

# WEEPING WATER PUBLIC SCHOOL

## 2019-2020 STUDENT & ACTIVITIES HANDBOOK



204 West O Street  
Weeping Water, NE. 68463  
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# WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return within one week of the start of school or your official enrollment date.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,  
Kevin Reiman, Superintendent

## **Intent of Handbook**

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

## **Notice of Nondiscrimination**

The 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 inquiries regarding the nondiscrimination policies:

PK – 5 Students: *Bristol Wenzl*, Elementary Principal, 204 West O St., Weeping Water, NE 68463 (402) 267-4265 ([bwenzl@weepingwaterps.org](mailto:bwenzl@weepingwaterps.org))

6-12 Students: *Dr. Tiffanie Welte*, Middle/High School Principal, 204 West O St., Weeping Water, NE 68463 (402) 267-4265 ([twelte@weepingwaterps.org](mailto:twelte@weepingwaterps.org))

Employees and Others: *Kevin Reiman*, Superintendent, 204 West O St., Weeping Water, NE 68463 (402) 267-2445 ([kreiman@weepingwaterps.org](mailto:kreiman@weepingwaterps.org)).

For further information on notice of nondiscrimination, visit

<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 4001 – Nondiscrimination.

### **Mission Statement**

The mission of Weeping Water Public Schools is Every Student, Every Day, Lifelong Learning is the Weeping Water Way!

### **Belief Statements**

We believe...

\*Everyone shares in the responsibility of the education of our youth

\*Every student is valuable and capable of learning

\*Students need a positive learning environment

\*In the value of academics, fine arts, and extracurricular activities

\*High expectations promote personal excellence

### **Academic Goals**

Students will improve writing proficiency.

Students will improve reading proficiency.

### **School Song: Loyal & True**

Loyal & True

We pledge allegiance to you.

This is our motto, we are all for all and all for Alma Mater.

Here's to our school,

Forever long may she rule,

Forever more you will find us, Always Loyal & True.

### **Mutual Respect**

Weeping Water Public School expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

We promote:

### **\*SOAR (Safety, Opportunity, Attendance, Respect)**

Safety \*Hands, feet, objects to self \*Emergency procedures are followed \*Keeps walkways clear \*Walks only

\*Sits in chairs the correct way with all four chair legs on the floor. \*Outside doors remain closed and locked,

not allowing others to enter, \*Cleans up after self/reports spills \*Keeps moving and stays to the right in

hallways \*Uses caution when opening doors

Opportunity \*Completes work in a timely fashion \* Does quality work\* Demonstrates school pride\* Takes responsibility for choices and actions

\*Uses time wisely \* Uses resources\* Listens \* Participates\*Asks appropriate questions \* Keeps an open mind\*

Develops study skill



Attendance \* Attends class daily \*Is punctual \* Limits time out of class to a minimum\* Takes care of personal needs quickly

Respect \* Uses polite, mannerly words to peers and adults\* Shows respect for property\*Gracefully accepts instructions and suggestions\* Plays fair  
\*Displays good hallway etiquette\* Comes prepared for class \* Uses problem-solving skills and strategies \* Uses proper language \* Follows classroom expectations\* No electronic devices, unless directed by teacher\* Listens to others \* Water only, no food unless directed by teacher\* Addresses all staff as they wish to be addressed.

## **SECTION ONE - BASIC SCHOOL RULES AND GENERAL PRACTICES**

### **Attendance**

#### *Required Attendance*

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

#### *Mandatory Attendance Age*

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

#### *Exceptions*

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

#### *Discontinuing Enrollment – 5 Year Old Students*

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

#### *Discontinuing Enrollment – 16 and 17 Year Old Students*

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

#### *Attendance Officer*

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

#### *Excused Absences*

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

- Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness)
- Medical appointments for the student or for a child whom the student is parenting
- Death or serious illness of the student's family member
- Attending a funeral, wedding or graduation
- Appearance at court or for other legal matters
- College planning visits
- Personal or family vacations

#### *Excessive Absenteeism*

When a student receives 20 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 20 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

#### *Absences due to illness*

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

#### *Planned absences*

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

1. Complete all class work in advance for any absence that can be anticipated.
2. Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences.
3. Check out of school at the office if leaving school during the school day. Students leaving school must be cleared in advance by a note or phone call from the parent or legal guardian.

4. Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

1. Call the appropriate building office to inform the school of the reason for each absence.
2. Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds four days.

#### *Attendance Standards for Activities Participation*

To participate in any school activity, students must attend school by the beginning of 4th period to be able to practice/participate in that day's event/activity. If this becomes a problem for students, administration will exercise the right to remove students from the activity that day/night with parent's notification. All missed school will count towards students' absences, and parents must call with legitimate excuse for student to miss school up to 4th period. If a student goes home ill or is absent because of illness, then he/she will not come back to practice any sport or activity and will not attend any school activity that night unless approved by the administration.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor may going home ill and then returning to play in the contest later that day.

#### *MS and HS student-athletes - tardiness for activity participation*

Consequences for being tardy to 1<sup>st</sup> period are at the discretion of the administration. Additional consequences may allow to student athletic/activity participants following a 3<sup>rd</sup> tardy from 1<sup>st</sup> period.

#### **Bills**

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Weeping Water Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

#### **Birth Certificate**

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Weeping Water Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

#### **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.

## **Bulletin Boards**

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

## **Bullying**

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying 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.

## **Cafeteria Rules**

- All food must be consumed in the designated areas.
- After students have eaten, they must dispose of trash and return trays & utensils to the kitchen.
- Students are to use proper manners including eating quietly.
- Students may not throw food or other items.
- Students should remain at their tables until they are dismissed.

## **Candy and Gum**

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

## **Cell Phones and Other Electronic Devices**

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices when given specific permission by a school employee, during lunch, during passing periods, in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while

they are in locker rooms or restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the 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.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

### **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

### **Classroom Behavior**

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

## **Closed Campus**

Students may not leave the building without permission from the administration.

## **Coats and Boots**

Footwear – All weather boots will be worn when it cold and/or wet outside. (cowboy boots, hiking boots, and fashion boots are not considered all weather boots) All weather boots worn to school and/or recess should be taken off and regular shoes worn during the day. Boots worn to school must be labeled with the child's name. A student will not be allowed to play in the snow without the appropriate boots and regular shoes to change in to.

Coats, Hats, and Gloves – During cold weather all students must have a warm coat, some type of head cover, and gloves.

Winter weather safety is a concern. The following guidelines determine whether children go outside for recess. Under discretion of the elementary staff, if the temperature is 15\* or below and/or the wind chill is 0\* or below, children will remain inside.

## **Communicable Diseases**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call the school nurse at (402)267-2445.

## **Communicating with Parents**

Parents shall be kept informed of student progress via a variety of communication methods. Parents are encouraged to monitor students' progress via PowerSchool. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

## **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

### *Complaint and Appeal Process.*

The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the

teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

- Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
- Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
- Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
- Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.

When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

1. Determine whether the complainant has discussed the matter with the staff member involved.
  - a. If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
  - b. If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
2. Strongly encourage the complainant to reduce his or her concerns to writing.
3. Interview the complainant to determine:
  - a. All relevant details of the complaint;
  - b. All witnesses and documents which the complainant believes support the complaint;
  - c. The action or solution which the complainant seeks.

#### *Respond to the complainant*

If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.

1. This appeal must be in writing.
2. This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.

1. This appeal must be in writing.
2. This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.

This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated. The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.

There is no appeal from a decision of the board.

When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

1. Determine whether the complainant has discussed the matter with the superintendent.
  - a. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
  - b. 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.
2. Strongly encourage the complainant to reduce his or her concerns to writing.
3. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
4. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

#### *No Retaliation.*

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

#### *Special Rules Regarding Educational Services and Related Services to Students with Disabilities.*

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator.



The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

### *Bad Faith or Serial Filings*

The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

### **Computer Network Use by Students**

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

#### *Student Expectations in the Use of the Internet Acceptable Use*

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.
6. Unacceptable Use
7. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
8. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
9. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
10. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
11. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
12. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
13. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
14. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
15. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
16. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
17. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
18. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
19. Students shall not falsify electronic mail messages or web pages.

### *Enforcement*

Methods of Enforcement - The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system 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.

### *Consequences for Violation of this Policy*

Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

- Loss of computer privileges;
- Short-term suspension;
- Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
- Other discipline as school administration and the school board deem appropriate.
- Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

### *Protection of Students - Children's Online Privacy Protection Act (COPPA)*

The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

### *Education About Appropriate On-Line Behavior*

School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.

Staff will specifically educate students on appropriate interactions with other individuals on social networking websites and in chat rooms.

### *Cyberbullying awareness and response*

The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

### **Conferences**

Students' academic success has been closely linked to parental involvement in school. The school district has scheduled a formal parent-teacher conference on October 2, 2019.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student’s teacher or the building principal to discuss parental concerns, student needs or any other issue.

### **Copyright and Fair Use**

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their teacher or building principal, review the school district’s copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

### **Daily Schedule**

#### *Regular Daily Schedule*

Enter building (PK-12) 7:30 / 1 minute warning (PK-12) 8:04

1 <sup>st</sup> Period	8:05 – 8:55
Grab N Go breakfast	between 1 <sup>st</sup> and 2 <sup>nd</sup> period
2 <sup>nd</sup> Period	9:03 – 9:53
3 <sup>rd</sup> Period	9:56 – 10:42
4 <sup>th</sup> Period	10:43 – 11:29
HS 5 <sup>th</sup> Period	11:32 – 12:20
HS Lunch	12:20 - 12:56
MS Lunch	11:32 – 12:02
MS 5 <sup>th</sup> Period	12:02 – 12:56
6 <sup>th</sup> Period	1:00 – 1:48
7 <sup>th</sup> Period	1:51 – 2:39
8 <sup>th</sup> Period	2:42 – 3:30

Elementary dismisses at 3:25 p.m.

#### *Shortened Schedules*

##### 1:30 Early Dismissal =40 minute class periods

Enter building (PK-12) 7:30

1 <sup>st</sup> Period.	8:05-8:39
Grab N Go	8:39
2 <sup>nd</sup> Period	8:42-9:16
3 <sup>rd</sup> Period	9:19-9:53
4 <sup>th</sup> Period	9:56-10:30
6 <sup>th</sup> Period	10:33-11:07
7 <sup>th</sup> Period	11:10-11:44
HS 5 <sup>th</sup> Period	11:47-12:21
MS Lunch	11:44-12:14

##### 10:00 Late Start

= 30 minute class periods

Enter building 9:30

1 <sup>st</sup> Period	10:00-10:30
No Grab N Go	
2 <sup>nd</sup> Period	10:33-11:03
3 <sup>rd</sup> Period	11:06-11:36
HS 5 <sup>th</sup> Period	11:36-12:06
MS Lunch	11:36-12:06
MS 5 <sup>th</sup> Period	12:09-12:39
HS Lunch	12:42-1:12
4 <sup>th</sup> Period	1:15-1:45

MS 5 <sup>th</sup> Period	12:17-12:51	6 <sup>th</sup> Period	1:48-2:18
HS Lunch	12:23-12:53	7 <sup>th</sup> Period	2:21-2:51
8 <sup>th</sup> Period	12:56-1:30	8 <sup>th</sup> Period	2:54-3:30

Pep Rally/Assembly Schedule: 1st-5th period's normal schedule

6th period..... 1:00-1:40

7th period..... 1:43-2:17

8th period..... 2:20-3:00

PEP RALLY/ASSEMBLY...3:00-3:30

**Damage to School Property**

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

**Dances/Prom**

9-12 students (excluding MS students) who attend school dances (Homecoming/Prom) must be a registered high school student, fill out an outside date guest form with approval from the guest school district, show school ID or driver's license and be 19 years old or younger to be admitted as a date of a Weeping Water student. For graduated students, same as above along with proof of valid driver's license will be required. Post-prom is not a school-sponsored activity.

*Middle School* dances are for Weeping Water students who are registered Middle School students in grades 6, 7 or 8. No outside guests are allowed at Middle School dances.

At all school dances, individual students may bring only one (1) guest.

**Dating Violence**

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

**Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Kevin Reiman, WWPS Superintendent at (402)267-2445. (phone number), kreiman@weepingwaterps.org (e-mail address) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator Kevin Reiman, WWPS Superintendent at (402)267-2445. (phone number), kreiman@weepingwaterps.org (e-mail address) or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Kevin Reiman, WWPS Superintendent at (402)267-2445. (phone number), kreiman@weepingwaterps.org or in person at school.

Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Dress Code**

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.

Students are prohibited from wearing the following attire:

- Clothing displaying indecent, suggestive or profane writing, pictures or slogans
- Clothing that advertises or displays alcohol, tobacco or any illegal substance
- Caps, hats and bandannas during the school day or at school-sponsored events
- Bare feet or slippers (some type of footwear must be worn)
- Short-shorts, biker shorts, or cutoffs
- Hairstyles which distract from the learning process or the health and safety for either the student or others
- Any clothing or attachments such as chains that could cause damage to others or school property
- Clothing that is torn, ripped, cut or worn below the waistline exposing flesh or underwear
- Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
- “Grubby clothes,” those which are purposely torn or bedraggled or threadbare, dirty or disheveled
- Costumes and/or those clothes intended only for leisure, entertaining or special occasions
- Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
- Coats during school hours unless the student has permission from a faculty member
- Clothing with tears or holes that expose flesh or underclothes

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. Additional consequences may be assigned. Repeated dress code violations may result in more severe consequences.

### **Driving and Parking Personal Vehicles**

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, 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.
4. Students who drive to school will park their vehicles in one of the two student parking lots located northeast and east of the school building and walk to the front main office to be admitted into the building. The student will be asked to move their vehicle to one of the student parking lots if parked

outside of the student parking lots. If the behavior continues, a consequence as deemed necessary by the administration will be given.

### **Drug Free Schools**

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook section of this handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

### **Electronic Communication**

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further explanation.

### **Elementary Class Assignment Changes**

Students are divided according to many factors with input from staff and principal. Students' teachers are randomly selected. Weeping Water School does not recognize parent/guardian/class requests unless it is a special circumstance approved by the staff member involved, Principal, and Superintendent. The Principal will make final approval of all schedule changes only.

### **Emergency Contact Information**

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

### **Evacuations**

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

### **Eye Exams**

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

## **Food Service Program**

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

### *Grab N Go Breakfast*

WWPS is committed to offering a Grab N Go Breakfast to all students, PK-12 grade.

- Elementary children will collect their breakfast at 7:55 AM.
- Middle School and High school students will be served mid-morning (8:54-9:02am between 1<sup>st</sup> and 2<sup>nd</sup> periods) and eat in their assigned class periods at that time.

Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges PK-5<sup>th</sup> grade students \$1.90, 6<sup>th</sup>-12<sup>th</sup> grade students \$1.95, and adults \$2.30 for breakfast.

### *Lunch*

Lunch prices depend on the federal funding that the program receives.

Lunch for PK-5 grade students is \$2.80. Lunch for 6-12<sup>th</sup> grade students is \$3.00. Adult lunch is \$3.75.

### *Milk break*

The school will offer a milk program to students in grades K-2. All milk served to a student (except the initial carton served with lunch) costs \$30 per semester.

### *Payment for Meals*

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited “courtesy meal” option, such as a plain sandwich.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

### *Collection of Delinquent Meal Charge Debt*

The school district is required to make reasonable efforts to collect unpaid meal charges. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

### *Notice of Non-discrimination*

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

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

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

### **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

NOTE: Field trips on school transportation and/or be part of the tour group, are for the class student that is attending the field trip only, not for any other siblings that are in school or at home. Parents will not be allowed to bring their other children/siblings to the field trips. **If a student attends a field trip with another class other than his/her own class that absence is considered unexcused.**

### **Guidance Services**

The Guidance Department is proactive, providing services for all students PK-12 at Weeping Water Public School. Students' needs are met through a comprehensive curriculum based on three major areas including academic, career, and personal/social domains. Students receive counseling services through guidance lessons, small groups, and individual counseling.

Family Education Rights and Privacy Act: In 1974, Congress passed the Family Educational Rights and Privacy Act. This law gives "eligible students," students who are 18 years of age, or their parents and/or guardians certain rights regarding school records. The law requires that schools receiving federal funds must:

1. Allow the parents or eligible student to preview and inspect the student's record. This rule does not apply to records made and kept by one person.
2. Give the parent or eligible student the chance to challenge the records in a hearing to make sure that they are not misleading or inaccurate.
3. Obtain written permission from the parent or eligible student before revealing the records to other persons. This does not apply to information released between eligible schools.



### **Head Lice**

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or louse eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

### **Health Problems Limiting Activities**

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the school nurse if their student has any special health problems such as diabetes, asthma, or the like.

### **High Ability Learners**

The Weeping Water Schools recognize that the student population includes students with exceptional academic abilities. Efforts to refer and identify learners with high ability is made. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary.

Learners with high ability shall be identified in the academic areas of mathematics, science, and reading. Identification of learners with high ability in the specified academic areas shall be based on criteria such as high academic scores on district-administered standardized assessments, a high-grade point average, a screening assessment, etc. Information about how their child has been identified shall be provided to the parents or guardians of identified learners with high ability.

### **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 of being 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 Kevin Reiman WWPS Superintendent, who may be contacted at (402)267-2445.

## **Illness or Injury at School**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school (student having a fever (100 degrees or more), vomiting, diarrhea, unexplained rashes, or upon determination by the school nurse or designated personnel that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves), a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

## **Immunizations**

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history.

Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

*Provisional Enrollment.* Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

## **Initiations and Hazing**

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics,

prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

### **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, 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. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

### **Lost and Found**

All lost and found articles are to be taken to MS/HS Office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Make-up Work**

#### *Elementary students*

Elementary students will make arrangements with their teachers.

#### *6-12th grade students*

6-12th grade students gone from school or scheduled absences are allowed 2 days upon returning to school to make arrangements with their teachers to make up classroom work with due dates at the teacher's discretion for the work missed. If there are extenuating circumstances due to the student being gone, then approval from the administration must be given. The student can get assignments from the teacher before they left off CANVAS/GOOGLE. A student's failure to complete work will result in a zero which will be assigned for all assignments not turned in within the established time limits.

Parents will still need to call in or have their child bring a note at least 1 day in advance of any planned absence. Work must be made up PRIOR to attending the event unless other arrangements are made.

### **Medications**

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

*Prescription medication.* (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

*Non-prescription medication.* (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The

container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

### **National Honor Society**

The National Honor Society chapter of Weeping Water High School is a duly chartered and affiliated chapter of this prestigious national organization. For more information see the NHS sponsor.

#### *Admission to National Honor Society*

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs.

### **Parental Involvement**

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.

Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

### **Pregnant and Parenting Students**

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular program. For additional information, please refer to Policy 5008.

### **Parties**

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school.

### **Personal Items**

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.

### **Physical Education**

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

### **Physical Exam**

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

### **Playground Rules**

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

8. Winter-Wet Weather Rules – No throwing, kicking, or eating snow or ice; no sliding on ice; stay out of water and puddles.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

### **Police Questioning and Apprehension**

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in conjunction with an investigation. The school district will make every effort to inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

### **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). 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. 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.

### *ACT Exam*

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

### **Public Displays of Affection**

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

### **Reentry to School**

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the parent or legal guardian. Upon returning, students are expected to check in at the office. Students are subject to search upon reentry.

### **Rights of Custodial and Non-Custodial Parents**

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents’ behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

### **Secret Organizations**

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

### **School Community Intervention Program (SCIP)**

SCIP reaches out to students having problems in school and supports students in addressing their problems and making healthy choices. Anyone can refer a student for SCIP help. Teachers and other school employees, other students, parents and other concerned adults, or the student himself/herself may make the referral to any member of the SCIP team. The person making the referral is kept confidential. The team then gathers more information in order to determine the best educational method to assist the student in need. SCIP can find resources to assist students who are having problems with academics, bullying, family crisis, sexual abuse, alcohol, drugs, depression, inhalants, suicide, anger control, emotional abuse, attendance, out-of-control behavior, stress, physical abuse, or respect.

### **School Day**

The school day typically begins at 8:00 a.m. and ends at 3:30 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 30 minutes before the school day begins and 30 minutes after the school day ends. There will be no supervision provided by the school before or after these times. Parents must arrange for their children to leave school promptly at the end of the day.

### **Self-Management of Diabetes or Asthma/Anaphylaxis**

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school nurse at (402)267-2445.

### **Smoking, Tobacco, Vapor Products**

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

### **Sniffer (Drug) Dogs**

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

- Lockers may be sniffed by sniffer dogs at any time.
- Vehicles parked on school property may be sniffed by sniffer dogs at any time.
- Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.

If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

### **Standardized Testing**

Weeping Water Public School uses the following assessments:

Aimswest Plus, NWEA's Measurement of Academic Progress (MAP Growth), and those required by the Nebraska Department of Education for students in grades 3-8 and 11. These assessments are valuable measurements of student progress and educational effectiveness. All students will participate in the testing procedures as a requirement of educational progress and graduation. See Board Policy 5012.

### **Student Assistance**

#### *Student Assistance Team (SAT)*

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student'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 the student.

### **Weeping Water Public School Student Fees**

The Board of Education of Weeping Water Public Schools has adopted this 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. 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 that 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. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be



prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances, and plays. The District’s general policy is to continue to encourage and to require, to the extent permitted by law, 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. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

*Waiver Policy:* Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a free waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building Principal.

*Definitions:*

1. “Students” means students, their parents, guardians or other legal representatives.
2. “Extracurricular activities” means student activities or organizations that (1) are supervised or administered by the District; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the District.
3. “Post-secondary education costs” means tuition and other fees associated with obtaining credit from a post-secondary educational institution.
4. Voluntary Contribution to Defray Costs:

The District will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians, and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the District are directed to clearly communicate that fact to students, parents, and patrons.

*Listing of Fees Charged by this District:*

The attached list shall be considered a part of this policy.

Activity	Description of Fee	\$ Fee Amount
Admission	Students are responsible for the cost of admission.	
Athletic Physicals	Cost varies: payable by student directly to student’s physician or clinic.	
Equipment and attire	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.	

Travel 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.
Camps and 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.
Marching Band and Musical Groups	Students will be responsible for the same costs as are set out for the athletic program. In marching band, students are responsible for providing their own shoes for marching. 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 cleaning fee for a marching band uniform.

Clubs/Organizations

Future Business Leaders (FBLA)	Annual dues - Membership is optional. Attendance at state and national conferences is optional and all associated costs are the responsibility of the student.
Future Career & Community Leaders (FCCLA)	Annual dues - Membership is optional. Attendance at state and national conferences is optional and all associated costs are the responsibility of the student.
Spanish Club	Annual dues - Membership is optional and attendance at state and national conferences is optional. All costs associated with participation in any activity are the responsibility of the student.
Skills USA	Membership is optional and attendance at state and national conferences is encouraged, but optional. All costs associated with participation in any activity are the responsibility of the student. Fundraising will be encouraged.

Social & Recognition Activities

School plays, musicals, and social activities	Students are responsible for the cost of admission.
School dances	Students are responsible for the cost of admission.
Senior recognition assessment	Participation in class activities associated with 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 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, graduation announcements, yearbook picture page, class composite picture, graduation slide show, memory books, etc.
Class rings	The purchase of class rings is optional, and any costs associated with the purchase of a class ring are the responsibility of the student.
School pictures	School pictures are taken for school identification and inclusion in the school yearbook. The purchase of pictures for personal use is optional and any cost associated with the purchase of school pictures is the responsibility of the student.
Trips	Students are responsible for costs of school-sponsored trips where the trip is extracurricular in nature or is not a classroom requirement receiving administrative approval. 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.

Educational Programs

Physical Education	Gym shoes – clean soles, appropriate undergarments, athletic supporter, gym shorts
Art and shop classes and special projects	Clothing which may be damaged. Protective clothing for shop classes

Music – Optional band courses	Musical instruments/accessories (reeds, valve oil, drumsticks, lyres, slide grease, reed guards, mouthpiece brushes, pad savers, ligatures, etc.) limited instruments available for use by any student. Refundable damage deposit of \$25.00 for use of school owned instrument.
Classroom supplies	Students are encouraged but not required to bring items from class supply list.
Field Trips	None –class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. Meals on field trips will be at the expense of the student. School lunch will be provided as needed for free and reduced lunch eligible students.
Math or science classes	Refundable damage deposit of \$25 per semester will be required for students who wish to use school calculators outside the classroom. Students are encouraged, but not required to purchase such equipment for their personal use.
Laptop Computers 9-12 Grade Students, 6-8 will check out laptops in AM, check in PM daily.	Non-refundable deposit of \$35 per year will be required for 9-12 grade students who wish to use a school issued laptop computer. Students are encouraged but not required to utilize such equipment for their school/personal use. 6-8 <sup>th</sup> grade students will sign a laptop form but will not pay the deposit. They will not take laptops home.
Copies	Twenty-five cents (.25) per page when charges apply.
School Meals	Breakfast PK-5 = \$1.90 6-12 = \$1.95 Adults=\$2.30 Lunch PK-5 = \$2.80, 6-12=\$3.00 Adults=\$3.75 \$30.00 per semester for milk break (grades K-2 only) Ala-Cart – Cost.
Post-secondary education classes or Dual Credit College classes	None—Any postsecondary education costs are to be paid directly by students to college
College entrance tests and preparation	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, PLAN test, and ACT test are optional and to be paid directly to the private companies involved.
Summer school courses	<u>Drivers Education</u> class: Cost set by ESU #3.  Classes offered during the summer for credit recover at student/parent cost. Prior approval is needed from the Counseling or administration office.

### *School Activity Fees for Admission*

Varsity, JV, and MS events for adults and students:

#### Prices per game:

Varsity: Adults \$5      Students: \$4                      JV/MS: Adults \$4      Students \$3

#### Activity Passes:

Students \$50, Adults: \$60, Family \$160

### **Student Extended Illness**

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

## **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.

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, the school 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:

- Name and grade,
- Name of parent and/or guardian,
- Address,
- Telephone number, including the student’s cell phone number,
- E-mail address,
- Date and place of birth,
- Dates of attendance,
- The image or likeness of students in pictures, videotape, film or other medium,
- Major field of study,
- Participation in activities and sports,
- Degrees and awards received,
- Social media usernames and handles,
- Weight and height of members of athletic teams,
- Most recent previous school attended,
- Certain class work which may be published onto the Internet,
- Classroom assignment and/or home room teacher,
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user).

Directory information does not include a student’s social security number.

Directory information about students may 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 student photographs or publish student yearbooks.

There may be times during the school year, local media (TV, radio, newspaper, etc.) visit Weeping Water schools for newsworthy items, school happenings, holidays, local interest items, and interview/photograph students for newspaper articles, TV news items, and promos. Media events are considered directory information

Weeping Water Public Schools has defined directory information for use on the web/social media. All Weeping Water school and district web/social media pages are considered directory information. Internet web/social media pages (schools and district) may contain pictures and names of students.

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 in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who *OBJECT* to the disclosure of any directory information about their student should write a letter to the principal. This letter must be received by the school district no later than August 25, 2019 and will prevent any directory information from being shared with any source.

#### *Non-Directory Information*

All of the other personally identifiable information about students that is maintained in the 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.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

#### *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

### **Student Schedule Changes**

Student schedule changes may be made without penalty during the first five days of each semester. Students needing schedule changes should notify the guidance counselor within that time frame. The Counselor will make final approval of all schedule changes. For any classes that are dropped parents must sign off on the schedule change form with the understanding of the future effects it could have on the student (i.e., college entrance requirements).

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a “0” on their permanent records, and that grade will be averaged into the student’s cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

### **Tardiness**

A student who does not have a valid excuse for being tardy to any class may be assigned consequences. After four tardies to school, the student and parents may be required to meet with the principal to discuss the situation.

### **Telephone Calls**

The school’s telephone may be used only with staff permission.

### **Threat Assessment and Response**

The board of education is committed to providing a safe environment for members of the school community. Students, staff, and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

### *Obligation to Report threatening Statements or Behaviors.*

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

### *Threat Assessment Investigation and Response*

All reports of violent, threatening, stalking, or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the superintendent determines to be reasonable and useful.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.

### *Communication with the Public about Reported Threats*

To the extent possible, the superintendent will keep members of the school community informed about possible threats and about the District's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

## **Transportation Services**

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

### *Transportation to School*

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

### *Bus Regulations*

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

### *Rules of Conduct on School Vehicles*

- Students must obey the driver promptly.
- Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- Students are prohibited from throwing or passing objects on, from, or into vehicles.
- Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- Student must respect the rights and safety of others at all times.
- Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

### *Consequences*

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

### *Records*



Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point not on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a route rider, unless permission has been granted from either the transportation director or administration. If permission is granted, the transportation director or administration will communicate the additional rider(s) with the appropriate bus driver. Such requests will not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

#### *Transportation to Activities*

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

#### **Video Surveillance and Photographs**

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.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

#### **Visitors**

All visitors must report to the Superintendent's office or Elementary Secretary's office, located on the 1<sup>st</sup> floor in both buildings, to get a Visitor's Pass.

*Student Visitors:* No student visitors are permitted unless approved by the administration/ front office staff

*Parent Visitors:* Parents are welcome to visit with approval by the teacher and administration. Please notify the school at least 2 days in advance. We encourage you to eat with your child when you can, although please be reasonable. Visitations during the first week of school and the last week of school are discouraged. No social visits are allowed. Please sign in at the office upon entering the school.

*Volunteers:* Volunteers are welcome with teacher and administration approval. If the volunteer plans to help on a regular basis a criminal background check is required.

### **Wellness Center**

Students are not to be in the gym or weight room without a sponsor present; this includes before and after school hours. Tennis shoes, NOT outside shoes, should be worn for physical education classes, activities, practices, lunch hour, etc. Street shoes, sandals, boots, or any other shoes that may damage the floor are not allowed. Shirts, shoes, and pants are required to be in the weight room. No flip-flops!

Students are only allowed to use the weight room when a supervisor, guardian or parent is present. Anyone that wants to use the weight room other than students, must fill out a Health and Wellness Center form and must live in or have a child attending the Weeping Water School district per the Weeping Water Board of Education.

### **Weather-Related School Closing**

The Superintendent will occasionally announce an early school dismissal, late start, or cancellation of school due to extreme weather. School closings will be announced on local radio and television stations, the school Facebook and Twitter pages, or via the school's automated calling system. **Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.**

### **Withdrawal From School**

Students who are moving from the district must notify the school office.

### **Work Permits**

Students that would like to be dismissed to complete a work/education experience must abide by the following:

- The student must be at least 17 years of age and classified as a senior.
- The student agrees to provide his or her own transportation to and from the job site. Parents/guardians understand that Weeping Water Public Schools will not be held responsible in the event of any accident that occurs while the student is traveling to or from work release or during the time the student is working.
- The student will be expected to work during the designated time every day school is in session.
- It is the student's responsibility to notify his/her employer if he/she cannot be at work due to a change in the school schedule.
- The student may miss up to two (2) periods per day during the semester for work release.
- The school schedule will not be adjusted to accommodate an individual to participate in the work release program including no independent study classes.

- Seniors must attend all of their work release periods (up to 2) in consecutive order each day.
- Students must also have a signed contract from both their employer (non-relative employer) /educator and their parents as to what their plans are for the time they are released from school.
- Any change in job or education plans as outlined in the parent and employer/educator contract will be required to be cleared through the work release supervisor.
- The Principal or work release supervisor reserves the right to check on all work/education experiences at any time.
- All work releases are subject to disapproval or being discontinued as a result of the student not following the regulations and expectations of the program.
- Students displaying tardiness or irresponsibility may also be removed from the program at the discretion of the work release supervisor or Principal.
- Students will follow the eligibility policy.
- Approval for work-release is dependent on prior year's behavior.

## **SECTION TWO - ACADEMIC INFORMATION**

### **Academic Standards for Activities Participation**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the principle mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities is held at a high standard and must therefore:

- Comply with NSAA and Weeping Water Public School guidelines and requirements.
- Meet school eligibility guidelines. The student is not to be failing (1) one or more courses daily.
- Students must be academically eligible to participate in athletics, club activities, and trips. If at such time grades are checked and a student is failing one (1) course, they are ineligible and may attend and participate in practice but not in a contest, until the grade is above 70%. Students may attend the activity with the team with Athletic/Activities Director or Administration approval and as long as they are not taken out during school hours, it must be after school hours. The ineligibility report is not the same as the down list. All decisions are final via the administration.
- A student is not eligible for interscholastic athletic competition during any period of out of school suspension or expulsion from school.
- A student may be suspended from athletic/activities eligibility by the administration when, in its opinion, his/her conduct in his/her capacity as an athlete might give reasonable cause to doubt his/her ability to conduct him/herself as a proper representative of his/her school in future interscholastic athletic competition. The length of such suspension may vary according to the past discipline record of the athlete, his/her attitude, and the circumstances of the incident which caused the suspension.

Ineligibility reports will be run at 2:30 pm Friday afternoon. Eligibility is based on the current class grade and are run weekly where they are used to determine if students may participate in activities/athletics.

Students have until 8:00 AM Monday to raise their grade. If the student fails to raise their grade or grades to meet eligibility status, they will be ineligible until grades meet district standards.

\*Ineligibility for any activities will start 2 weeks after the beginning of each semester.

\*Dual credit will not figure into eligibility unless it is on the high school credit side.

**NOTE:** 6-12th grade students who are not participating in any activity or athletics, at any time having one or multiple grades lower than 70% in any class may need permission from the Activities/Athletic Director and/or Administration to be a spectator in any Weeping Water extracurricular activity such as, but not limited to: sporting and fine arts events/games, Prom, Homecoming or any event sponsored by WWPS. The Administration/Activities/Athletic Director will contact those students regarding their grades and attendance. All decisions regarding extracurricular participation will be determined by the administration. Any sports or activity, including individual solo activity, which is not graded, is considered extracurricular activity. The grades will be reviewed only if it is below 70%. If the grade has not been improved, students will continue to be ineligible. All decisions are final via the administration. If a student does not improve his/her grade, he/she will be declared academically ineligible for extracurricular activities competition until a passing grade of 70% or better is held. Complete information regarding athletic eligibility may be obtained from the school athletic director.

MS and HS student-athletes - tardiness for activity participation: Consequences for being tardy to 1<sup>st</sup> period are at the discretion of the administration. Additional consequences may be given to student athletic/activity participants following a 3<sup>rd</sup> tardy from 1<sup>st</sup> period.

### **Correspondence and Online Courses**

Online classes are available through accredited colleges or universities. Online classes are considered dual credit classes, meaning the student will receive credit both at the high school level and college level. The class will be proctored through a certified teacher employed by the Weeping Water Public Schools. The grade the student earns from the college or university will be averaged with the academy portfolio grade they earn from Weeping Water Public Schools and will be placed on his/her transcripts and calculated into his/her overall grade point average. All online classes will be considered dual credit with the exception of classes that the student takes on his/her own time in the summer. Online classes cannot be taken when the class is offered at Weeping Water High School. The only exception is when there is a conflict with the student's schedule, and he/she is unable to take a specific class. The counselor and administration may then allow the student to take an online course that is offered at school.

### **Down List/Supplemental reports**

Various supplemental reports may be sent to parents throughout the school year concerning the student's performance. These reports may describe student work of an exceptional nature or work that needs improving.

The down list reports are run for students who are earning an "F" in grades 2-12. HS students are based on Semester grades, not quarter grades for the down list.

Down list reports will be run each Monday at 9:00 a.m. and will be sent home by U.S. Mail or electronically. (These can be received via Power School. Please contact the school.)

### **Grades**

*Middle School / High School grading system*

The middle and high school grading system is as follows:

A	Superior	100% - 94%
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B	Above Average	93% - 87%
C	Average	86% - 78%
D	Unsatisfactory/Below Average	77% - 70%
F	Failing (no credit)	69% - 0%
I	Incomplete	

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 6-11 who earns an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete mark by completing the minimum classroom assignments within two weeks of the end of the grading period, the incomplete mark may be calculated as a failing grade in determining the student's grade point average. A student who earns an incomplete toward a graduation requirement during his/her senior year must satisfactorily complete the classroom assignments prior to the senior's last attendance day in order to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

#### *Weeping Water Elementary school grading system*

Each teacher should define for students and parents the district grading procedures to be used in their classes.

- K-1 grading: S-, S, and S+=Satisfactory. If parents have questions, please call the school.
- Grades 2-5 will use the grading system of a letter grade A, B, C, D, F, I (Incomplete)
- Specials' grading may be P=passing, F=fail

#### **Graduation Awards**

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. The winners of these awards will be determined on the basis of student academic achievement in the core curriculum: English, mathematics, science, social studies, business education, foreign language, and computer science.

#### *\*Graduation Speakers:*

*Summa Cum Laude 4.0-3.98 (receive medallions), Magna Cum Laude 3.97-3.95 for graduation honors, (For Summa and Magna grade they will not be rounded unless unusual circumstances arise with administration approval). Those that qualify for Summa Cum Laude; if none, then Magna may speak at graduation. If there is no Summa or Magna Cum Laude, a guest speaker will be chosen with the administration and senior class sponsor decision.*

#### **Graduation Requirements**

Students at Weeping Water School are enrolled under the assumption that they plan to receive a diploma. The requirements for graduation are established to meet the needs of the average student and are based upon both State requirements and local criteria. (5 credit hours per class). Senior students who do not meet graduation requirements will not participate in the Commencement exercises. They will not receive their diploma or certificate until they have met all graduation requirements as set forth by the Board of Education. To be a full-time student they must be in school for 6 of 8 periods. For a part-time student they must be in school for 4 of 8 periods. Final decisions to be a full-time/part-time student will be made by the administration.

In order to qualify for graduation, a student must successfully complete eight semesters and for each graduating class required credits are as follows: 2019=255 credits, 2020=260 credits at Weeping High School and/or



included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

### *Parental Notification*

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

### **Homework**

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

### **Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st and 2nd Semesters. Students will be recognized accordingly:

GOLD HONOR ROLL: Students earning all "A's"

SILVER HONOR ROLL: Students earning no other grade lower than a "B"

All class grades are figured the same for honor roll status.

Honor roll lists are published in the local newspaper and district electronic platforms.

### **Mid-Term Graduation**

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant mid-term exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

### **Promotions and Retentions**

The professional staff at Weeping Water Public Schools will place students at the grade level and in the courses best suited to them academically, socially, and emotionally.

Middle School grade students 6<sup>th</sup>-8<sup>th</sup> must pass ALL core courses (English, Math, Science, and Social Studies) and at least ½ of the elective classes to be promoted to the next grade. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional teaching/administration staff to be appropriate for the educational interests of the student and the educational program.

### **Report Cards**

Progress report cards are issued at the end of nine-week sessions and reports cards are given at the end of each semester. Letter grades are used to designate a student's progress. An "INC" shall designate incompletes.

\*Incompletes can be given at the end of each semester if all course work is not completed.

\*Elementary student report cards will be sent home with students at the end of each quarter.

## **SECTION THREE - STUDENT DISCIPLINE**

### **General Discipline Philosophy**

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

- The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
- Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
- The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
- Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
- Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Section of this Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

### **Forms of School Discipline**

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such



actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

#### *Detentions*

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

Detentions are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school detention is responsible for working it out with the teacher.

#### *Saturday School*

The building administrator may require a student to attend Saturday School on Saturday morning. Saturday School is held from 8:00 AM to 11:00 AM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

#### *In-School Suspension*

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

### *Emergency Exclusion*

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

### *Short-Term Suspension*

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the conditions: as set by the administration.

### *Weapons and/or Firearms*

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

### *Long-Term Suspension*

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

### *Expulsion*

**Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period

specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

**Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

**Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

**Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

### **Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment**

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

- Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
- Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning*

*than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);*

- Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
- Engaging in bullying as defined in section 79-2,137 and in these policies;
- Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
- Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
- The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
- Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
- Violating school bus rules as set by the school district or district staff;
- Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
- Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- Possession of pornography;
- Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
- Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor,

beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

- Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- Using any object to simulate possession of a weapon; and
- Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

### **Reporting Requirement to Law Enforcement**

Violations of this section will result in a report to law enforcement if:

- The violation includes possession of a firearm;
- The violation results in child abuse;
- It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
- It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;  
or
- It is a violation of the Nebraska Criminal Code that interferes with school purposes.

### **Due Process Afforded to Students Facing Long-term Suspension or Expulsion**

The following procedures shall be followed with regard to any long-term suspension, expulsion, or mandatory reassignment.

On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.

The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

- The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
- The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
- A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
- A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
- A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
- A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.

If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

# Weeping Water High School Extra-Curricular – Activities-Athletic Handbook

## ACTIVITIES / ATHLETICS INTRODUCTION

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Weeping Water Public Schools provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a “contract” with parents, students, or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

**Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.**

**Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.**

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

### Extra-Curricular 6-12 programs

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Weeping Water Public Schools will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

### Activity Philosophy

To provide students with quality extracurricular activities that supports the Mission and Vision of Weeping Water Public School District, to promote a sense of pride and belonging among the students, staff and community and advance the development of leadership, character, and lifelong fitness among student/athletes.

#### *Core Beliefs:*

- We believe activities provide experiences that will help boys and girls physically, mentally and emotionally.
- We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students’ educational experiences.
- We believe that activity participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community, and to the student him/herself. In their play and



conduct, students are representing all of these groups

- We believe that activities should receive equal emphasis and support such as Fine Arts and Athletics.
- We want to make sure we have an equal opportunity for all students in athletics and activities.
- We believe that students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests.
- We believe at the current time for the number of students we provide ample opportunities in Activities and Athletics at Weeping Water Public Schools.

## SECTION FOUR: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

### Absences due to a School Activity (field trips, events, etc.)

#### *As a Participant*

If a student is absent from school because they are part of a school activity, he/she is responsible to each individual teacher to make up all work that is missed. Absences for school activities do not count toward a student's absence record.

\*HS students are instructed to use Canvas to get your assignments. This replaces the makeup slips we've used previously. \*If the student knows in advance that they will be gone on a specific day and a test/quiz or the like is scheduled for that day, he/she must make arrangements with the teacher.

Field trips are for the particular class of students attending the field trip only, not for any other siblings that are in school or at home. Parent sponsors will not be allowed to bring their other children/siblings to the field trips.

#### *As a spectator*

At times Weeping Water Public School will dismiss school in order to allow students to attend tournament/activities/games if Weeping Water is competing. For any competitions, **when school is in session**, parental permission is required for students to attend activities with work made up PRIOR to attending the event. If this is not followed, an unexcused absence will be given, as well as zeros for the assignments that day.

When Weeping Water is NOT involved in the state tournament, parental permission at least (1 day or morning of) in advance is required for students to attend activities

District and State Tournament attendance:

1. **Make up assignments students** will need to meet with their teacher on assignments as the teacher determined the due date.
2. Notification must be given at least 1 day in advance of the absence. No make-up slip is required, but all Elementary, MS and HS work must be made up PRIOR to attending the event. If this is not followed, an "Unexcused absence" will be given. Absences will count towards the determination of excessive absences by the Administration and Athletic Director.

3. If notification is given the day of the absence, the student will be required to have their assignments completed prior to leaving school or at the direction of the teacher's due date.
4. If parents do not call in or no note is given to the school, the student is marked unexcused.
5. Students will be responsible for getting their assignments completed and turned in before leaving for the activity.

The staff member/sponsor/coach will send an email with a list of students attending to all staff members at least 3 days in advance. Staff will also send a list to the school secretary to be put in the school bulletin.

### **Attendance at Practices and Game**

Practice attendance is necessary for several reasons. An athlete does not better their skills by playing in games, but by practicing. Missing practice affects conditioning. Also, it is imperative to be at practices to understand game plans for upcoming contests. It is recommended that such things as doctor or dentist appointments be scheduled at times not conflicting with practices. If this is unavoidable, prior notice must be given to the coach. If a student athlete has to miss practice, and a coach is notified prior to, it is considered an excused absence. Missing practice on a day that a student-athlete is absent from school is also considered an excused absence. If a coach is not notified about an absence from practice, it will be considered unexcused. The coach will determine consequences for unexcused absence before a contest.

### **Attendance at School**

Participation in extra-curricular school activities (athletics', fine arts etc.) is encouraged and desirable for all students. At the same time, the principle mission and responsibility for each student is to establish a firm academic foundation. A student participating in extra-curricular school activities are expected to apply themselves academically by following these expectations:

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. **To participate in any school activity, students must attend school by the beginning of 4th period to be able to practice/participate in that evening's event/activity during the day/night. If a student has a Dr. appt or the like, a note must be from that doctor within the day of or the day after.** If this becomes a problem for students, administration will exercise the right to remove students from the activity that day/night with parent's notification. All missed school will count towards students excessive absence count and parents must call with legitimate excuse for student to miss school up to 4th period.

If a student goes home ill or is absent because of illness, then he/she **cannot** return to school for athletic / activity practice. The student cannot attend any school activity that night unless approval from the administration. A student must be in school the day of a game or activity to participate. Sleeping in to rest up for the game will not be considered an extenuating circumstance. Going home ill and then returning to play/participate in a game/event later that evening is also not allowed.

Arrangements in advance for extenuating (special) circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Administration in writing.

4. **Tardiness for activity participation:** Being tardy to 1<sup>st</sup> period of school will be based on a three-strike system. Students will be considered tardy for activity participation after 8:30am. When any student reaches their third tardy (and any other tardy after their third tardy) in a semester that individual will not be allowed

to participate in extracurricular activities that day/night. This only applies to tardiness at the beginning of the school day.

### **Closings**

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be cancelled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration.

### **Complaint Procedure**

To reduce conflicts in the school's activities program, students and/or their parents should use district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site: [www.weepingwaterps.org](http://www.weepingwaterps.org).

### **Concussion Awareness**

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
  - Heads UP Concussions in Youth Sports
  - Concussion in Sports—What You Need to Know
  - Sports Safety International
  - ConcussionWise
  - ACTive™ Athletic Concussion Training for Coaches; and
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
  - 1 The signs and symptoms of a concussion;
  - 2 The risks posed by sustaining a concussion; and
  - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications. Additional information is located in the appendix of this handbook.

### **Eligibility**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the principle mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities is held at a high standard and must therefore:

Comply with NSAA and Weeping Water Public School guidelines and requirements.

Meet school eligibility guidelines. The student is not to be failing (1) one or more courses daily as a daily ineligibility report is run.

1. Students (players, team members, student managers or the like) must be academically eligible to participate in athletics, club activities, and trips. If at such time grades are checked and a student is failing one (1) course, he/she will have 1 week to get grade(s) to above a 70%. **Students may attend the activity with the team with Athletic/Activities Director or Administration approval and as long as they are not taken out during school hours. They may go after school hours with the team or parents as long as the coach/AD/Administration approves it.**
2. Athletic/Activities Director will notify sponsors and coaches with the 6-12 ineligibility reports at 2:30 p.m. daily. **The ineligibility report is not the same as the down list.** All decisions are final via the administration.
3. A student is not eligible for interscholastic athletic competition during any period of out of school suspension or expulsion from school.
4. A student may be suspended from athletic/activities eligibility by the administration when, in its opinion, his/her conduct in his/her capacity as an athlete might give reasonable cause to doubt his/her ability to conduct him/herself as a proper representative of his/her school in future interscholastic athletic competition. The length of such suspension may vary according to the past discipline record of the athlete, his/her attitude, and the circumstances of the incident which caused the suspension.
5. Other factors in eligibility:
  - i. A student is not eligible for interscholastic athletic competition during any period of suspension from school.
  - ii. A student may be suspended from athletic eligibility by the administration when in its opinion, his/her conduct in his/her capacity as an athlete might give reasonable cause to doubt his/her ability to conduct him/herself as a proper representative of his/her school in future interscholastic athletic competition. The length of such suspension may vary according to the past discipline record of the athlete, his/her attitude, and the circumstances of the incident which caused the suspension.
  - iii. If a student is not eligible for an activity the student may be required to attend an after school study hall until their grades have improved in order to gain eligibility.

### **Fan expectations at home and away sporting events/school activities:**

The Weeping Water Public Schools would like cooperation of our students, parents, and community members who are attending school sporting events or activities. Elementary students should be supervised by their parents or an adult.

1. Students causing problems will be warned and asked to go sit with their parents to supervise over them.
2. If the behavior continues, the students will be escorted to their parents and asked that they remain there.
3. If the inappropriate behavior continues, the student will be asked to leave the event. In years past we have had several incidents with elementary students running the hallways or causing problems in the multi-purpose room and restrooms. Please help us make our activities safe and enjoyable for all those individuals attending. Your cooperation is greatly appreciated.

### **Fundraising**

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising. Use of the school mascot shall not be permitted unless approved by the superintendent.

### **Individual Training Rules and Rules of Conduct**

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

### **Initiations and Hazing**

Refer to Initiations and Hazing in Section

### **Injuries**

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

### **Insurance**

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

## **Leadership and Representatives**

Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the student's conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

## **Lettering Requirements**

Lettering requirements are set up each head coach. The requirements for a varsity letter will be communicated to players at the start of each season.

## **Option Enrollment transfers for activity eligibility**

Enrollment Option transfers, transfers from public to private schools, private to public schools, private to private schools, and transfers from out of state (when the student still resides out of state) **must** be completed by May 1 in order for the student to be eligible in the fall. Students who do not meet this deadline will be subject to a 90- school day ineligibility period prior to participation in NSAA activities. This deadline date does not apply to students who change residence from one district to another: only to those who remain in the same residence and transfer schools. Such transfer students may transfer under this rule one time during their high school years, unless there is a change of domicile by the legal parent.\_

## **Practices**

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor a signed physical form and Activities Code that verifies that a physical examination has been completed and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs.
2. Furnish the high school principal with proof of insurance.

## **Privilege, Not A Right**

Extra-curricular activities have an important place in the educational program of the Weeping Water Public Schools. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

## **Safety**

The District's philosophy is also to maintain an activities program, which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the District requires that activity team member's travel to and from out-of-town events as a unit. Student may be given permission to ride home with a parent or legal guardian upon a written request given to the coach. The note should be given to the coach/sponsor/principal. The student cannot leave before the end of the competition or event unless prior permission from the administration. Only those people involved with the activity will be allowed to travel in the school vehicle. School personnel may authorize exceptions only.

### **Student Manager, Helpers, or Activity Aids**

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

### **Sunday and Wednesday Night Activities**

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday or by permission of the superintendent. Practices scheduled for a Sunday must have the prior approval from the activities director with consultation with the superintendent.

### **Team Selection and Playing Time**

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. The coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. **School Representative**. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. **Success**. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of this criterion include the student's:
  - (1) Talent or skill,
  - (2) Desire to improve the student's own skills or talents as well as those of others in the activity,
  - (3) Attitude of respect towards teammates, the coach, the school, and the community.

### **Transportation Service**

Bus routes and stops are planned and established by the bus supervisor. Safety rules for bus riders include:

- Follow the directions of the bus driver the first time they are given.
- Keep hands, feet, and all body parts to themselves.
- Do not extend any body part through the windows.
- Remain seated and sit back in the bus seat when the bus is moving.
- Students should look both ways before crossing in front of bus or traffic lane.
- Keep the bus clean-
- Follow all school and bus procedures.
- Riding the bus is considered a privilege and one that can be denied. The following consequences for
- Inappropriate behavior will be implemented after a verbal warning from the bus driver:

NOTE: School authorities will determine the action necessary to insure a safe riding environment for all students. Students who violate bus-riding policy may also face consequences as determined by the administration.

## **Warning for Participants and Parents**

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

## **Weight Room**

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

# **SECTION TWO: NEBRASKA STATE ACTIVITY ASSOCIATION RULES**

## **Eligibility**

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <https://nsaahome.org/constitution-bylaws/>. A summary of the major rules is given below. Contact the principal, activities director or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a *bona fide* student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial



choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

9. **Student eligibility related to domicile can be attained in the following manners:**

10. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
11. If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
12. If a student elects to remain at the same high school initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
13. **If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.**
14. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall at the transfer high school. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
15. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2019-20 school year prior to May 1, 2019; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2019. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered, and accepted prior to May 1, 2019, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
16. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
17. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp, or school. (\*Refer to NSAA Bylaw 3.5.1.1 for exception in Swimming and Diving.)
18. A student shall not participate on an all-star team while a high school undergraduate.
19. A student must maintain his/her amateur status

### **NSAA Sportsmanship Rules**

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct

shall include physical or verbal assault upon any participant, game official, or spectator, or any acts that may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

## **SECTION THREE: CODE OF CONDUCT**

### **Grounds for Extracurricular Discipline**

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extra-curricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons.

### **Activity Code of Conduct for Student-Athlete**

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, **whether or not the student-athlete is a participant in an activity at the time of such conduct is NOT becoming of a Student-Athlete.**

All students associated with Weeping Water Public Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of, and public confidence in, the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

### **Standard of Conduct**

Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. This activity code of conduct is supplemental to the Weeping Water K-12 Public School student code of conduct and any action taken hereunder may be in addition to any action under the student code of conduct said policy. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

### *Coach and Sponsor Rules*

Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with coach or sponsor rules.

### **Prohibited Conduct**

Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).
6. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
7. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/newbies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.
8. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post, or text message images and material intended to hurt or embarrass another person. This may include, but is not limited

- to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums; posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages, or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.
9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
  10. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
  11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
  12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
  13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Such conduct is prohibited during the school year, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year.

### **Discipline**

Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. (including but not limited to graduation ceremony and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

### *Drug and Alcohol Violations*

Students who are found to be in violation of drug and alcohol Violations shall be subject to the following disciplinary action.

1. **First Violation** – Suspension from extra-curricular program for designated activities for twenty (20) calendar days from date of finding or violation.
2. **Subsequent Violations** – Upon finding of a subsequent violation, the student will be suspended from all designated activities for one calendar year from the date of determination that a subsequent violation has occurred.

### **Evaluation, Counseling, and Treatment**

Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

### **Self-Reporting**

A participant may reduce the consequence in half (10 calendar days) for the first offense, if they self-report and at the student's expense complete a diversion program approved and verified by the Principal. Self-reporting is defined as the student making contact with the coach, athletic director or administration before the coach, athletic director or administrator learns of the conduct from other sources. This report must be made before the end of the next school day after the conduct occurred and/or before participation in the next extracurricular activity. There is no reduction for self-reporting after the first offense.

### **Judicial System**

If a student is ticketed or arrested for a crime (other than minor traffic violations); the Activity/Athletic Director/Principal will meet with the student, and his/her parents/guardian will be invited (by a signed notice, phone call, email) to attend in order to arrive at a suitable disciplinary course of action.

### **Procedures for Extracurricular Discipline**

Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, activities director, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

### *Review of Investigator's Decision*

A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the superintendent in writing of their request for a review of the coach or activity sponsor's

determination. The superintendent or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

### **Misrepresentations**

Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

### **Questions**

Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

### **Assistance**

Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

## **Appendix - Concussion Awareness and information for Student and parents.**

### **A Parent's Guide to Concussions**

#### **WHAT IS A CONCUSSION?**

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

#### **CONCUSSION FACTS**

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

#### **WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?**

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

### **WHEN IN DOUBT – SIT THEM OUT!**

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

### **WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?**

#### Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

#### Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

### **WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?**

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

*Step 1:* Light exercise, including walking or riding an exercise bike. No weight-lifting.

*Step 2:* Running in the gym or on the field. No helmet or other equipment.

*Step 3:* Non-contact training drills in full equipment. Weight training can begin.

*Step 4:* Full contact practice or training.

*Step 5:* Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

### **HOW CAN A CONCUSSION AFFECT SCHOOLWORK?**

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

### **WHAT CAN YOU DO?**

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

### **OTHER FREQUENTLY ASKED QUESTIONS:**

#### **Why is it so important that an athlete not return to play until they have completely recovered from a concussion?**

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are



prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

### **Is a “CT scan” or MRI needed to diagnose a concussion?**

Diagnostic testing which includes CT (“CAT”) and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete’s story of the injury and the health care provider’s physical examination.

### **What is the best treatment to help my child recover more quickly from a concussion?**

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

### **How long do the symptoms of a concussion usually last?**

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

### **How many concussions can an athlete have before he or she should stop playing sports?**

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

### **I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?**

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However,

the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from A Parent's Guide to Concussion in Sports, National Federation of High School Associations.

## **SECTION FOUR - STAFF DIRECTORY**

### **Board of Education**

Jason Brack, President  
Adam DeMike, Vice President  
Shawn Hammons, Treasurer  
Brandon Nash  
Mark Rathe  
Haley Dehne

### **Administrators/District Staff**

Kevin Reiman, Superintendent  
Tiffanie Welte, 6-12 Principal  
Bristol Wenzl, PK-5 Principal  
Mike Barrett, Asst. Principal /Activities Director  
Lynn Dierberger—Psychologist  
Kori Hixson--Speech Pathology

### **Elementary Faculty**

Becci Burch--Pre -School	Stacy Bickford--1 <sup>st</sup> Grade
Becci Burch--Pre -School	Stacy Bickford--1 <sup>st</sup> Grade
Katrina Bescheinen--Resource	Melody Cejka--K-12 <sup>th</sup> Art
Cora DeMike—Kindergarten	Carmen Garner--2 <sup>nd</sup> Grade
Kim Hammer--K-12 <sup>th</sup> Music	Joel Haveman--Elementary PE
Michelle Heath--Title	Lori Lindau--3 <sup>rd</sup> Grade
Rashell Menghini--5 <sup>th</sup> Grade	Chris Meeske--1 <sup>st</sup> Grade
Ty Peteranetz--4 <sup>th</sup> Grade	Stephanie Schafer—Kindergarten
Carol Thomassen--3 <sup>rd</sup> Grade	

### **Middle and High School Staff**

Laurie Barrett--Media Specialist	Michael Barrett--HS SS, AD
Dawn Bickford--School Counselor	Melody Cejka--K-12 <sup>th</sup> Art
Quentin Coatney--PE, Weights	Charlie Cover--IT, HS SS
Paul Dewey--MS-HS Resource	Hector Eslava--HS, 8 <sup>th</sup> Spanish
Kim Hammer--K-12 Music	Doug Jorn--Skilled & Tech. Trades
Adam McGill--SS, PE, Explore	Mary Mozena--MS-HS SS
Rod Ready--MS Math, HS Math	Emily Rohlff--HS English,
Rebecca Robinett--MS-HS Science	Josh Schliefert--HS Mathematics
Jeremy Strong--HS Science	Miki Valenta--Family & Consumer Science
Tracy Weber--MS-HS English	Kevin White--6 <sup>th</sup> -12 <sup>th</sup> Band
Annise York--Business, K-12 Computers	

## **Support Staff**

Tracy Andersen--School Nurse	Julie Bauers--Food Service
Shirley Brack--Admin Asst.	Cyndi Craig--Bus Driver
Jeannette Cronk--MS-HS - SH/Para	Cynthia Elseman--Food Service
Brenda Guhl--Paraprofessional	Betty Hanes--Elem./AD Secretary
Carrie Haveman--Paraprofessional	Lisa Hohn--Paraprofessional
Doug Jorn--Transportation Supervisor	Beverly Liess--Paraprofessional
Cassie Lyons--Business Manager	Kevin Morlan--Custodian
Vicky Mosses--Food Service	Carol Schliefert--Bus Driver
Susan Smith--Food Service Supervisor	Chris Yard--Custodian
John Yard--Head Maintenance	Laurie Yard--Custodian

## **2019-2020 WEEPING WATER ACTIVITIES DEPARTMENT**

Activities Director: Mike Barrett

Boys' & Girls' Head Cross Country Coach: Charlie Cover

Co-Head Softball Coach: Kim Hammer

Football Head Coach: Joel Haveman

Assistants: Matt Mortimer, Josh Schliefert, Jeremy Strong, Quentin Coatney

Middle School Football: (Head) Adam McGill (Assistant) John Rhodes

Volleyball Head Coach: Ty Peteranetz

Assistant: Chris Meeske

Middle School Volleyball: (Head) Marylyn Mozena (Assistant) Kori Hixson

Wrestling Head Coach: Jeremy Strong

Assistant: Charlie Cover, Quentin Coatney

Middle School Wrestling: (Head) Rod Ready

Girls' Basketball Head Coach: Joel Haveman

Assistant: Michelle Heath

Middle School Basketball: (Head) Mary Mozena (Assistant) Dawn Bickford

Boys' Basketball Head Coach: Josh Schliefert

Assistant: Doug Barlow

Middle School Basketball: (Head) Nick Switzer (Assistant) Paul Dewey

Boys' & Girls' Track Head Coach: Quentin Coatney

Assistants: Charlie Cover., Mary Mozena, Michelle Heath, Mike Barrett

*JR High Track Head: Jeremy Strong,*

*Assistant: Megan Kalina*

Concessions: Carmen Garner & Susan Smith

Weight-Room Coordinator: Quentin Coatney

**2019-2020 WWPS Clubs, Organizations, And Sponsors**

HS National Honor Society:	L. Barrett, C. DeMike
HS Student Council:	T. Weber
HS Yearbook/Speech/Journalism:	E. Rohlff
HS One Act:	E. Rohlff, M. Valenta
HS FBLA:	A. York
HS FCCLA:	M. Valenta
HS Mock Trial:	M. Barrett
HS Skills USA/Robotics:	D. Jorn
9-12 Musical:	K. Hammer, S. Bickford
9-12 Weight Room:	Q. Coatney
6-12 Summer Wt. Room:	Coaches
K-12 Choir:	K. Hammer
6-12 Band:	K. White
6-12 Pep Band:	K. White
9-12 PALs:	D. Bickford
5-12 Quiz Bowl/HAL	L. Barrett
3-6 Vivace:	K. Hammer
Seniors:	M. Cejka
Juniors	B. Burch
Sophomores:	R. Robinett
Freshmen:	L. Barrett
8 <sup>th</sup> grade:	R. Ready
7 <sup>th</sup> grade:	M. Mozena
6 <sup>th</sup> grade:	T. Weber

# RECEIPT

## STUDENT HANDBOOK

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: “Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...”

## PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Weeping Water School District’s discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Weeping Water Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

## AUTHORIZATION AND ACKNOWLEDGEMENT

### WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

## ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term unless I am accompanied by a parent.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Email Address (Optional)

\_\_\_\_\_  
Parent’s Email Address (Optional)