to high school as possible.

CLOSING OF SCHOOL

School closings will be announced on the school website <http://www.woodriver.k12.ne.us/> the school Facebook page, SchoolMessenger Phone Contact System as well as WeatherThreat.com which updates many of the local media outlets.

CODE OF CONDUCT FOR ACTIVITIES PROGRAM

A code of conduct for students involved in the activities program is outlined in the Activities Guideline Handbook.

COMPLAINT PROCEDURE

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher.
2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted to the president of the board of education.
3. When a complainant submits a complaint to an administrator, the administrator shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved. If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member.
 1. If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 1. All relevant details of the complaint;
 2. All witnesses and documents which the complainant believes support the complaint;
 3. The action or solution which the complainant seeks.
 - d) Respond to the complainant.
4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) The superintendent will investigate as he or she deems appropriate.
 - c) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision.

5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) The board may, but is not required to, receive statements from interested parties and witnesses relevant to the complaint appeal.
 - c) The board will notify the complainant in writing of its decision.
 - d) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall:
 - a) Determine whether the complainant has discussed the matter with the superintendent.
 1. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent.
 2. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.

CONDUCT IN GENERAL

Any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes with or creates a reasonable likelihood that it will interfere with the health, safety or well-being, or the rights of themselves or others is prohibited.

The preceding is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized in this regulation. The following is an enumeration of some of the main areas of conduct which may lead to disciplinary action such as: detention, confiscation of material, revoking privileges, arrangement or schedules, probation, exclusion, mandatory program reassignment, suspension or expulsion. Exclusion, suspension, expulsion, and mandatory program reassignment shall be administered in accordance with the standards established by state law.

1. Use of abuse, violence, force, noise, coercion, threat, intimidation, fear, insubordination or other similar conduct in a manner that constitutes an interference with school purposes or violates another person's human rights.
2. False communication, verbal or written, of the presence of a bomb or other explosive device.
3. The willful causing or attempting to cause damage to private or school property.
4. Stealing or attempting to steal private or school property.
5. Causing or attempting to cause physical injury to oneself or others including the throwing of objects or materials which could cause physical injury, except where such injury results from accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person.
6. Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from such person.
7. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered to be a weapon.
8. Engaging in the use or possession of tobacco or the unlawful selling, using, possessing, being under the influence or dispensing of alcoholic beverages, narcotics, drugs or other controlled substances.
9. Truancy or failure to attend assigned classes or activities.

10. Tardiness to school, assigned class or scheduled activity.
11. Using language which by school standards is considered vulgar, obscene, sarcastic, demeaning, threatening or intimidating.
12. Repeated violation of any valid rules of conduct established by the Board of Education, Superintendent, or Principals of the Wood River Rural Middle School.
13. Loitering on school property before or after assigned classes without the permission of a staff member.
14. Causing a false fire alarm.
15. Possession or use of firecrackers.
- 16 "Trespassing" (being present in an unauthorized place in the school, unauthorized presence on school property, or refusing to leave the school premises when ordered to do so by school officials).
17. Unlawful assembly (assembly of students which disrupts the educational process).
18. Engaging in any other activity forbidden by the laws of the United States or the State of Nebraska.
19. Public display of affection.
20. Public indecency.
21. Using actions and/or gestures denoting disrespect. Students, teachers, and staff members are to be addressed courteously and with respect.
22. All forms of "hazing" of students are prohibited.

COUNSELING SERVICE

Wood River offers full-time guidance services. The door is open to all students and parents. Feel free to go and talk to your counselor. The purpose of the guidance program is to be of assistance to students, families, and teachers and to assist in making the educational process as effective as possible.

Counseling services include academic counseling, personal counseling, crisis intervention, referrals and coordination with agencies and professionals outside the school setting, school testing program, career exploration, and post graduate planning.

DETENTION

Often times, it is necessary for students to be assigned detention because of poor performance, tardiness, or misconduct. Special privileges cannot be granted to students who carry newspapers or do other types of work before or after school. Those who wish their school day to end at the regular time should conduct themselves in such a manner that their school day will never be extended. Remember that school comes before other duties.

If detentions become ineffective, a discipline plan will be set by the middle school team, the principal, the guardians, and the student. This may include suspensions, Saturday school, or expulsions.

Classroom disciplinary procedures are determined by the classroom teacher and supported by the building principal.

DIGITAL CITIZENSHIP

Rationale-The Board of Wood River Rural Schools supports a Digital Citizenship model for the promotion of safe and responsible use of technology. Students should learn how to safely and responsibly use computers, cell phones, tablet devices, mp3 players and other electronic devices. An important part of learning these skills is being given the chance to experience the opportunities, and the challenges presented by technology in a safe, secure and nurturing environment, where clear, effective guidance can be sought as students and teachers learn.

The board believes that by fostering a culture of successful digital citizenship in students, staff and our wider community it is encouraging everyone to take responsibility for themselves and others in their use of information technology.

Electronic Devices on School Vehicles-Students may use electronic devices while riding in school vehicles unless they are told not to do so by the driver of the vehicle or the sponsor.

Classroom Policy-Individual teachers will set the electronic device policy in their own classroom. Safety concerns in some areas may mean that electronic devices will not be permitted in the work area at all. Each teacher should provide students and parents with a written copy of his/her classroom policy on use of electronic devices. At the beginning of the year each individual teacher will explicitly teach his/her policy with additional review of the policy occurring throughout the year. As well, administration will cover general digital citizenship guidelines throughout the school year.

General Guidelines-All use of electronic devices (including cell phones, Ipads, iPods, laptops, computers etc) must be consistent with the student Code of Conduct. Students are reminded that any harassment or bullying of other students using electronic devices is strictly prohibited. Further, students are reminded that even if the harassing or bullying behavior occurs away from the school, the school may act in any situation that impacts our learning environment.

Electronic devices may only be used during class time with express permission from the classroom teacher. All devices should remain on silent unless the classroom teacher has given express permission otherwise. Students who receive permission from a teacher to make an emergency phone call should step outside of the classroom and quickly make the call. Again, it is up to the teacher to grant permission for this matter.

Earbuds/phones must both be removed when the teacher or other students are speaking. Further, noise levels from electronic devices must be such that other students are not bothered by the volume.

Unacceptable Use-Students may never use electronic devices in the following ways:

- using electronic devices contrary to teacher/classroom policy
- using an electronic device inappropriately towards another community member
- using an electronic device on the school grounds or at school activities to take photographs or video without teacher or administrative permission
- using any piece of school-owned technology to harm another community member
- using any electronic device to violate copyright law or the intellectual property of another person
- using any electronic device to take, disseminate, transfer or share obscene, pornographic, lewd, or otherwise illegal images or photographs

Enforcement -Students who violate this policy will have their electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

At any point in this progression, the administration may revoke the student's privilege of using electronic devices at school for the remainder of the year.

Any student who is in the office dealing with an administrator is required to surrender his/her cellphone for the duration of the time spent in the office.

Assumption of Risk and Consent to Search -As the school does not mandate students bring electronic devices to school, students do so at their own risk. The school is not responsible for any damage or loss to their personal electronic devices.

By bringing their personal electronic devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Internet Access using Electronic Devices -The district monitors all Internet communications, Internet usage and patterns of Internet usage that occur on school grounds or by accessing any school-owned technology. Students have no right of privacy to any Internet communications or other electronic files that occurs on school grounds or through any school-owned technology. As with any school property, any electronic files stored on the school district's network are subject to search and inspection at any time.

The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

DISMISSAL FROM CLASS, STUDY HALL, OR ACTIVITY

When a student's behavior in a class, study hall, or other activity endangers himself or others, when it takes so much of the attention of the teacher, sponsor, or other students that the class or activity can no longer be conducted, or when his behavior is openly rebellious and disrespectful to the teacher, sponsor, or other members of the groups involved he/she may be removed from that class.

DRUG DOGS

The district may use drug dogs to detect illegal drugs and/or contraband at any time, announced or unannounced. Illegal objects or substances found in lockers may be seized. All cars parked on school property shall be subject to a sniff search at any time and illegal objects or substances may be seized. Classrooms and all common areas are subject to a sniff search at any time. If any illegal drugs or contraband are found on a student's person or in his/her vehicle, locker or any other place on school property that the student has placed illegal drugs or contraband, the student may be subject to appropriate disciplinary action, including suspension, expulsion and legal action by the police.

EMERGENCY EXIT AND FIRE DRILLS

Fire drills, as required by law, will be held at regular intervals. Such practice is important and should be approached seriously. Specific instructions for evacuation of the building will be given on the first day of school at the beginning of the fall term. Students will leave the room immediately on signal. There must be a minimum of conversation. Lines should be kept well organized and moving rapidly. The first

student out of a door should step aside and hold the door open for those that follow. Students are expected to stay with their teacher so roll can be taken outside of building.

FALSE REPORTING

A student that knowingly makes a false report against other students or staff members will be subject to disciplinary action. Consequences may include detention, suspension, or expulsion.

FAN/PARTICIPANT BEHAVIOR

Participants, students and parents are reminded that you represent the school when you are a fan at an extracurricular event. You are expected to set a good example all around you by being enthusiastic in your support of our school and to be sportsmanlike in your support. We also expect you to cooperate with the guidelines set by the host school. Failure to do so could result in disciplinary act. Parents are responsible for non-participating students while driving to and from out-of-town activities. School officials see that proper behavior is displayed at the activity itself.

FIGHTING

Students involved in a confrontation with another person while attending school or a school sponsored activity may be suspended or expelled from school depending on the severity of the confrontation.

FOOD, CANDY AND DRINK

No food, candy or drinks are to be brought to school by students. Exceptions shall be made for student diabetics or others who have a written statement from his/her physician indicating extra snacks are medically necessary. Students may bring their lunch to school. That lunch must be eaten during their regular lunch period.

GAMBLING

Gambling, of any nature, is prohibited. This includes flipping of coins, shooting dice, playing cards, etc. Persons violating this rule shall be subject to discipline.

GRADING

The grading system to be used is the following:

A	93 - 100	Superior
B	86 - 92	Above Average
C	78 - 85	Average
D	70 - 77	Below Average
F	0 - 69	Unsatisfactory
INC.	- Incomplete	

Late Work

Quarter deadline for turning in work

10% max- deduction for late work

Students may be subject to other opportunities to assist in the completion of late/missing assignments. Examples include but are not limited to before or after school study hall, Saturday School, working lunch, change in schedule, short-term intervention, and parent meeting, etc....

Assignments that can be redone

redo each summative assessment (final unit test/project)

weighting 2 for most recent and 1 for previous test for average of retaken test
May not be allowed on the final.
A test can only be taken before the end of the next unit

An Incomplete will be given when a pupil's work for the term is not complete. An "incomplete" must be removed by the time set by the teacher in that certain subject if the student is to receive credit for the subject. Incomplete should not be given at the end of the second semester.

HANDBOOK

All students are held responsible for knowing and abiding by the regulations in the Student Handbook which has been approved by the Board of Education. This handbook cannot contain all rules which apply to all situations. The administration reserves the right to use its best judgment in circumstances not covered by this handbook.

HOME SCHOOL STUDENT ADMISSION

The Wood River Rural School District will accept grade placement and school credits of students transferring from accredited schools. The approved status of schools shall be that as determined by the Nebraska Department of Education or other appropriate State Departments of Education. Grade placement of students transferring from non-accredited schools shall not be accepted by the Wood River Rural School District; rather grade placement shall be at the discretion of the Wood River Rural School District. The following criteria shall be used in making this determination:

1. Achievement test scores.
2. The student's chronological age.
3. The emotional and physical maturity of the student.
4. Other sources of information as determined appropriate.

The principal, guidance counselor, and those teachers affected by the placement shall be involved in making the placement decision.

HOMELESS CHILDREN AND YOUTH

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status as homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency.

Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child.

The district's homeless coordinator is Dr. James Haley, who may be contacted at 308-583-2249.

HOMEWORK

During each class period a certain amount of time may be devoted to supervised study. All preparations cannot hope to be completed during the class period. Thus, a certain amount of home study is necessary. An important objective of school life is the development of ability to work independently of the teacher. Experience has shown that at least one lesson must be prepared outside of school hours. Schoolwork, recreation, and home duties should be coordinated so that each may be given its allotted time. We would recommend that each student have available a well-lighted, quiet place where he/she might spend one hour or two hours each evening studying.

HONOR ROLL

Students whose average of all CORE classes (English, Math, Social Studies, Science and Reading) is equal to a 3.6 grade point average or above will be listed on the "A" Honor Roll (Superintendent's team). A grade below a "C" automatically disqualifies a student from the "A" Honor Roll. Students whose grade point average is 3.0 or above but below 3.6 will be listed on the "B" Honor Roll (Principal's team). One-fourth of the grades cannot be below a "B" and any grade below a "C" automatically disqualifies a student for the "B" Honor Roll. Students with all "A's" (Eagle squad) will be listed separately on each Honor Roll publication.

ILLNESSES

Parents will be notified when a child becomes ill at school. Conditions requiring a student to be sent home include: temperature at or greater than 100 degrees, vomiting, diarrhea, unexplained rashes, head lice or any condition which presents a health risk to others, or prevents meaningful participation in the educational program. Students should be fever-free for 24 hours before returning to school. A student may not return to school until 24 hrs after the last episode of vomiting or diarrhea. Also, when antibiotics have been prescribed, students need to be on them for 24 hrs before they return to school (ex... strep throat, pink eye, etc).

COMMUNICABLE DISEASES

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. Guidelines for extremely communicable childhood illnesses include:

- Chicken Pox 7 days from onset or until crusts are formed.
- German Measles.....From onset of symptoms until 2 days after rash appears.
- Measles.....From onset of (Rubella) symptoms until 7 days after rash appears.
- Mumps..... Until swelling of salivary glands has subsided. At least 7 days.
- Whooping Cough 7 days after exposure to 3 weeks after onset of paroxysms.

Parents should inform their child's teacher if the student has contracted a contagious or communicable disease or condition.

INTERNET, MATERIALS ON COMPUTERS AND PROGRAMS

District computers, programs, software, and networks are for educational use only, and any information carried or contained on district computers is subject to review by the district. If a student uses a non-district computer in a manner which provides access to or affects networks or information contained or stored in a district computer, this Rule shall be deemed to be violated.

If a student or a student's parent has a district Internet account, a non-district Internet account, or any other account or program which would enable direct or indirect access to a district computer, any access thereto in violation of this Rule or any other district Rule may result in student discipline.

If a student uses a computer to gain prohibited access to any account or accounts that the district has through a lease, rental agreement, or other contract with a third party including, but not limited to, the district's Educational Service Unit, such student will be subject to student discipline under district rule. Any student who intentionally gains access to obscene or objectionable material will face disciplinary action and may lose computer privileges. ***Students should never reveal their identity when using the internet.***

Violation of any part of this Rule may result in disciplinary action. In the case of computer hackers, this may include the notification of the appropriate state or federal law enforcement agency.

The district reserves all rights it has under the fair use doctrine of the Copyright Act.

Definitions: (1) **Computer Hacker:** Computer hacker shall mean a computer user who attempts to gain unauthorized access to proprietary computer systems. (2) **Indirect Access to a District Computer:** Indirect access to a District computer shall mean using a non-district computer in a manner which results in the user gaining access to a district computer, including access to any and all information, records, or other material contained or stored in a district computer.

IN-SCHOOL SUSPENSION

Wood River Rural Middle High School has adopted the procedure of placing some students on in-school suspension instead of out-of-school-suspension when it becomes necessary to remove a student from the regular school environment.

The student is placed in a confined space with rest room and water privileges provided during the entire school day. The student is provided lunch facilities in some manner but does not eat or associate with the student body. The student is provided course work assignments during the day by teachers when necessary and the student will receive credit for the work completed and as prescribed for any other student in the classes that the in-school suspension student is enrolled. Students assigned to in-school suspension must report by 8:04 a.m. and stay until 3:33 p.m. Students on in-school suspension will not be allowed to participate in any school activities or on the day(s) they serve in-school suspension.

It is thought that the in-school suspension system offers a bridge instead of a break in the educational process and as such, broadens the curriculum for a selected group of students by focusing on behavior and modifying and channeling improper behavior into a more positive direction.

INSURANCE

The school is not responsible for hospital or doctor bills contracted due to accidents that happen on the school premises. However, students are given an opportunity to enroll in one of several accident benefit plans which covers accidents at school and school sponsored activities. Literature concerning these plans is sent home with the students during registration. The insurance policy which may be purchased for each child usually does not pay the full amount of each claim submitted. The balance of the doctor or hospital bill not paid by the insurance company must be paid by the parents or guardian of the student. Your child should report immediately to school officials any injury due to athletic participation.

LIBRARY

The library is open from 8:00 a.m. until 3:45 p.m. Make it your business to acquaint yourself with the arrangement of the library. The librarian is ever ready to help you. Your cooperation in keeping the library as orderly as possible is appreciated. If our library books are to serve a maximum of students, it is necessary that borrowed books are to be returned promptly. In order to encourage this, it is necessary to assess fines against books that are lost.

LOCKERS AND OTHER SCHOOL PROPERTY

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration. Students shall clean their lockers when directed to do so by the administration. Students shall be required to pay for damage to their lockers or other school property in their custody and control beyond reasonable wear and tear.

REMEMBER: AT NO TIME SHOULD VALUABLES OR MONEY BE STORED OR LEFT IN SCHOOL LOCKERS. The school assumes no responsibility for articles lost or stolen. If it is necessary to bring valuables or large sums of money to school, please leave it in the main office for safekeeping.

LOST AND FOUND

Lost items should be reported to the office. It should be thoroughly understood by all patrons and students that the student is responsible for his own property and that the school cannot assume responsibility for the loss of personal property. However, every effort will be made to help students locate and recover personal property that has been lost. All articles found should be taken to the office and an attempt will be made to return these articles to the rightful owner. Any articles unclaimed after an adequate length of time will be disposed of in a manner to be determined by the office.

LUNCH PERIODS

Lunch will be 30 minutes long. During their lunch period, students are not to remain in any classrooms except when supervised by a teacher. Students should go to the cafeteria area or commons during their lunch period. The library will be open for student use during their lunch period. Students are not to loiter or congregate in the halls between the commons and the library. Students may gather or congregate on the front cement area immediately outside the front doors during their lunch period. Students are never to go to the parking lot without a permit slip from the office and they are never to go home during their lunch period unless permission has been secured from the principal's office. Restroom privileges are restricted to the activity restrooms by the Art Room during a student's lunch period. Supervision of the lunch room area will be handled by teachers as assigned by the administration.

MAKING UP WORK

Work missed because of absence can be, and often needs to be, made up on the student's return to school. Make-up provisions vary depending upon the type of absence. Teachers are granted discretion in setting deadlines for make-up work within these guidelines:

1. Absences from school---it is the responsibility of the student to check with each teacher and arrange for making up missed assignments. A student will have two days after the first day of absence and one more day for each day of absence to hand in the make-up work. Example: If students are absent one

day, they have the day of their return and the next day to make up the missed assignments. If they are absent two days, they will have the day of their return and two more days to complete the missed assignments.

2. Prearranged excuses are to be used when students know they will be absent for family vacations, college visitations, doctor's appointments, or other matters. The prearranged slip should be signed by all of the student's teachers.

3. Students who are not participating but want to attend school activities/competition (for example district track, district speech or state sponsored contests) that are held during the school day must have a make up slip signed by all of their teachers. Students will be required to make up all work before being excused. Parents/guardians are also required to notify the office.

MEDICATIONS

All medications that need to be taken during the school day must be left at the office and administered by the school nurse or other appropriate school personnel.

Prescription Medications must be in the original container with the name of the medication, dosage and times to be given and the physician's name on the label. In addition, there must be a written request from the parent or physician to give the medication as directed.

Over-The-Counter Medications (aspirin, non-aspirin, throat lozenges, cough medication, etc.) must also be in their original container and be accompanied by written parent instructions for administration.

NONDISCRIMINATION

Applicants for admission and employment, students, parents or elementary and secondary students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Wood River Rural Senior High School are hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender, age, disability, or marital status in admission or access to, or treatment or employment in, its programs and activities. The superintendent has been designated by Wood River Rural Senior High School to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

The Wood River Rural School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquires regarding the non-discrimination policies: Dr. James Haley, 13800 West Wood River Road, PO Box 518, Wood River, NE 68883. Telephone Number: 308-583-2249

OUT-OF-SCHOOL SUSPENSION OR EXPULSION

Students who have been assigned an out-of-school suspension or recommended for expulsion cannot attend school, take part in any school function, or be on school property during the suspension. Student on out-of-school suspension will not be allowed to participate in any practices or extracurricular activities on the day(s) they serve out-of-school suspension. Student will receive zero credit for any assignments given that day and the day will be counted against their allowed number of absences. Any tests given during the suspension can be made up by the student during the first day of return.

PARENTAL INVOLVEMENT

The school district recognizes the importance of parental involvement in the education of their children. To ensure such rights, parents will be:

1. Provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district.
 - a. A parental request to review specific approved textbooks and other district-or-building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. In the case of secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity.
 - b. Parents may request permission to attend counseling sessions in which their child is involved.
3. Permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, surveys and other school experiences that parents find objectionable.
 - a. Building principals will excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Informed through the student handbook of the manner that the district will provide access to records of students.
5. Informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.

PARENT-TEACHER CONFERENCE

Conferences will be held during the first quarter of the school year. In some cases, conferences will be held whenever the teachers and principal deem it necessary.

PERFECT ATTENDANCE

Perfect attendance will be interpreted as having zero absence by Nebraska Department of Education interpretation. Absences because of participation in school sponsored activities will not be considered an absence in any of the cases listed above.

This means participating, not attending. An excessive amount of tardies may exclude a student from receiving perfect attendance honors.

POLICE QUESTIONING APPREHENSION

School authorities are frequently asked by Officers of Law Enforcement Agencies, Social Services, Child Protection Agencies and other investigative procedures that often involve children in school. Others in their pursuit of alleged crimes, child abuse cases, child welfare cases and other investigative procedures that often involve children in school.

A pupil may be questioned in private and with confidentiality by any of the above without the permission of the parents or guardian, but only in the presence of school personnel. This opportunity should apply to all of the above in pursuit of their duties as members of a recognized agency. The parent or guardian of the child questioned should be informed of the substance of the interview as soon as possible by the police and/or the school.

POSTING AND DISTRIBUTION OF MATERIALS

Bulletins, displays, banners or signs that wish to be posted in the building outside of the regular classroom or the Library must be approved by the Principal and must be fastened to the walls with masking tape, not scotch or transparent tape. Notices should be removed as soon as the purpose of the notice is served. Posters should relate directly to school events or directly affect students at Wood River Middle School in order to be approved. Students should make it a habit to read the material posted throughout the school to keep informed.

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

Students in eighth grade can earn this award by having a 3.5 grade point average and achieve in the 85th percentile or higher in math or reading in a standardized test.

PROMOTION/RETENTION POLICY

A student will be retained only when there is evidence that the student repeating the class or grade will benefit from retention. Potential benefits from retention may include helping the child understand the benefits of good effort, the consequence of lack of effort while stressing the importance of working to one's potential ability. Seventh and eighth grade students will be expected to successfully complete three required courses each semester. Required courses will be identified as English, Math, Science, and Social Studies. A student who does not successfully complete three required courses will be considered for retention.

PROTECTION OF STUDENT RIGHTS

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA) and The No Child Left Behind Act (NCLB). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as

follows: at the beginning of each school year, upon enrollment, or as is necessitated. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

PUBLIC DISPLAY OF AFFECTION

Signs of affection, such as holding hands, walking with an arm around a girlfriend or boyfriend or in any way engaging in intimate behavior are out of place in school. Students are expected to refrain from such exhibitions at all times.

REGISTRATION/STUDENT FEE POLICY

The Board of Education has approved a registration fee of \$25.00 be assessed to students. All students taking part in any extracurricular activity are required to pay this fee, unless a fee waiver has been filed. The fee will be paid prior to the first day of school and will allow students to attend regularly scheduled home activities without additional cost with the exception of dances and school plays. (Conference and/or district tournaments not included)

The Wood River Rural Board of Education's policy. [Student Fees, Article 600 Section 13].

The Board of Education of Wood River Rural High School 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 reasonable 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) Extracurricular Activities – Students have the responsibility to furnish any personal or consumable items for participation in extracurricular 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, and erasers. A specific class supply list will be published annually in a Board approved students 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 guardian 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 students upon completion. In the event the completed project has more than minimal value, the students may be required, as a condition of the students 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 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 may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

3. Extracurricular Activities-Specialized equipment or attire

Extracurricular 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 extracurricular 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 extracurricular 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.

(4.) Extracurricular Activities-Fees for participation

Any fees for participation in extracurricular activities for **2018-2019** school year are further specified in Appendix “1.” Admission fees are charged for extracurricular activities and events.

(5). Postsecondary education cost

Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees 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.

(6). 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.

(7). 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 students who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fees schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the student’s files or records and no fee shall be charged to search for or retrieve any student’s files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8). Participation in before-and-after-school or prekindergarten services

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

(9). 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.

(10). 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.

(11). Waiver 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 extracurricular activities, and (2) use of a musical instrument in optional music courses that are not extracurricular 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.

(12). Distribution of Policy

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

(13). 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 extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) ¹ or Specific Material Required
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required

¹ Generally, dollar amounts are stated in terms of “maximums.” The actual fee or charge may be less during the current school year.

Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Damage deposit of \$20.00 for use of school owned instrument.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Five cents (.05) per page when charges apply.
School Meals		Lunch—(to be set annually) Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Driver education class: \$295. Other classes: \$50 per class.

Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required																		
Athletic Programs																				
Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$25.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.																		
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.																		
Athletic Participation Fee	Fee to participate in athletic programs.	In the event an athletic participation fee is charged, the fee will be \$50 per year maximum.																		
Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	<p>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweatbands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:</p> <table border="1" data-bbox="829 1367 1406 1913"> <tbody> <tr> <td data-bbox="829 1367 1008 1409">Basketball</td> <td data-bbox="1008 1367 1406 1409">No additional</td> </tr> <tr> <td data-bbox="829 1409 1008 1482">Cross County</td> <td data-bbox="1008 1409 1406 1482">No additional</td> </tr> <tr> <td data-bbox="829 1482 1008 1524">Football</td> <td data-bbox="1008 1482 1406 1524">Mouthpiece</td> </tr> <tr> <td data-bbox="829 1524 1008 1566">Golf</td> <td data-bbox="1008 1524 1406 1566">Golf bag & clubs</td> </tr> <tr> <td data-bbox="829 1566 1008 1640">Speech/Debate</td> <td data-bbox="1008 1566 1406 1640">Dress attire; copies of research</td> </tr> <tr> <td data-bbox="829 1640 1008 1682">Track</td> <td data-bbox="1008 1640 1406 1682">No additional</td> </tr> <tr> <td data-bbox="829 1682 1008 1724">Volleyball</td> <td data-bbox="1008 1682 1406 1724">Volleyball knee pads</td> </tr> <tr> <td data-bbox="829 1724 1008 1766">Wrestling</td> <td data-bbox="1008 1724 1406 1766">Wrestling head gear</td> </tr> <tr> <td data-bbox="829 1766 1008 1913">Dance/Cher Team Squads</td> <td data-bbox="1008 1766 1406 1913">Shoes, approved uniforms (top & skirt; jacket),and other accessories</td> </tr> </tbody> </table>	Basketball	No additional	Cross County	No additional	Football	Mouthpiece	Golf	Golf bag & clubs	Speech/Debate	Dress attire; copies of research	Track	No additional	Volleyball	Volleyball knee pads	Wrestling	Wrestling head gear	Dance/Cher Team Squads	Shoes, approved uniforms (top & skirt; jacket),and other accessories
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Travel meals	Meals	Students are responsible for their own meals while traveling. Individual sports or activities may request students to pay up to \$50 per season to be used towards team travel meals.
Locker use	Padlock for gym locker	Refundable damage deposit of \$25 per season may be required.
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Annual dues not to exceed \$50.00 per club.
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00.
Clubs/Organizations		
Future Business Leaders (FBLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Science Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Spanish Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Student Council	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.

Social & Recognition Activities		
School plays, musicals and social activities	Admission to events	Not to exceed \$10.00 per play or activity
School dances	Admission to prom, homecoming, etc.	Not to exceed \$10.00 per event
Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities.
Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school

		sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.
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REPORT CARDS

Report cards will be mailed out at the end of each nine weeks under the direction of the building principal. Pupils entering school for the first time after the school year has started must be in school at least 4-1/2 weeks prior to the date report cards are issued to be entitled to a report card.

SATURDAY SCHOOL

Saturday School is designed to provide a safe, structured, study environment for students who have been assigned to Saturday School due to a school rule infraction or low academic performance. The premise behind this program is to provide students an alternative consequence for behaviors which fail to live up to the expectations we have established for Wood River students. Through this program we hope to encourage students to make better choices and take responsibility for their actions.

SCHOOL LUNCH PROGRAM

Hot lunches are available for those desiring them. Only well-balanced lunches are served which provide one-third to one-half of the day's nutritive requirements. High standards of sanitation are maintained. Lunches may be purchased at the office any morning before 8:05. Those who bring a sack lunch will also eat in the school lunchroom. Milk is available.

The hot lunch program is financed by the national and state governments through cash reimbursements and surplus commodities and by the participating students, who pay a nominal fee as well as the local school district. The program is supervised by the State.

For families in need, lunches are available free or at reduced prices if the family meets the standards established by the U.S. Government. Forms explaining the programs and applications procedures are mailed to each household at the beginning of the school year, and are available from the office at any time.

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call toll free (866-632-9992). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800-877-8339) or (800-845-6136-Spanish). USDA is an equal opportunity provider and employer.

SCHOOL SONG

Faithful and true-hearted, let us boost for our "Old High"
 We revere her and defend her, and her colors proudly fly;
 We will stand for her, united, of her deeds we gladly tell,
 Her colors streaming, Glad faces beaming,
 So here's a cheer for her that we all love so well.

Chorus--
Joyous and ever loyal, let us boost for our "Old High"
Let ev'ry heart sing, let ev'ry voice ring,
There's no time to grieve or sign,
It's ever onward, our course pursuing,
May defeat ne'er--our ardor cool,
But united, we will boost for her, our Old High School

SEASON TICKET (Adults)

At the beginning of each school year, starting at our first home athletic event, season tickets are offered to those wanting to take advantage of a savings for all home varsity contests. Tickets may be purchased for \$35.00 which allows admission to 10 varsity contests. These tickets may be purchased anytime throughout the school year. However, if all ten punches are not used up in any particular year, they cannot be used the following year.

SEXUAL HARASSMENT

Wood River Rural Middle High School board policy prohibits sexual harassment from occurring among its employees and/or students or to its employees and/or students and will make efforts to prevent it from happening by advising its employees of its prohibition in handbooks and conversations.

Harassment on the basis of sex is a violation of Section 703 of Title VII. Sexual harassment includes: verbal harassment or abuse, unwanted sexually suggestive looks or gestures, unwanted sexual teasing or jokes, pressure for dates, sexually demeaning comments, deliberate touching, cornering or pinching, attempts to kiss or fondle, pressure for sex, verbal threats of violence, sexual contact, coercion, deceptions, or assault by force or threat of force.

Employees or students who feel they have been sexually harassed are to report this to the administration, who will investigate.

STAFF QUALIFICATIONS

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Wood River Rural High School will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Wood River Rural High School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the Act.

STUDENT ASSISTANCE

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child’s teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of your child.

STUDENT RECORDS

The Family Education Rights and Privacy Act (“FERPA”) provides parents certain rights with respect to their student’s education records. These rights include the right to inspect and review the student’s education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student’s education records that you believe to be inaccurate. Access to student records shall be governed by FERPA and NEB. REV. STAT. § 79-2,104.

If parents believe one of their student’s records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

The school district has designated the following as directory information:

1. Name	9. Degrees and awards received
2. Major Field of Study	10. The image or likeness of the student in pictures, videotape, film or other medium
3. Address	11. Weight and height of members of athletic teams
4. Email address	12. Certain class work intended for publication on the internet
5. Telephone number, Including students’ cell number	13. Most recent previous school attended
6. Date and place of birth	14. Classroom Assignment and/or Homeroom teacher
7. Participation in Activities and sports	
8. Dates of attendance	

Directory information about students may also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell photographs to students or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school district that they do not want this information disclosed without prior written parental consent.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than **September 1st, 2018**.

Non-Directory Information

All of the other personally identifiable information about students that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

SUSPENSION-EXPULSION

Student rights as provided in State Statute 79-267,268 has been adopted by the Wood River Rural Public Schools. These statutes provide conditions under which students may be excluded from public schools.

1. TYPES OF EXCLUSIONS

- a. Short Term Suspension - Up to and including five days.
- b. Emergency Suspension - Immediate exclusion if the student has a dangerous disease, his/her conduct presents a threat to the physical safety of the school community, or is very disruptive.
- c. Long Term Suspension - More than five days, less than twenty.
- d. Expulsion - Remainder of semester.

2. CONDITIONS AND APPLICABLE PROCEDURES FOR EACH TYPE OF EXCLUSION.

- a. Short term - Up to and including five days.
 - (1) The principal will make an investigation.
 - (2) The principal may suspend after he/she determines that it is necessary to help the student, or to prevent interference with school purposes.
 - (3) The student will be given oral or written notice of the charges, an explanation of the evidence against him/her, and opportunity to present his/her version.

(4) Within 24 hours (or such time as is reasonably necessary), following suspension the principal will:

(a) Make personal contact with the parents or send a written statement to the student's parents or

guardian describing the student's conduct or violation of rule.

(b) Give reason for the action taken.

(c) Make a reasonable effort to confer with the parents before, or at the time the student returns to school.

b. Emergency Exclusion

(1) Exclusion may not last longer than necessary to avoid the threats of emergency.

(2) If longer than 5 days, substantial compliance with the procedures provided for long-term exclusion will be made (listed below).

c. Long Term Expulsion

(1) The following behavior constitutes grounds for this type of exclusion:

(a) Use of violence, force, coercion, threat, substantial interference with school purposes.

(b) Damage to property (private or school) of substantial value.

(c) Physical injury to any student or school employee.

(d) Threat to obtain money or anything of value.

(e) Knowingly possessing or handling a weapon.

(f) Possession of controlled substance or alcoholic liquor.

(g) Engaging in any activity forbidden by law which interferes with school purposes.

(h) Public indecency

(i) Repeated violation of rules and regulations.

(2) Procedure required to exclude longer than 5 days:

(a) A written charge and summary of evidence supporting the charge shall be filed with the Superintendent on the date of the decision to exclude.

(b) Within 2 days, written notice will be sent by registered mail to the student, the student's parents or guardian, informing them of the rights under the act.

(c) This notice will include the following:

(1) Rule violated and summary of evidence

(2) Penalty with principal has recommended.

(3) Notice of defendant's right to a hearing.

(4) Hearing procedures provided by the Act and appeal procedures

(5) A statement concerning the right to examine all records of the case.

(6) A statement concerning the right to know the identity of witnesses who will appear, and substance of their testimony.

(3) Procedure to be followed if a hearing is requested within 5 days of notice:

(a) Superintendent will appoint a hearing examiner.

(b) Hearing examiner will give written notice to principal, student, and student's parents or guardian of the time and place of the hearing.

(4) Hearing Officer

(a) The hearing officer shall be any person designated by the superintendent of schools.

(b) The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student.

(c) It shall be the duty of the hearing officer to remain impartial throughout all deliberations.

(d) The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents or guardian may have regarding the nature and conduct of the hearing.

(5) Hearing must be held within 5 days after the request, but cannot be held without providing the principal, student and student's parents of at least two school days notice.

(6) The right to examine the record and written statements (including the statement of any witnesses for the school), prior to the hearing with the principal, will be provided to legal counsel, student, student's parents, guardian or representative.

(7) If no hearing is requested, the punishment goes into effect on the 5th day following notice. A hearing may be held, if requested after 5 days, but no later than 30 calendar days following receipt of notice; here punishment continues, pending final determination.

3. The FOLLOWING RULES APPLY WHEN A HEARING IS CONDUCTED

- a. The following shall attend the hearing: hearing examiner, the student, his/her representative, if any, the student's parents or guardian and if necessary, the counsel for the school board.
- b. Witnesses may be present only when testifying.
- c. Anyone may be excluded by the examiner if he/she disrupts the proceeding.
- d. Student may speak in his/her own behalf and question witnesses; he/she may request not to speak, or may be excluded if necessary when discussing the student's emotional problems.
- e. The principal will present statements to the hearing examiner (in affidavit form) of anyone having information about the student's conduct and the student's records, only if these have been made available to the student, the student's parents, guardian or representative prior to the hearing.
- f. Hearing officer is not bound by rules of evidence or other courtroom procedure.
- g. The following persons may ask persons to testify at the hearing: the student, the student's parents, guardian or representative, the principal and hearing examiner.
- h. Testimony shall be under oath, the hearing examiner shall administer the oath.
- i. The following persons will have the right to question any witness giving information at the hearing: the student, the student's parents, guardian or representative, the principal, the hearing examiner.
- j. Any person giving testimony is given the same immunity from liability as a person testifying in a court case.
- k. The proceeding will be recorded at the expense of the school district.
- l. If more than one student is charged with violation of the same rule and acted in concert, a single hearing may be held, unless student interests may be substantially prejudiced, as determined by the hearing examiner.

4. REPORT OF THE HEARING EXAMINER

- a. Report will include hearing examiner's recommendations and the reasons for the decision.
- b. Report shall be reviewed by the Superintendent who may change, revoke, or impose the sanctions recommended. In no case may the Superintendent's changes be more severe than the examiner's recommendations.
- c. Written notice of the recommendations by the examiner and the Superintendent shall be sent by registered mail or

personal delivery to the student, the student's parents or guardian.

d. Upon receipt of the written notice, the determination recommendation shall take effect.

5. THE RECORD AND THE APPEAL

a. The record shall consist of the charge, the notice, the evidence presented and the hearing examiner's findings and recommendations.

b. On appeal to a court, the record shall also consist of any additional evidence taken and any additional actions taken in the case.

c. Appeal to the school board may be made within 15 days by the student, the student's parents or guardian, by a written request, filed with the Secretary of the Board of Education or the Superintendent.

6. HEARING BY THE SCHOOL BOARD

a. At least three board members must be present.

b. Must be held on or before the next regular board meeting.

c. The appeal will be made on the record, but new evidence may be admitted to avoid substantial unfairness. The new evidence will be part of the record.

d. When the school board deliberates, it may reopen hearings to receive evidence subject to the right of all parties to be present.

e. The school board may alter the superintendent's recommendations, but may never impose more severe actions.

f. Final determination of the board shall be personally delivered or sent by registered mail to the student and his/her parents or guardian.

g. Appeal of the decision of the school board shall be personally delivered or sent by registered mail to the student and his/her parents or guardian.

Although the law concerns exclusion from school, its foundation is violation of school rules and regulations. These rules will be distributed to students, and their parents at the beginning of each school year, or at the time of enrollment. Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to all students and parents.

TARDINESS

Promptness is a quality that future employers are interested in as well as simply being good manners. It is important for each student to be at their assigned class on time, whether it is a study hall, activity class, or regular class. Being late causes a disruption for everyone else in the class.

A student is considered tardy when he/she is not in the properly assigned area prior to the second bell for that period. If a student is detained in the hallway or in the proceeding class by a teacher or other school personnel, the teacher should indicate in the student's planner that there was just cause for the student to be late in which case, no tardy will be recorded.

Students who are tardy when arriving at school for the first time during the day are to go to the office to receive a tardy slip for admission to class.

Each student is allowed four tardies within each quarter. Each tardy in excess of this limit will be considered a discipline infraction and will be appropriately dealt with. Saturday school (see page 17) may be deemed necessary for excessive tardiness as determined by the principal.

A student who is late for more than half the class period will not be considered tardy, but rather will be counted absent for that class period.

TEACHER AUTHORITY

Any teacher has the authority and the responsibility to warn and/or correct students for misconduct anywhere in the building, on school grounds, or at school-sponsored functions at home or away. Students are expected to show respect for and cooperate with instructors in all situations.

TELEPHONE

The school telephone is for school business and should not be used for personal calls. The office will gladly cooperate with parents to give messages to students during school hours. Messages will be written down and given to the student. Students may be called to the telephone only in cases of extreme importance.

Students will be allowed to make local calls when approved by the Principal's office.

TESTS

Semester -- A semester test or major test of equal proportion in difficulty may be given in all subjects.

TORNADO DRILLS

Drills will be conducted at least once a year to prepare for a tornado warning. Students and teachers are notified either by the intercom system or with other loud speaker devices that we have been notified of a tornado which has been sighted in the area. When this occurs, the teachers should assist in getting students to the designated area.

TRANSFER - WITHDRAWAL

If the situation arises during the school year that a student will be withdrawing and transferring to another school, the administration should be contacted.

Students withdrawing or transferring to another school must so inform the principal.

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, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

WEAPONS

Students are forbidden to knowingly and voluntarily possess, handle, transmit, or use any instrument in school, on school grounds, or at school functions that is a weapon, looks like a weapon, or is determined to be illegal or dangerous. Items which have not school-related purpose should not be brought to school

or onto school grounds. Students who are in possession of the aforementioned articles will be subject to suspension or expulsion procedures. This policy shall cover any objects or items which could be used to injure another person or whose clear intent is to resemble an item which could cause injury and which has not school-related reason for being in a school or on school grounds. Such items will be considered "weapons" for the purpose of this policy.

(A) Guns: Any student who knowingly and voluntarily possesses, handles, or transmits a gun in school, on school grounds, or at a school function will be excluded from the school for a period of not less than one calendar year. Any firearm confiscated by school administration or teaching personnel shall be delivered to law enforcement authorities. For the purposes of this action, guns shall mean any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosion.

(B) Dangerous Weapons (other than guns): Any student who knowingly and voluntarily possesses, handles, or transmits a dangerous weapon may be excluded from school for a whole semester. If any portion of a semester remains, the exclusion may include that portion plus one complete semester. Dangerous weapons shall include any instrument that is designed, made, or adapted for the purpose of inflicting serious bodily injury.

WEDNESDAY NIGHTS

As it is important for students to have some nights free from school activities, school activities will not be scheduled on Wednesday nights or on Sundays without the approval of the superintendent.