

## TO THE PARENT/GUARDIAN:

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

## TO THE STUDENT:

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

Dr. James Haley, Superintendent

Terry Zessin, Principal

## MISSION STATEMENT

***Making Education Count***

## **ACADEMIC LETTERS**

Students in grades 9 -12 may earn an academic letter by having a grade point average in the top 10% of their class for a specific school year.

This letter award will be a “WR” trimmed with appropriate school colors. The letter will have a lamp of learning on it. A gold bar may be awarded to students that earn a letter in the following years. The letter size will be identical to the athletic-activity letter awards.

Seniors who have earned a cumulative average placing them in the top 10% each year of grades 9-11 and during the first semester of the senior year, will receive a framed certificate signed by the Principal, Superintendent, and the President of the Board of Education. The certificate will also have the Wood River Rural High School's seal on it. This award will be presented during the second semester.

## **ACADEMIC LOAD**

The minimum load in high school shall consist of eight (8) classes per day. Exception to the above may only be made by the principal.

## **ACTIVITIES**

Wood River Rural Public School is a member of the Nebraska School Activities Association. A student who participates in any inter school contest must conform to the eligibility requirements of this association.

The activities that Wood River Rural Public School sponsors as a member of the Nebraska School Activities Association are: Football, Volleyball, Basketball, Cross Country, Softball, Wrestling, Golf, Track and Field, Soccer, Journalism, Music, One-Act Play and Speech.

Wood River Rural Public Schools is a member of the Louplatte Conference. The other member schools are: Arcadia-Loup City, Central City, Centura, Doniphan-Trumbull, Gibbon, Ord, Ravenna and St. Paul.

Guidelines for participating in the activity program are found in Activity Guideline Handbook.

## **ALCOHOL/DRUG /TOBACCO POLICY**

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

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

### **ANNOUNCEMENTS AND BULLETINS**

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

### **ASSEMBLIES**

Senior high school students need to work hard to develop a reputation for courteous behavior in school assemblies. Students should give full attention to the performers and appreciation should be shown only through clapping hands. Whistling, shouting, and foot stomping is not appropriate. Visitors often form a lasting impression of our school and community by our behavior at assemblies. Students who misbehave during assemblies will not be allowed to attend future assemblies.

### **ATTENDANCE RULES, PROCEDURES AND FORFEITURE OF CREDITS**

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

parents may appeal this decision to the superintendent. The superintendent shall than follow the procedures in board policies.

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

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### **ATTIRE AND GROOMING REGULATIONS**

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

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

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

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

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

## **AUTOMOBILES**

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

1. Students shall drive safely; reckless driving will not be tolerated.
2. Cars are to be parked in designated areas and under no circumstances are to be driven during the school day without special permission of the principal or superintendent. Any student violating the above rule may not be allowed to drive his car on school grounds.
3. Students shall not park in the front row. This area is reserved for staff and visitors.
4. Students shall not park behind the school building.
5. Students are not to go to the parking area or cars unless special permission is granted.

6. Students driving on permits are reminded that such a permit entitles the student to go only directly to and from school by the shortest route.
7. Students are not to loiter in parked cars before or after school.
8. Students are not to use cars for errands during school time unless given special permission by principal or superintendent.
9. The Board reserves the right to revoke the above policy or refuse any student the permission to drive.
10. By driving personal vehicles to school, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

### **BODY PIERCING**

Students will not be permitted to wear body-piercing jewelry while at school or during any school function on or off the premises. This rule applies to all parts of the body except the ears. Consequences may include, but are not limited to, detention, in-school suspension, out-of-school suspension or expulsion.

### **BOOKS AND SUPPLIES**

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

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

### **BULLYING**

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

### **BUS RULES**

- 1) Pupils being transported are under the authority of the bus driver.
- 2) Fighting, wrestling, or boisterous activities are prohibited on the bus.
- 3) Pupils shall use the emergency door only in the case of emergency.
- 4) Pupils shall be on time for the bus both morning and evening.
- 5) Pupils shall not bring animals, firearms, weapons, or other potentially hazardous materials on the bus.

- 6) Pupils shall remain seated while the bus is in motion.
- 7) Pupils may be assigned seats by the driver.
- 8) When necessary to cross the road, pupils shall cross in front of the bus, or as instructed by the bus driver.
- 9) Pupils shall not extend the hands, arms, or heads through the bus windows.
- 10) Pupils shall have written permission or parents must have made prior arrangements to leave the bus other than at home or school.
- 11) Pupils shall converse in normal tones; loud and vulgar language is prohibited.
- 12) Pupils shall keep the bus clean, and must refrain from damaging it.
- 13) Pupils shall be courteous to the driver, to fellow pupils, and passersby.
- 14) Pupils, who refuse to obey promptly the directions of the driver, or refuse to obey regulations, may forfeit their privilege to ride on the bus.

### **Consequences for Inappropriate Bus Behavior**

#### First Offense:

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

#### Second Offense:

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

#### Third Offense:

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

#### Forth Offense:

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

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

### **CALENDAR**

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

## **CARE OF SCHOOL PROPERTY**

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

## **CHEATING**

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

## **CLASS MEMBERSHIP**

Wood River Rural High School students will have the opportunity to belong to their respective class (example: senior, junior, etc.) based upon their individual accumulated credit hours. Students wishing to be an active member of their class need to participate in class fund raising activities yearly or agree to donate to the class. At the present time, it is a forty (\$40.00) dollar donation for each class activity.

1. Payment of dues: Students are required to pay their class dues, fines, requirements for fund raising activities and/or all other monies levied at the time of student registration. If the student chooses not to pay, the consequence will be removal from the class until payment of dues has been made. At the present time, the class dues are ten dollars per class. If payment cannot be made due to lack of funds by the student, a payment or contract will be made out with the student outlining amounts, scheduled payment dates, and consequences for delinquent payments.

2. Dismissal from class: If a student chooses not to be a member of their class, the consequence for that decision will be removal from the class until the financial obligations are fulfilled. Activities that the student will not be allowed to attend and items that the student will be required to pay out of his or her own pocket may include any or all of the following, plus any new items or activities that may be added:

a. Student will not be allowed to attend the Homecoming Dance as a Senior or the Junior/Senior Prom, either on their own or as a date.

b. Student will be required to pay the full amount of all items purchased by the Senior Class. At the present time those items and approximate costs are:

(1) Cap and gown = \$25.00

(2) One flower for parent = \$3.00

(3) Class composite = \$300.00 (divided by the number in class)

(4) Annual pages = \$1000(divided by the number in class).

\*\*The choice of paying the dues, donating to the class fund raising activity, setting up a payment plan, or not being in the class must be made prior to or on the deadline date set for payment of dues.

c. Parental agreement form: An agreement will be drawn up stating the student's decision. All parties (parent/guardian, student, sponsor, and administration) will sign the agreement.

d. New students, students leaving the school, and paying delinquent dues: New students coming into our system will pay the class dues for the class they are entering at the time of their registration if they desire to be a member of their class. Students leaving our school system will not be entitled to a refund of monies contributed. Any student that chose not to be an active member of their class and later wishes to become an active member must pay the back dues and fund raising donation dollar amounts to be considered a member of their class and receive the benefits of such membership.

### **CLASSES TAKEN OUTSIDE OF WOOD RIVER HIGH SCHOOL**

Classes taken by correspondence from a community college or other than an accredited school may be accepted for credit, but will not be figured into the student's GPA (grade point average) or for the figuring of the student Honor Roll.

### **CLASS MEETINGS AND OFFICERS**

During the first five days of school, the first class meetings will be held. At this time, each class will elect its' President, Vice-President, Secretary, and Treasurer and representatives to the Student Council by majority vote. The student body elects Student Council officers in the spring of the year for the following school year. Class meetings will be held about once a month or as the need demands. Meetings are held only if a sponsor is present. If any class, organization, or student council member should exhibit poor citizenship, that member will be removed from office.

### **CLASSIFICATION**

1. The building principal shall determine the grade in which a pupil shall be classified. The final report of school marks for the year shall state the grade in which the pupil will be placed at the beginning of the term. The grade classification for high school students will be as follows:

- a. A sophomore must have 55 credit hours.
- b. A junior must have 110 credit hours.
- c. A senior must have 165 credit hours.
- d. A graduate must have 265 credit hours.

2. Every student, prior to entering school, must provide evidence of adequate immunization as specified by Nebraska statute. All new students shall provide evidence of a physical examination within the last six months as specified by Nebraska statute.

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

## **CLOSING OF SCHOOL**

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

## **CODE OF CONDUCT FOR ACTIVITIES PROGRAM**

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

## **COMPLAINT PROCEDURE**

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

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher.
2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted to the president of the board of education.
3. When a complainant submits a complaint to an administrator, the administrator shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - (1) If the complainant has not, the administrator will urge the complainant to discuss the matter. Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
    - (2) Complaints about the superintendent of schools should be submitted to the president of the board of education.
  2. When a complainant submits a complaint to an administrator, the administrator shall:
    - (1) Determine whether the complainant has discussed the matter with the staff member involved.
      - (a) If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member.

(b) If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

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

### **CONDUCT IN GENERAL**

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

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

1. Use of abuse, violence, force, noise, coercion, threat, intimidation, fear, insubordination or other similar conduct in a manner that constitutes an interference with school purposes or violates another
2. False communication, verbal or written, of the presence of a bomb or other explosive device.
3. The willful causing or attempting to cause damage to private or school property.
4. Stealing or attempting to steal private or school property.

5. Causing or attempting to cause physical injury to oneself or others including the throwing of objects or materials which could cause physical injury, except where such injury results from accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person.
6. Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from such person.
7. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered to be a weapon.
8. Engaging in the use or possession of tobacco or the unlawful selling, using, possessing, being under the influence or dispensing of alcoholic beverages, narcotics, drugs or other controlled substances.
9. Truancy or failure to attend assigned classes or activities.
10. Tardiness to school, assigned class or scheduled activity.
11. Using language which by school standards is considered vulgar, obscene, sarcastic, demeaning, threatening or intimidating.
12. Repeated violation of any valid rules of conduct established by the Board of Education, Superintendent, or Principal of the Wood River Rural Senior High School.
13. Loitering on school property before or after assigned classes without the permission of a staff member.
14. Causing a false fire alarm.
15. Possession or use of firecrackers.
16. "Trespassing" (being present in an unauthorized place in the school, unauthorized presence on school property, or refusing to leave the school premises when ordered to do so by school officials).
17. Unlawful assembly (assembly of students which disrupts the educational process).
18. Engaging in any other activity forbidden by the laws of the United States or the State of Nebraska.
19. Public display of affection.
20. Public indecency.
21. Using actions and/or gestures denoting disrespect. Students, teachers, and staff members are to be addressed courteously and with respect.
22. All forms of "hazing" of students are prohibited.

### **COUNSELING SERVICE**

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

Secondary counseling services include academic counseling, personal counseling, crisis intervention, referrals and coordination with agencies and professionals outside the school setting, school testing program, career exploration, and post graduate planning. The guidance office invites representatives from a wide variety of post high school educational institutions to the school. Students are urged to visit these representatives for information.

## **DANCES OR PARTIES**

### 1. General guidelines:

- a. Any organization wishing to sponsor dances or parties and using school facilities are required to submit their dance or party policies for review by the principal before holding their proposed dance
- b. Dances or parties scheduled on week days will end no later than 10:30 p.m. Those scheduled on Friday or Saturday evenings must end no later than 11:30 p.m. Prom may end at 12:00 midnight.
- c. Each school dance must be sponsored by at least 4 faculty members. (parents may substitute)
- d. Pupils once admitted to the event are to remain until the close of the event. Should they leave, re-admittance will not be permitted. Students are expected to be in the building within 30 minutes after the start of the event. Dates of Wood River students are expected to follow all rules that our students must follow.
- e. Dates must be under the age of 21. No middle school or younger students will be allowed to attend a Wood River sponsored dance. Dates who are not Wood River students must be pre-approved by the principal before the night of the dance. They must be able to present a picture ID.
- f. Social events at Wood River Rural Senior High School such as dances or parties should be attended in appropriate attire. No hats will be allowed.

### 2. The Homecoming Dance

- a. Any senior that has lettered in any sport, music or speech/drama activity and is currently active in an extra curricular activity, is academically eligible, meets student handbook requirements, and has not violated the student code of conduct more than once in their 9-12 high school career is eligible to be a candidate for Homecoming royalty. Members of the Letterclub will select (by vote) five candidates for king and queen. All students in grades 9 through 12 will then vote for king and queen from these selected candidates.
- b. The crowning ceremony will be held at the end of the football game. The dance will follow and end at 11:30 p.m. Graduates and friends of our school, along with parents, are invited to attend the coronation ceremonies.
- c. Decorating for Homecoming will be done by the National Honor Society and their sponsor. They will be allowed out of class to decorate the last three periods of the day.

### 3. The Winter Ball

- a. All students in grades 9 through 12 are eligible to be a candidate for royalty and king or queen, except for those who have been Winter Ball royalty in previous years, the current years Homecoming king and queen, those students who are academically ineligible, or do not meet student handbook requirements. The student body elects (by vote) two candidates of each gender per class (9-12) as candidates, then votes for king and queen from the senior class and a prince and princess from each of the remaining three classes.

b. The crowning ceremony will be held on the dance night starting at approximately 8:00 p.m. Dance will follow and end at 11:00 p.m.

c. Decorating and cleanup for the Winter Ball will be done by the Spirit Squad and their sponsor(s).

#### 4. Junior-Senior Prom

a. All seniors are eligible for royalty, except for the Homecoming and Winter Ball kings and queens, students that are academically ineligible or do not meet student handbook requirements.

b. The crowning ceremony will be held on the dance night starting at approximately 8:30 p.m. Dance will follow and end at 12:00 midnight.

c. Decorating for the Junior-Senior Prom will be done by the junior class and their sponsor(s). They will be allowed out of class one school day for decorating.

### **DETENTION**

Teachers are required by law to maintain a suitable environment for learning. Students have the responsibility to respect the rights of their fellow classmates so they can learn. Positive discipline will be used to correct any improper behavior in school or during school activities.

If a student chooses to violate rules established, detention(s) will be given (disruptive behavior, failure to complete assignments, choosing not to cooperate with school personnel, profanity, etc.). There will be detention levels; the more detentions a student has the more severe the discipline. Detention time will be before school or after school, between the time of 7:30 to 8:00 am and 3:33 to 4:10 pm. The student will have the choice to serve the detention either that day after school, the next morning or after school the next day.

Each faculty member will be responsible for his/her students assigned to detention. No student should ever be kept after the teacher has left the building. Two additional detentions will be assigned for skipping the original detention. Refusal to serve detention will be taken care of by the principal.

### **DIGITAL CITIZENSHIP**

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

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

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

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

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

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

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

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

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

**Enforcement** -Students who violate this policy will have their electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation.

Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

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

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

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

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

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

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

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

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

### **DISMISSAL FROM CLASS, STUDY HALL OR ACTIVITY**

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

### **DROPPING OR ADDING CLASSES (Schedule changes)**

Careful planning during registration should eliminate the need for most schedule changes. Students will be allowed to arrange for a change of schedule during the week prior to the semester start date. A drop and add form must be signed by the teacher(s), the parent, the counselor, and the principal. (This form is basically used for second semester class changes. Class changes for first semester must be completed before school begins in the fall.) Classes cannot be dropped or added once the semester begins unless a request is made by the teacher.

## **DRUG DOGS**

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

## **ELIGIBILITY**

The following policies and regulations govern student participation in extracurricular activities:

1. The Wood River School district is a member of the NSAA which is a voluntary organization of public and parochial schools of Nebraska, organized for the purpose of promoting and regulating the competition between schools in what is generally known as extracurricular activities. The district is subject to and governed in part by the rules and regulations for extracurricular activities of the NSAA.
2. Students are required to be in attendance in school at least the afternoon periods (periods 5, 6, 7 and 8) preceding any scheduled activity in which they are to participate. This requirement can be waived by the principal if the absence is for an unavoidable, non-illness related reason.
3. Once the school year begins, students' eligibility will be determined on a weekly basis for participation in or attendance at school events. Students who are failing two or more classes will be declared ineligible to participate in any extracurricular activity for a one week period. If students receive a grade in a class for their performance, the activity will not be considered an extracurricular activity. This one week period will run Tuesday morning to Tuesday morning. Parents/guardians of students affected by this will be notified in writing. The first time a student is failing two or more classes in a semester, he/she have a one week "grace" period to raise his/her grades. If at any time the student is failing two or more classes after the grace period, he/she will be declared ineligible. Students who are ineligible will still practice during the week and will attend all group functions but may not participate. Students who do not participate in extracurricular activities and are failing two or more classes may not attend any school-sponsored event.

## **EMERGENCY EXIT AND FIRE DRILLS**

Fire drills, as required by law, will be held at regular intervals. Such practice is important and should be approached seriously. Students will leave the room immediately on signal. There must be a minimum of conversation. Lines should be kept well organized and moving rapidly. The first student out of a door should step aside and hold the door open for those that follow. Students are expected to stay with their teacher so roll can be taken outside of building.

## **EXTRACURRICULAR DRUG TESTING PROGRAM**

The school district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 7-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs. (see school board policy for more information)

## **FALSE REPORTING**

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

## **FAN/PARTICIPANT BEHAVIOR**

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

## **FIGHTING**

Students involved in a confrontation with another person while attending school or a school sponsored activity may be subject to discipline including but not limited to suspension and expulsion from school

## **FINANCES**

All student accounts shall be deposited in the principal's office and shall be audited annually. All monies received shall be receipted and all expenses paid by check. It is recommended that each activity has one set of books and that all books be correlated with the principal's books.

## **FOOD, CANDY AND DRINK**

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

## **FUND RAISING**

Fund raising projects are necessary since school organizations need funds to operate. There are several traditional fund raisers at Wood River Rural High School including: the Yearbook Ad Sales, the Freshman Candy Sales, the Junior Magazine Sales, Sophomore Soup Supper and the Letter Club Concession Sales. All fund raising projects including those listed above must be cleared by the administration.

Guidelines:

1. Non-consumable items may be sold before and after school hours. No items are to be sold during the school day.
2. Consumable items, such as baked goods, healthy snacks etc., may be sold after school.
3. Definite beginning and ending dates are to be established for the fund raiser and placed on the activity calendar.
4. School organizations should not be competing for time or for the product or services offered.
5. Students should not be issued items in large quantities which result in handling large sums of money and they should be required to turn in money frequently, therefore, avoiding large sums of money being kept in purses, lockers, etc.

### **GRADE POINT AVERAGES**

Grade point averages are calculated by the counselor's office to be used for various purposes. Colleges and universities request them quite often. All classes (with the exception of Tutors or Teachers Aides) and accompanying grades are used when calculating GPA's.

### **GAMBLING**

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

### **GRADING SYSTEM**

The grading system to be used is the following:

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

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

### **GRADUATION REQUIREMENTS**

1. Attendance: Eight semesters of attendance are required in order to be considered for graduation. Exception to the eight semester requirement may be made in unusual circumstances and only with approval from the Board of Education.
2. Credit:
  - a. Students will earn a minimum of (270) hours to graduate.
  - b. A credit hour is defined as the successful completion of a course which meets one period per week for one semester of at least eighteen weeks. Equivalent credit is to be awarded for courses or programs offered in other time patterns according to criteria prescribed by AdvancED. Students accrue hours to meet the graduation requirements. Any failing grade in a required course requires that the course be retaken.

3. Distribution of Credit: Credits must be earned according to the schedule below. As recommended by the Governor's Task Force on Excellence in Education.

Course of Studies	Credit Hours
English	40
Speech	5
Social Studies	35
Mathematics	40
Science	30
Health and Physical Education	10
Heads Up Ag	5
Personal Leadership	10
Information Technology 1	5
Fine Arts (Art-Music-Foreign Language)	20
Career Vocations Ed	20
Elective Courses	50

4. The following courses are required by all students: Credit hours must be awarded to meet graduation requirements.

Physical Science & Biology  
I Tech 1  
Algebra I or Pre-Algebra  
Health and Physical Education  
Heads Up Ag - one semester  
Personal Leadership  
English 9, 10, 11, and English 12 or College Prep English  
Speech - one semester  
World History (one semester), Am History, Political Science and Geography

5. The remainder of the minimum required credits may be earned from the comprehensive list of courses offered, as listed in the curriculum guide, which is established by the counseling department and administration, with the assistance of the faculty.

6. Credit granted by work done through other means such as correspondence may be allowed upon administrative approval.

7. Seniors must meet all graduation requirements to participate in graduation ceremonies.

8. Students with special needs --individual courses will be provided for those students who have a special need for a course commensurate with their abilities. Such programs shall provide for those with limited abilities as well as those with exceptional abilities. The professional staff will plan individualized courses for students with special needs and will recommend the number of credits to be awarded, which are to be approved by the administration.

## **HANDBOOK**

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

## **HOMELESS CHILDREN AND YOUTH**

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

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

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

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

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

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

## **HOME SCHOOL STUDENT ADMISSION**

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

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

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

## **HOMEWORK**

During each class period a certain amount of time may be devoted to supervised study. All preparations cannot hope to be completed during the class period. Thus, a certain amount of home study is necessary. An important objective of school life is the development of ability to

work independently. Schoolwork, recreation, and home duties should be coordinated so that each may be given its allotted time. We would recommend that each student have available a well-lighted, quiet place where he/she might spend one hour or two hours each evening studying.

### **HONOR ROLL**

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

### **ILLNESSES**

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

### **COMMUNICABLE DISEASES**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious.

Guidelines for extremely communicable childhood illnesses include:

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

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

### **INTERNET and Computer Use Rules**

1. District computers, programs, software, and networks are for educational use only, and any information carried or contained on district computers is subject to review by the district. If a

student uses a non-district computer in a manner which provides access to or affects networks or information contained or stored in a district computer, this rule shall be deemed to be violated.

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

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

4. Definitions:

a. Computer Hacker: Computer hacker shall mean a computer user who attempts to gain unauthorized access to proprietary computer systems.

b. Indirect Access to a District Computer: Indirect access to a district computer shall mean using a non-district computer in a manner which results in the user gaining access to a district computer, including access to any and all information, records, or other material contained or stored in a district computer.

Violation of any of these rules may result in disciplinary action. In the case of computer hackers, this may include the notification of the appropriate state or federal law enforcement agency. The district reserves all rights it has under the fair use doctrine of the Copyright Act.

### **IN-SCHOOL-SUSPENSION**

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

1. The student will be placed in a confined space with rest room and liquid refreshment privileges provided during the entire school day.

2. The student will be provided lunch facilities in some manner but does not eat or associate with the student body.

3. The student will be provided course work assignments during the day by teachers when necessary and the student will receive credit for the work completed and as prescribed for any other student in the classes that the in-school suspension student is enrolled.

4. Students assigned to in-school suspension must report by 8:04 a.m. and stay until 3:33 p.m.

5. Students on in-school suspension will not be allowed to participate in any practices on the day(s) they serve in-school suspension.

### **INSURANCE**

The school is not responsible for hospital or doctor bills contracted due to accidents that happen on the school premises. However, students are given an opportunity to enroll in one of several accident benefit plans which covers accidents at school and school sponsored activities.

Literature concerning these plans are sent home with the students during registration. The athletic policy which may be purchased for each child usually does not pay the full amount of each claim submitted. The balance of the doctor or hospital bill not paid by the insurance company must be paid by the parents or guardian of the student. Your child should report immediately to school officials any injury due to athletic participation.

### **LETTERS FOR ACTIVITIES**

The criterion for a letter in each activity is outlined in the Activity Guideline Handbook.

### **LIBRARY**

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

### **LOCKERS AND OTHER SCHOOL PROPERTY**

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

### **LOST AND FOUND**

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

### **LUNCH PERIODS**

Lunch will be served in three shifts, each 30 minutes long. During their lunch periods, students are not to remain in any classrooms except when supervised by a teacher. Students should go to the cafeteria area or commons during their lunch period. The library will be open for student use during their lunch period. Students are not to loiter or congregate in the halls between the commons and the library. Students may gather or congregate on the front cement area immediately outside the front doors during their lunch period. Students are never to go to the parking lot without signing out at the office and they are never to go home during their lunch

period unless permission has been secured from the Principal's office. Restroom privileges are restricted to the activity restrooms by the Art Room during a student's lunch period. The order of lining up for lunch will be determined by seniority. Upper class students (Seniors, Juniors etc.) have priority in lining up in the front of the line over the lower class students. Supervision of the lunchroom area will be handled by teachers as assigned by the administration.

### **MAKING UP WORK**

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

1. Absences from school---it is the responsibility of the student to check with each teacher and arrange for making up missed assignments. A student will have two days after the first day of absence and one more day for each day of absence to hand in the make-up work. Example: If students are absent one day, they have the day of their return and the next day to make up the missed assignments. If they are absent two days, they will have the day of their return and two more days to complete the missed assignments.
2. Prearranged excuses are to be used when students know they will be absent for family vacations, college visitations, doctor's appointments, or other matters. The prearranged slip should be signed by all of the student's teachers.
3. Students who are not participating but want to attend school activities/competition (for example district track, district speech or state sponsored contests) that are held during the school day must have a make up slip signed by all of their teachers. Students will be required to make up all work before being excused. Parents/guardians are also required to notify the office.

### **MEDICATIONS**

All medications that need to be taken during the school day must be left at the office and administered by the school nurse or other appropriate school personnel. Prescription Medications must be in the original container with the name of the medication, dosage and times to be given and the physician's name on the label. In addition, there must be a written request from the parent or physician to give the medication as directed.

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

### **NATIONAL HONOR SOCIETY**

Membership selection for National Honor Society will be based on scholarship, leadership, character, and service. Members must continue to maintain the high standards of selection in order to continue to receive the privilege of NHS membership. To be eligible for membership in the Wood River Rural Chapter of the National Honor Society, the candidate must be a member of the sophomore, junior, or senior class. Candidates must have attended Wood River Rural High School the equivalent of one semester. They must have a cumulative grade point average of at least a 3.5.

The selection procedure is as follows:

### Selection of Members

Section 1. To be eligible for membership, the candidate must be a member of the sophomore, junior, or senior class. Candidates must have been in attendance at the school the equivalent of one semester

#### Section 2. Selection Process

a. Students who are eligible scholastically will be notified at school in early March.

b. Individual candidates must submit a completed Wood River National Honor Candidate/Activity Form to the named advisor(s) within the time limit indicated on the form. The form will be used as part of the candidacy evaluation process. All forms received late will be marked as such by the assigned adviser. Late forms are reason for non-selection. Faculty Council will determine if late forms will be accepted for membership consideration on an individual basis.

c. A candidate must receive a collective average of 3.0 or higher for the three categories of leadership, character, and service, with no single category averaging less than 2.5 (1 is low, 4 is high).

d. A candidate must have a total of four entries in the categories of (III) Co-curricular Activities, (IV) Leadership, (V) Community activities, and (VI) Work experience, recognition, and awards, with at least one entry in three of the four categories.

e. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.

Section 3. Candidates become members when inducted at a special ceremony.

Section 4. The selection of members to the chapter shall be by a cumulative vote of the entire faculty and administration with the final decision being made by the faculty council

Section 5. A description of the selection procedure shall be published in the Wood River Student Handbook. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Honor Society.

The NHS Faculty Council, which consists of five faculty members appointed annually by the Principal, will review the Teacher/ Activity Sponsor rating forms and the Student Activity Information Form and develop a list of candidates to be selected. A majority of the faculty council shall agree to the placement of names on the list.

### **NONDISCRIMINATION**

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

Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

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

## **ORGANIZATIONS**

As indicated previously in this handbook, Wood River Rural Senior High School sponsors a number of organizations for students with special interests, besides the classes, which are organized with officers. Organizations can be started for any interest if enough students express a desire for the activity and a sponsor can be found.

Each student organization in the school organizes after sponsors have been assigned. Meetings will be held when requested by the sponsor. Permission must be secured from the office to facilitate scheduling. The school reserves the right to supervise, regulate, and drop any school organization. A member of the organization may be dropped by a majority vote of the organization executive committee, sponsor(s), and an equal number of faculty members. Discipline is the same as in the classroom. Eligibility rules apply to all organizations.

## **OUT-OF-SCHOOL SUSPENSION OR EXPULSION**

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

## **PARENT-TEACHER CONFERENCE**

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

## **PARENTAL INVOLVEMENT**

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

1. Provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district.

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

### **PERFECT ATTENDANCE**

PERFECT ATTENDANCE will be interpreted as having zero absence by Nebraska Department of Education interpretation. Absences because of participation in school sponsored activities will not be considered an absence in any of the cases listed above. This means participating, not attending. An excessive amount of tardies may exclude a student from receiving perfect attendance honors.

## **POLICE QUESTIONING APPREHENSION**

Police or other law enforcement agencies, child protective services, social services, or representatives from other similar organizations may be called to the school at the request of school administration, or they may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when representatives from these agencies seek access to their student prior to the student being questioned unless they 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 representatives from these agencies questioning students. When a peace officer removes a student from the school, the school district shall take immediate steps to notify the parent, guardian, or responsible relative of the minor unless the student has been taken into custody as a victim of suspected child abuse. In the case of child abuse, the peace officer shall be responsible for contacting the parent, guardian, or responsible relative.

## **POSTING AND DISTRIBUTION OF MATERIALS**

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

## **PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE**

Seniors can earn this award by having a 3.5 grade point average and achieve in the 85th percentile or higher in math or reading in a standardized test (seniors may use college admissions examinations such as the SAT or ACT).

## **PROTECTION OF STUDENT RIGHTS**

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

## **PUBLIC DISPLAY OF AFFECTION**

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

### **REGISTRATION/STUDENT FEE POLICY**

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

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

The Board of Education of Wood River Rural High School adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1", which provides further specifics of student fees and materials required of students for the **2019-2020** school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

#### **1. Guidelines for non-specialized attire required for specified courses and activities**

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students

also have the responsibility to furnish and wear non-specialized attire reasonable related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

## **2. Personal or consumable items & miscellaneous**

- (a) Extracurricular Activities – Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
- (b) Courses
  - (i) General Course Materials – Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, and erasers. A specific class supply list will be published annually in a Board approved students handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
  - (ii) Damaged or Lost Items – Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
  - (iii) Materials Required for Course Materials – Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the students upon completion. In the event the completed project has more than minimal value, the students may be required, as a condition of the students keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard

project materials, the student will be responsible for furnishing or paying the reasonable cost of such materials for the project.

- (iv) Music Course Materials – Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District’s fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
- (v) Parking – Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

### **3. Extracurricular Activities-Specialized equipment or attire**

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-Shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

### **(4.) Extracurricular Activities-Fees for participation**

Any fees for participation in extracurricular activities for **2019-2020** school year are further specified in Appendix “1.” Admission fees are charged for extracurricular activities and events.

### **(5). Postsecondary education cost**

Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

**(6). Transportation costs**

Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

**(7). Copies of student files or records**

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or students who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fees schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

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

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

**(9). Participation in summer school or night school**

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

**(10). Breakfast and lunch programs**

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

**(11). Waiver Policy**

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

**(12). Distribution of Policy**

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an

addendum or supplement to the student handbook). The Student Handbooks or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

**(13). Student Fee Fund**

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

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) <sup>1</sup> or Specific Material Required
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Damage deposit of \$20.00 for use of school owned instrument.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Five cents (.05) per page when charges apply.
School Meals		Lunch—(to be set annually) Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.

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

Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.																		
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.																		
Summer school courses	Classes offered during the summer, or at night, if any	Driver education class: \$295. Other classes: \$50 per class.																		
Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required																		
Athletic Programs																				
Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$25.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.																		
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.																		
Athletic Participation Fee	Fee to participate in athletic programs.	In the event an athletic participation fee is charged, the fee will be \$50 per year maximum.																		
Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	<p>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:</p> <table border="1"> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Cross County</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>Mouthpiece</td> </tr> <tr> <td>Golf</td> <td>Golf bag &amp; clubs</td> </tr> <tr> <td>Speech/Debate</td> <td>Dress attire; copies of research</td> </tr> <tr> <td>Track</td> <td>No additional</td> </tr> <tr> <td>Volleyball</td> <td>Volleyball knee pads</td> </tr> <tr> <td>Wrestling</td> <td>Wrestling head gear</td> </tr> <tr> <td>Dance/Cheer Team Squads</td> <td>Shoes, approved uniforms and other accessories</td> </tr> </table>	Basketball	No additional	Cross County	No additional	Football	Mouthpiece	Golf	Golf bag & clubs	Speech/Debate	Dress attire; copies of research	Track	No additional	Volleyball	Volleyball knee pads	Wrestling	Wrestling head gear	Dance/Cheer Team Squads	Shoes, approved uniforms and other accessories
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Dance/Cheer Team Squads	Shoes, approved uniforms and other accessories																			
Travel meals	Meals	Students are responsible for their own meals while traveling. Individual sports or activities may request students to pay up to \$50 per season to be used towards team travel meals.																		
Locker use	Padlock for gym locker	Refundable damage deposit of \$25 per season may be required.																		

Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Annual dues not to exceed \$50.00 per club.
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00.
Clubs/Organizations		
Future Business Leaders (FBLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Science Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Spanish Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Student Council	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Social & Recognition Activities		
School plays, musicals and social activities	Admission to events	Not to exceed \$10.00 per play or activity
School dances	Admission to prom, homecoming, etc.	Not to exceed \$10.00 per event
Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.

Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities.
Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

### **REPORT CARDS**

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

### **SATURDAY SCHOOL**

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

### **SCHOOL LUNCH PROGRAM**

Hot lunches are available for those desiring them. Only well-balanced lunches are served which provide one-third to of the day's nutritive requirements. High standards of sanitation are maintained. Lunches may be purchased at the office any morning before 8:04. Those who bring a sack lunch will also eat in the school lunch room. Milk is available.

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

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

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

### **SCHOOL SONG**

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

Chorus--

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

### **SEASON TICKET**

At the beginning of each school year, starting at our first home athletic event, season tickets are offered to those wanting to take advantage of a savings for all home varsity contests. Tickets may be purchased for \$50.00 single and \$100 for couples. which allows admission to attend all school activities with the exception of locally hosted Conference, District and State Tournaments. These tickets may be purchased anytime throughout the school year.

### **SENIOR ACTIVITIES PERTAINING TO GRADUATION CEREMONIES**

1. Student speakers for Commencement Exercises will be chosen from the top five students in the graduating class "by class rank" based upon their accumulated grade point average (GPA.) at the end of the seventh semester. Students must be in the regular education program. Usually two (2) students are selected, sometimes one (1), at the most three (3). Students with the highest GPA's will have first right of refusal to be speakers. In cases where more than three students tie with the highest GPA, their names will be drawn from a hat and two speakers will be chosen in this manner. A typewritten copy of the speech will be delivered to the Principal and the class sponsor at least three days prior to the date for graduation for content approval.
2. The marching order for commencement will be: For the processional, the graduates will march in single file and will be seated in alphabetical order. For the recessional they will march out in reverse alphabetical order in single file.
3. Graduates will wear the official cap and gown attire without alteration or decoration.
4. Honor escorts from the Junior Class will be selected as follows:

One male from the top 25% of the male students and one female from top 25% of the females in the class. This will be done by a general meeting of the senior class and the class sponsor. A vote among the group or the luck of the draw can be used. The ushers will be selected from the Junior Class. Determination will be the same as above. The number will be decided, prior to selection, by the administration.

5. Before any selection process takes place, the names of students to be considered will be presented to the Principal for his study as to the possibility of striking a name from the list because of past behavior by that individual who would indicate his or her inappropriateness in representing the class and school at the above mentioned activity.

Any other activities will be directed and/or determined through administrative approval and/or direction with the cooperation of appropriate staff members.

### **SEXUAL HARASSMENT**

Wood River Rural Senior High School board policy prohibits sexual harassment from occurring among its employees and/or students or to its employees and/or students and will make efforts to prevent it from happening by advising its employees of its prohibition in handbooks and conversations. Harassment on the basis of sex is a violation of Section 703 of Title VII. Sexual harassment includes: verbal harassment or abuse, unwanted sexually suggestive looks or gestures, unwanted sexual teasing or jokes, pressure for dates, sexually demeaning comments, deliberate touching, cornering or pinching, attempts to kiss or fondle, pressure for sex, verbal threats of violence, sexual contact, coercion, deceptions, or assault by force or threat of force. Employees or students who feel they have been sexually harassed are to report this to the administration, who will investigate.

### **SILENT SUSTAINED READING (SSR) GUIDELINES**

1. At times when deemed appropriate, school staff may have students read during class or study hall for SSR. Students will be responsible to bring appropriate materials of their choice with them to class.

2. Students may read novels, magazines, short stories, books on hobbies, sports or current events, biographies, or even newspapers, but not textbooks.

3. Students, if they wish, will be able to participate in the Accelerated Reader Program for a grade. It will be listed as a separate class on the report card and is figured into a student's grade point average. Students need to notify the Library/Media Specialist the first week of the semester if they wish to participate in AR for a semester grade. (see Librarian /Media Specialist for more information)

### **STAFF QUALIFICATIONS**

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

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

2. Whether the teacher is teaching under an emergency or provisional teaching certificate.

3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

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

### **STUDENT ASSISTANCE**

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

### **STUDENT RECORDS**

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

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

### **Directory Information**

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

The school district has designated the following as directory information:

1. Name	9. Degrees and awards received
2. Major Field of Study	10. The image or likeness of

3.Address	the student in pictures, videotape, film or other medium
4.Email address	
5.Telephone number, Including students' cell number	11.Weight and height of members of athletic teams
6.Date and place of birth	12.Certain class work intended for publication on the internet
7.Participation in Activities and sports	13.Most recent previous school attended
8.Dates of attendance	14.Classroom Assignment and/or Homeroom teacher

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

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

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than **September 3rd, 2019**.

### Non-Directory Information

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

### Transfer of Records Upon Student Enrollment

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

## **Complaints**

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-46

## **STUDY HALLS**

Study halls offer the student a time and place to complete a portion of the school assignments for the following day, thus lessening the portion the student will have to do at home. All students are expected to take advantage of this opportunity and utilize the study period for this purpose. The study hall supervisor shall enforce a set of rules approved by the principal to provide the proper atmosphere for study.

## **SUSPENSION-EXPULSION**

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

1. TYPES OF EXCLUSION
  - a. Short Term Suspension - Up to and including five days.
  - b. Emergency Suspension - Immediate exclusion if the student has a dangerous disease, his/her conduct presents a threat to the physical safety of the school community, or is very disruptive.
  - c. Long Term Suspension - More than five days, less than twenty.
  - d. Expulsion - Remainder of semester.
2. CONDITIONS AND APPLICABLE PROCEDURES FOR EACH TYPE OF EXCLUSION.
  - a. Short term - Up to and including five days.
    - (1) The principal will make an investigation.
    - (2) The principal may suspend after he/she determines that it is necessary to help the student, or to prevent interference with school purposes.
    - (3) The student will be given oral or written notice of the charges, an explanation of the evidence against him/her, and opportunity to present his/her version.
    - (4) Within 24 hours (or such time as is reasonably necessary), following suspension the principal will:

(a) Make personal contact with the parents or send a written statement to the student's parents or guardian describing the student's conduct or violation of rule.

(b) Give reason for the action taken.

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

b. Emergency Exclusion

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

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

c. Long Term Expulsion

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

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

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

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

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

(e) Knowingly possessing or handling a weapon.

(f) Possession of controlled substance or alcoholic liquor.

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

(h) Public indecency

(i) Repeated violation of rules and regulations.

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

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

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

(c) This notice will include the following:

(1) Rule violated and summary of evidence

(2) Penalty with principal has recommended.

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

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

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

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

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

(a). Superintendent will appoint a hearing examiner.

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

(4) Hearing Officer

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

b. The hearing officer shall be an individual who has had not involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student.

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

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

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

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

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

### 3. THE FOLLOWING RULES APPLY WHEN A HEARING IS CONDUCTED

a. The following shall attend the hearing: hearing examiner, the student, his/her representative, if any, the student's parents or guardian and if necessary, the counsel for the school board.

b. Witnesses may be present only when testifying.

c. Anyone may be excluded by the examiner if he/she disrupts the proceeding.

d. Student may speak in his/her own behalf and question witnesses; he/she may request not to speak, or may be excluded if necessary when discussing the student's emotional problems.

e. The principal will present statements to the hearing examiner (in affidavit form) of anyone having information about the student's conduct and the student's records, only if these have been made available to the student, the student's parents, guardian or representative prior to the hearing.

f. Hearing officer is not bound by rules of evidence or other courtroom procedure.

g. The following persons may ask persons to testify at the hearing: the student, the student's parents, guardian or representative, the principal and hearing examiner.

h. Testimony shall be under oath, the hearing examiner shall administer the oath.

i. The following persons will have the right to question any witness giving information at the hearing: the student, the student's parents, guardian or representative, the principal, the hearing examiner.

j. Any person giving testimony is given the same immunity from liability as a person testifying in a court case.

k. The proceeding will be recorded at the expense of the school district.

l. If more than one student is charged with violation of the same rule and acted in concert, a single hearing may be held, unless student interests may be substantially prejudiced, as determined by the hearing examiner.

### 4. REPORT OF THE HEARING EXAMINER

a. Report will include hearing examiner's recommendations and the reasons for the decision.

b. Report shall be reviewed by the Superintendent who may change, revoke, or impose the sanctions recommended. In no case may the Superintendent's changes be more severe than the examiner's recommendations.

c. Written notice of the recommendations by the examiner and the Superintendent shall be sent by registered mail or personal delivery to the student, the student's parents or guardian.

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

## 5. THE RECORD AND THE APPEAL

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

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

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

## 6. HEARING BY THE SCHOOL BOARD

a. At least three board members must be present.

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

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

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

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

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

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

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

## **TARDINESS**

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

A student is considered tardy when he/she is not in the properly assigned area prior to the second bell for that period. If a student is detained in the hallway or in the proceeding class by

a teacher or other school personnel, the teacher should indicate in the student's planner that there was just cause for the student to be late in which case, no tardy will be recorded.

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

Each student is allowed four tardies within each quarter. Each tardy in excess of this limit will be considered a discipline infraction and will be appropriately dealt with. Saturday school may be deemed necessary for excessive tardiness as determined by the principal. A student who is late for more than half the class period will not be considered tardy, but rather will be counted absent for that class period.

### **TEACHER AUTHORITY**

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

### **TELEPHONE**

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

### **TESTS**

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

### **TORNADO DRILLS**

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

### **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **WEAPONS**

Students are forbidden to knowingly and voluntarily possess, handle, transmit, or use any instrument in school, on school grounds, or at school functions that is a weapon, looks like a weapon, or is determined to be illegal or dangerous. Items which have not school-related purpose should not be brought to school or on to school grounds. Students who are in possession of the aforementioned articles will be subject to suspension or expulsion procedures. This policy shall cover any objects or items which could be used to injure another person or whose clear intent is to resemble an item which could cause injury and which has not school-related reason for being in a school or on school grounds. Such items will be considered "weapons" for the purpose of this policy.

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

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

### **WEDNESDAY NIGHTS**

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

### **WITHDRAWAL FROM SCHOOL**

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