

WYNOT PUBLIC SCHOOLS

2020-2021



STUDENT HANDBOOK

[GRADES 5-12]

**5-12 STUDENT HANDBOOK
WYNOT PUBLIC SCHOOLS
2020-2021**

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WYNOT PUBLIC SCHOOLS DIRECTORY 2020-2021

BOARD OF EDUCATION

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Justin Hans	Board Member
Todd Pinkelman	Board Member
Laurie Schulte.....	Board Member

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Mr. Jeff Messersmith.....	Supt/El. Principal
Mr. Grant Torpin.....	5-12 Principal/ Career Academy Coordinator

ELEMENTARY/ MIDDLE SCHOOL FACULTY

April Heimes.....	Pre-school	Scott Becker.....	Grades 5 - 8
Jennifer Bartling	Kindergarten	Rachel Becker	Music
Noelle Auch	Grade 1	Katie Steffen.....	SPED
Julie Wortman	Grade 2	Lee Heimes	P.E.
Julie Heimes.....	Grade 3	Sharlee Hochstein.....	Guidance
Barb Ament.....	Grade 4	Zoey Wieseler.....	SPED
Heather Heimes.....	Grades 5 – 8	Sonya Hochstein.....	Library & FCS
		Carrie Meyer.....	MTSS

SECONDARY FACULTY

Michele Koch.....	Art	Sharlee Hochstein.....	Guidance
Gary Klahn	Math	Scott Morrison	English
Neal Dodge	Science	Andrew Heller	Social Studies
Rachel Becker	Music	Sonya Hochstein	Library & FCS
Lee Heimes	Physical Education	Sharlee Hochstein.....	Guidance
Katie Steffen.....	SPED	Zoey Wieseler.....	SPED

OFFICE STAFF

Nancy Sydow	Business Manager
Laci Maskell.....	Administrative Assistant

PARA-EDUCATORS

Heidi Boeckman	Para-Professional
Janice Higgins	Para-Professional
Jen Sudbeck.....	Para-Professional
Cathy Eskens.....	Para-Professional
Mary Wieseler.....	Para-Professional
Donna Gowery.....	Para-Professional
Amanda Pick.....	Para-Professional

SCHOOL NURSE

Tammy Wieseler

CUSTODIANS

James Olsen
Area Hansen

BUS DRIVERS

Ron Rolfes
Janice Higgins
Neal Dodge

KITCHEN PERSONNEL

Janice Koch
Henrietta Sudbeck
Deb Schumacher
Karen Heimes
Keri Dodge

E.S.U. STAFF

Vernae Luhr	Wendy Consoli
Becky Ridgway	Brandi Settje
Becky Reiken	Ashley Mosel
Angie Hansen	Staci Fethkenher
Haley Schmidt	Lauren Pinkelman
Jim Gunsolley	Kim Lubberstedt

NON-DISCRIMINATION

The Wynot School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Jeff Messersmith, Superintendent, PO Box 157, Wynot, NE 68792 (402) 357-2121
(jeff.messersmith@wynotpublicschools.org)

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816)268-0550 (voice), or (877)521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

PROCEDURES TO BE FOLLOWED IN THE EVENT OF AN ABSENCE**PLANNED** ABSENCES (SCHOOL ACTIVITIES AND OTHER SCHEDULED APPOINTMENTS):

1. At least two (2) days prior to an absence, students must bring a written note or "permit to attend event" slip with parents signature to the Principal's Office. **STUDENTS SHOULD COME TO THE PRINCIPAL'S OFFICE BETWEEN 7:30 - 7:50 AM AND ADVISE THE OFFICE OF THE INTENDED ABSENCE. STUDENTS SHOULD ALSO ADVISE ALL TEACHERS OF INTENDED ABSENCE.**

UNPLANNED ABSENCES (ILLNESS OR EMERGENCY)

1. Parents call the Principal's Office (357-2121) before 8:00AM.
2. Inform the Principal's Office (by 8:00AM) if you want your child's assignments collected and if so the easiest way these assignments can reach you.
3. The students should come to the Principal's Office between 7:30 - 7:50 AM **OR IMMEDIATELY UPON RETURNING TO SCHOOL.**

CHAIN OF COMMAND

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

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

**RULES & REGULATIONS
SECONDAY STUDENT HANDBOOK
WYNOT PUBLIC SCHOOLS
Wynot, NE 68792**

I. ABSENCES

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

***** STUDENTS ARE REQUIRED TO IMMEDIATELY PICK UP AN ADMIT TO CLASS SLIP FROM THE PRINCIPAL'S OFFICE UPON RETURNING TO SCHOOL AFTER AN UNPLANNED ABSENCE (ILLNESS, ETC).**

See attached sheet for procedures to be followed in the event of a planned or unplanned absence.

Excused absences will be allowed for the following reasons: school activities, illness, medical and legal emergencies, absences that have educational merit as determined by the administration, death in the immediate family and some religious observations (i.e. confirmation). Due to the 4-day school week it is essential that all absences are kept to a minimum. Doctor or dental appointments should be scheduled on days off during the months of October through April. Those appointments on school time need to be confirmed in writing. Senior pictures, individual college visitations and other activities should be scheduled on those days as well. Failure to do so could result in loss of credit for those periods in question.

Unexcused absence is de-fined as any absentee that the parent/guardian has authorized yet does not conform to the excused absence as defined. Students will be allowed **TWO (2) DAYS UNEXCUSED ABSENCES PER SEMESTER IN WHICH THE STUDENTS CAN MAKE UP THEIR WORK WITH NO LOSS OF CREDIT.** After two (2) days of unexcused absences the student's parents/guardians may be called in for a conference to determine how the situation might be corrected. Make-up time, suspension from extra-curricular activities, loss of credit, or other appropriate actions determined by the administration could result after the accumulation of more than two (2) days unexcused absences. Students should make every possible effort to attend class on a regular daily basis.

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

If a student exceeds the limit of nine (9) times per class per semester or nine (9) absences per semester per class he/she has two options: (A) Remain in class but NOT earn credits. (B) 1. File a written appeal to the absence panel requesting an “extension of absences”. 2. Should the request be denied, an appeal may then be made to the Board of Education who would hold a “hearing” at a time mutually agreed upon by both parties. The student would be reinstated pending the decision of the Board. Either appeal must be made jointly (parent/guardian and student) and presented within seven (7) days of violation notice or seven (7) days after the absence panels denial. The granting of semester credits is at stake. A denial of credits results if appeals to the administration and Board of Education are unsuccessful. If a student would be absent from school twelve (12) total days per semester, their parents/guardian must accompany them on their return to school.

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

The Absence Panel will be composed of the Principal, the Counselor, and three (3) teachers selected yearly at random.

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

PARENTS/GUARDIANS ARE ASKED TO CALL THE SCHOOL THE DAY THEIR CHILD IS ABSENT FROM SCHOOL. If the parent/guardian does not call on the day the student is absent, the student will be regarded as truant until contact has been made with the parent. When the student returns to school he/she must have a note from the parent/guardian even though the parent has previously called in.

NO STUDENTS SHOULD ARRIVE AT SCHOOL BEFORE 7:30 A.M. AS THE DOORS WILL REMAIN LOCKED UNTIL THAT TIME.

II. TARDINESS

Tardiness is a failure to be at your assigned station by the tardy bell of each period. Any student who is tardy must come to the Principal’s Office for a pass.

A student will be counted tardy if he/she is late to school (10 minutes or less) or class (in the room). Five (5) accumulated tardies to school or classes will ultimately be counted as an absence, ten (10) tardies will result in a one (1) week suspension from in school privileges and one week suspension from extra-curricular activities, and twelve (12) tardies will result in after school detention for one week and a conference with parents/guardian is required. Twenty-five (25) accumulated tardies over the period of the school term may result in the loss of extra-curricular participation for the remainder of the school term.

III. PERMIT TO LEAVE THE BUILDING

Any student who has to leave the school because of illness or other reasons must check out with the Principal’s Office. If he/she is not available check out with the Superintendent’s Office. Leaving school without permission will be classified as truancy and dealt with accordingly. Students who receive permits to leave the building for doctor, dentist, or other appointments will be required to bring a written notice from said doctor or dentist or a telephone call from a parent/guardian, followed by a written note from the parents. A make-up slip must be picked up and completed prior to planned absences, and students must notify the Principal’s Office upon leaving the building for appointments. **A trip to the bank or etc. for personal business is not permitted unless it is an emergency and then may only be done during your lunch break; UNDER NO CIRCUMSTANCES WILL DRIVING BE ALLOWED.**

STUDENT WITHDRAWAL

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

PARKING REGULATIONS

Students are permitted to park in the area north and east of the school building and on the street south of the school. Please park in an orderly fashion. Students are not to drive motor vehicles at any time during the school day.

LOCKERS

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

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

VIDEO SURVEILLANCE

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

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

TELEPHONE

A phone is available to students on a limited basis for school related business to be used only during one's free time. Long distance calls charged to the phone number will result in its being disconnected.

STUDENT ATTIRE (APPLICABLE TO SCHOOL DAY AND SPONSORED ACTIVITIES)

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

1. Students must dress modestly (ensuring that there is no unreasonable distraction to the learning environment).
2. No undergarments or privates should be visible.
3. No profane or inappropriate images/text should be on clothing.

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

GIFTS AND PARTIES

Classroom groups are requested not to collect money for teachers. During school hours, there are to be no parties except for very special occasions and than such plans must be approved by the Principal.

BEVERAGES

The beverage machines are available to students before or after school. Pop is **NOT** allowed in school during educational hours. The beverage machines will be off between 12:00 AM and 3:45 PM. Don't abuse it! It is a privilege not a right. No open beverages in the gym or in the hallways. Any empty containers found on the floor, bleachers, or parking lot may result in loss of access to the beverage machine.

Energy drinks (beverages that contain levels of caffeine higher than 50 mg caffeine/serving) are not to be used before, during and after school on the school grounds and during all school and sporting events.

PUPIL FILES

Cumulative records for all individual students are kept on file. These records will remain on file with the school district after the student graduates or if he/she withdraws from the school district. The following rules apply in regard to student files:

A student's parents/guardians, teachers, counselors, and school administrators shall have access to his records. No other person shall have access and no information may be divulged to any other person/s.

Academic and discipline matters shall remain separate.

All discipline matters shall be removed from a student's file after he/she graduates or after his/her continuous absence for three years.

A copy of a student's records will be forwarded to any college, employer, or any individual unless written permission has been received from the student or his/her parents while he/she is in school.

The forms designed by the school shall include the following: 1) shall be in writing and be signed and dated by the person giving the consent, 2) shall include the types or specification of release, 3) the reason for the release, and 4) the names of the parties to whom such records will be released. Nebraska State Law - Article 1, Section 102.

PHYSICAL EXAMINATION

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

SCHOOL PROPERTY

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

SCHOOL ACTIVITIES

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

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

Students who ride to a school sponsored activity will only be released to a parent/legal guardian who provide a

written and signed notice.

Wynot Public Schools will sponsor the following activities and organizations:

Football (boys)	One-Act Play	Class Organizations
Volleyball (girls)	Band	Student Council
Basketball (girls and boys)	Chorus	FFA (with Crofton)
Track (girls and boys)	National Honor Society	
Speech	Annual	

OFFICERS OF ORGANIZATIONS AND CLASSES

All meetings must be scheduled with the sponsor and then with the Principal.

Accurate records of all meetings must be recorded and a copy furnished to the sponsor, Principal, and Superintendent.

No authorization to spend money from the treasury can be made unless it is recorded in the minutes of the meeting.

Any purchases from organization money must have a purchase order signed by and administrator or co-signed -signed by the sponsor.

Accurate records of finances must be kept by each organization. Financial records may be checked with the office secretary.

All expenditures from organization funds must have a bill or claim and will be paid by check from the office.

CANCELLATION OF SCHOOL

In case of severe weather when it is necessary to cancel school or for a late start in the morning, the announcement will be made over the school website (<http://wynotpublicschools.org>), KTIV, and school reach.

If inclement weather develops during the day, the buses will bring the students home immediately after an early dismissal. These dismissals will be broadcast when early dismissal decision is reached.

LATE START

SCHOOL WILL BEGIN AT 10:00 ON LATE START DAYS, Teachers will report at 9:30.

OTHER HEALTH POLICIES

Fever Policy

In response to COVID-19, during the 2020/2021 school year all students will have their temperatures checked before entering the school building with a touchless thermometer. Students with a temperature of 100 degrees Fahrenheit or greater will be separated from the general population and sent home. During the 2020/2021 school year, students are required to stay home for 72 hours fever free before returning to school.

Lice Policy

Our school policy (which follows recommendations from both the CDC and Nebraska Department of Health) states the following:

Once we discover a child has live head lice the following steps will be taken:

1. The nurse or a school administrator will contact the parents to inform them that they need to come and pick up their child. During this conversation we will also discuss the use of "Permethrin" which is the suggested

treatment option. This can be purchased over the counter and it is very important to follow the instructions on the package regarding retreating in 7 days.

2. A note will be sent home to students in the affected grades discussing our head lice policy and prevention techniques.
3. In the evening a specialized cleaning will take place in the classroom by a custodian
4. The student may return to school once the parents provides the school with evidence of treatment (a receipt for lice shampoo, an empty bottle, etc).

Head lice are very common; in fact, it is estimated that there are 6 to 12 million cases annually. The most affected age group is children ages 3 to 11. Head lice do not jump and can only be spread via direct contact. Lice can be spread through items that touch the head such as combs and hats. It is important to remember that getting head lice is not dangerous, not caused by poor hygiene, and can be easily treated with proper techniques.

As parents, it is recommended that you check your child's hair on a weekly basis throughout the school year. Concentrate on checking behind ears and the neckline of the back of your child's head. Children with long hair should be encourage to tie it back. Please teach your children not to share personal items such as combs, brushes, hats, coats, scarves, and hair ties.

Face Mask Policy

In response to COVID-19, during the 2020/2021 school year all students will be provided a face mask. These must be worn at all times in the hallways and common areas (office, weight room, bathrooms, fish bowl, etc). In the classroom it is up to the discretion of the individual teacher and is highly recommended when proper social distancing can not be followed. At the end of the day all school masks will be collected and washed and dried properly. A student may bring their own mask provided it covers the nose and mouth properly, is school appropriate, and is washed by the family every night. Failure to adhere to this policy can result in disciplinary action.

ASBESTOS

In accordance with the EPA regulations, the Wynot Public School building has been inspected for friable materials which contain asbestos. Friable asbestos-containing materials may cause health problems. Asbestos materials are present to our knowledge in the floor coverings in the following locations: the kitchen floor tile and storage room in basement (not routinely used by students). These areas should pose no danger so long as they are kept properly maintained.

CODE OF STUDENT CONDUCT

Student conduct is addressed in various manners as provided by Nebraska and Board of Education Policy. Students and parents/guardians should carefully review and understand the following codes:

Section A - EXTRA-CURRICULAR ACTIVITIES

PARTICIPATION IN ACTIVITIES

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

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

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

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

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

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

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

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

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

Football	Band	FBLA
Volleyball	Chorus & Swing Choir	Speech & Drama
Basketball (girls & boys)	Annual	
Track (girls & boys)	One-Act Play	

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

ACADEMIC ELIGIBILITY

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

Football	Honor Society
Volleyball	Student Council
Basketball	One-Act Play
Track	Speech & Drama

ACADEMIC ELIGIBILITY POLICY

All scores used are to be cumulative grades.

The Board of Education of Wynot Public Schools recognize the value of extra-curricular activities as part of a student's educational experience. Through these activities, students may learn social skills, develop self-confidence,

and learn to appreciate the value of hard work. The participation in extra-curricular activities is voluntary and considered an earned privilege granted by the successful completion of an academic program.

To be eligible to compete in extra-curriculum activities, after the second week of the quarter, a student must be passing in all but one (1) subject area. Any student failing more than one (1) course will be placed on academic probation for one (1) week (Monday-Sunday). Students will have a one (1) week period to bring their grades to a passing level. If, after the end of that time, the student is failing two (2) or more classes (does not have to be the same classes), the student will be ineligible for the following week. Raising grades during that time will have no effect on the eligibility for that week. If, at the end of the week in which the student was ineligible, the student is still failing more than one (1) class or failing one (1) class consecutive weeks, the ineligibility continues for the next week. Students do not get another week of probation until they have worked themselves off of the ineligibility list by having one (1) or fewer failing grade averages. During a period of ineligibility, students are expected to attend practice sessions for the activities in which they are involved or work on improving the failing grade(s) at the discretion of the coaching staff or administration. The eligibility list will be run by 9:00 a.m. on Tuesdays.

The faculty and administration reserve the right to deviate from this policy in the case of students who have identified Special Education Handicapping conditions.

Students may participate in practice but not represent Wynot Public Schools in INTERSCHOLASTIC COMPETITION if they are failing in the above manner. These activities may include but are not limited to:

- Basketball, Football, Volleyball, and Track
- FBLA Contests
- Academic Contests
- Quiz Bowl Contests
- Field trips

Musical concerts are not included on the above list of activities that a student may miss because of violation of the eligibility policy.

In addition to the local policy above, N.S.A.A. enforces certain rules for participation in athletics. These provide additional rules to be met for each athlete in the legal participation in athletics. The local and state policies both determine eligibility. N.S.A.A. rules will be posted.

It should be understood that if a student is serving a suspension or not in school by 12:00 noon, that student will not be allowed to participate in a school-sponsored activity that evening. It is still permissible to be absent from school on Friday and participate on Saturday. The Principal reserves the authority to waive this requirement for an unusual circumstance.

Students who are failing one or more classes will be given an eligibility notice for that week

In effect, the student and parent/guardian should be advised - ACADEMICS are the primary emphasis of our school - ACTIVITIES are a privilege - not a right. Satisfactory progress is the responsibility of a student and his/her parents/guardians.

PARENT-TEACHER CONFERENCES/OPEN HOUSE

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

STUDENT COUNCIL REQUIREMENTS

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

Council members each year.

The qualifications of the Student Council Members are:

Grade Point Average of 2.5 accumulative for work prior to year of selection.

Active/successful involvement in two (2) or more extra-curricular (activity handbook) endeavors in the term preceding grades 10, 11, and 12.

Willing to perform the assignments, tasks, and perhaps after school hours commitments and attend the conference/workshops as scheduled.

Violation of drug/alcohol policy will result in dismissal and an alternate will be elected.

CLASS DUES

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

HOMECOMING/PROM

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

There is no privilege of leaving Homecoming or Prom and returning, (shorts are not allowed) even to change attire, etc. Any interim absence must be authorized by the respective sponsor (start of meal to end of dance inclusive).

Suspected alcohol use will be investigated. Students suspected of abuse will be disciplined according to the handbook provisions and may have their parents/guardians called to pick up and/or be subjected to legal action.

ALCOHOL doesn't belong at Homecoming or Prom!

1. Formal attire required at activities and dance. **NO BLUE JEANS OR SHORTS ALLOWED.**
2. No one is allowed to leave until completion of dance or unless picked up by parent.
3. Guests must be pre-registered.
4. Students may register one outside date.
5. Student violations will be regulated by the student handbook.
6. Registered outside dates will be admitted upon arrival.

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

STUDENT CONDUCT - SHORT TERM SUSPENSION

STUDENT BEHAVIOR

Every effort is made to work with students to solve special or disciplinary problems. Assistance from teachers is solicited in an attempt to accomplish this end. In some cases, the student problems at hand may necessitate a change in procedure. The situation may result in suspension from school until there is a parent conference with the Principal.

REGULATIONS AND GUIDELINES

The following rule or regulation violations may result in a combination of, but not limited to, the following disciplinary actions as addressed and governed per Nebraska State Statute and Board Policy (effective August 21, 1986):

- required time after regular school hours
- in-school suspension
- a conference with parents before class reinstatement following an in-school suspension
- short-term suspension from school up to five days which REQUIRES a conference of student, parent/guardian, and Principal before reinstatement.

STUDENT CONDUCT

The following is a list of different examples that could be deemed unacceptable behaviors on school premises or grounds, or as a participant (school sponsored/chaperoned) at an educational or school activity, event, or function. By no means is this an all-encompassing list and is only meant to serve as specific examples of behaviors that should be avoided. The administration has the right to address these and any other behaviors we feel are against the student code of conduct.

- use or possession of any form of tobacco
- use or possession of any form of alcoholic beverage (immediate suspension)
- use or possession of any illegal drug (immediate suspension)
- multiple violations of the dress code (see dress code policy on page 8)
- vulgar language, actions, or abusive/excessive profanity
- disrupting classes by speech or action
- being late to classes
- fighting or excessive horseplay
- intentionally damaging any school property
- running in the hallways
- riding bikes between classes
- throwing snowballs
- loud and noisy in the halls
- talking during any emergency drills
- theft including borrowing without permission
- bothering vehicles parked around school
- being in the elementary section without permission
- leaving during school hours without permission from the office
- being in the halls during class time without a pass
- leaving an intended area that a pass was specifically given for
- unexcused absence (playing hooky)
- failure to do assigned school work
- bullying students
- recording teachers or students without their permission
- participating in “group chat” activities that violate any school rules
- sending, forwarding, or participating in inappropriate electronic messages
- any action which is against the law
- running or throwing food in the lunchroom
- being in the building fire escape or tornado shelter without permission
- being in the building without permission at any time school is not in session
- littering in the school building or grounds
- failure to obtain an “admit to school” slip after being absent
- having toys, water guns, balloons, or other nuisance items at school
- failure to comply with teacher or school directives
- failure to keep your locker in order
- any activity which creates unnecessary disturbances within the school or infringes on the rights of persons
- rudeness or disturbance at assemblies or pep rallies
- hanging out of open windows
- the chewing and spitting of sunflower seeds
- blowing bubbles with gum or improperly disposing of gum
- possessing lewd or suggestive pictures and posters promoting alcohol, illicit drugs, or any other topics deemed inappropriate for the age of student involved

TRANSPORTATION REGULATIONS AND GUIDELINES

The Wynot School District owns and operates a bus system which provides transportation. Students who ride the buses shall follow these rules. Failure to obey these rules may cause you to lose the privilege of being able to ride the bus, and subject to disciplinary actions as outlined in Section B, page 20.

Previous to loading (on the road and at school)

- Be on time at the designated school bus stop - keep the bus on schedule.
- Stay off the road at all times when waiting for the bus.
- Do not move toward the bus at the school loading zone until the buses have been brought to a complete stop.
- Wait until the bus comes to a complete stop before attempting to enter the school bus.
- Keep hands and head inside the bus at all times after entering and until leaving the bus.
- Assist in keeping the bus safe and sanitary at all times.
- Remember the loud talking and laughing, the throwing of foreign objects and water, or unnecessary confusion diverts the bus driver's attention, thus creating dangerous situations.
- Treat the bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
- Never tamper with the bus and any of its equipment.
- Leave no books, lunches, or other articles on the bus.
- Remain on the bus in case of a road emergency, unless directed by the driver to do otherwise.
- Do not throw anything out of the bus window.
- Be courteous to fellow pupils, the bus driver, and the driver's assistants.
- BE ABSOLUTELY QUIET when approaching a railroad crossing stop.
- Parents will be notified if there is continuous misconduct in the bus. Bus riders may be denied the privilege of riding.
- While you are in the bus, you are in the driver's charge and you must obey him promptly and cheerfully; also, any student assistant that is officially designated.
- Inform driver, if possible, when a rider will be absent.
- Students riding to activities on the school bus must return on the bus, this includes players, managers, scorekeepers, statisticians, and etc.
- All school rules, regulations, and policies apply to all students while riding the school busses.

After leaving the bus:

- Cross the road when necessary after getting off the bus (at least 10 feet in front of the bus), but only after looking to be sure that no traffic is approaching from either direction.
- Help look after the safety and comfort of smaller children.
- Be alert to the danger signal from the driver.
- Do not leave the bus at other places than the regular bus stop unless proper authorization has been given in advance by parent or guardian and school officials.
- Students may not leave school grounds after getting off the bus without permission from the Principal or the Superintendent.

Student Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
 - b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
 - c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
 - d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
 - e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
3. Expulsion:
- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will

include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 - c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 - d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written

consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

- B. Student Conduct Expectations. Students are not to engage in 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 interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
 3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
 4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
 6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
 7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
 8. Public indecency or sexual conduct.
 9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school

- purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
 11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
 12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
 13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
 14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
 15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
 16. Willfully violating the behavioral expectations for riding school buses or vehicles.
 17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
 18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

 - a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

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

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

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

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

Please see page 8 for more information on our dress code policy.

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:
 - (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
 - (a) Tests (includes tests, quizzes and other examinations or academic performances):
 - (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed

for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

- (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
- (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
- (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
- (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or sibling, and the essay is substantially re-written by the student’s parent or sibling. Assistance from home is encouraged, but the work must remain the student’s.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student’s real reason for

missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers, use of another student's paper, or papers generated by online sources.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

a. Philosophy and Purpose. The District understands the important role that electronic devices can play in the educational environment. Although certain devices have the potential of being a distraction, when used properly they can also create expanded educational opportunities that can have a strong impact on student learning. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the

District hereby establishes the following rules and regulations governing student use of electronic devices.

b. Definitions.

- (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, Tablets, headphones, portable game consoles, cameras, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
 - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

- (1) Students are permitted to possess any approved electronic devices during the school day, however they must abide by individual teacher policies regarding device use at all times. It is also the right of the Wynot Public Schools administration to confiscate any electronic device when these policies are violated.
- (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student’s parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent’s condition).

d. Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons

participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

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

(i)First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until the end of the school day when the student personally comes to the school’s main office and retrieves the electronic device.

(ii)Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.

(iii)Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspending the students right to have an electronic device at school. If a student loses this right, they must check in the device with the school administration at the beginning of every school day until the suspension period is over.

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

(i)First Violation: Students who send or encourage another to send a “sexting” message shall be subject to a one (1) day suspension from school.

(ii)Second Violation: Students who send or encourage another to send a “sexting” message shall be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or

state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.
- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
 2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
 3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
 2. Students in the hallway during class time must have a pass with them.
 3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
 4. Students are expected to bring all books and necessary materials to class. This includes study halls.
 5. Assignments for all classes are due as assigned by the teacher.
 6. Students are not to operate the mini-blinds or the windows.
 7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
 8. Students are to be in their seats and ready for class on the tardy bell.
 9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
 10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
 11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
 12. Snow handling is prohibited.
- G. Law Violations
1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
 2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the

release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
- (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

Legal Reference: Neb. Rev. Stat. ' ' 79-254 to 79-296

Date of Adoption: [July 21, 2014]

REPORTS TO LAW ENFORCEMENT

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

REPORTS TO NEBRASKA DEPARTMENT OF EDUCATION

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

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

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

Nebraska State Law - Article 79-4, 181. Long Term Suspension, Expulsion, or Reassignment; Procedures; Enumerated. If a principal makes a decision to discipline a student by long-term suspension, expulsion, or mandatory reassignment, the following procedure shall be followed: On the date of the decision, a written charge

and a summary of the evidence supporting such charge shall be filed with the superintendent. The school shall, within two (2) school days of the decision, send written notice by registered or certified mail to the student, the student's parents or guardian informing them of the rights established under Nebraska State Law - Sections 79-4, 170 to 79-4, 205.

GRADING SYSTEM

The school year is divided into four nine week periods and two semesters.

The grading system of Wynot Public Schools is based on letter grades - A, B, C, D, and F the percentage equivalents are:

A	-----	95
A-	-----	94
B+	-----	92-93
B	-----	88-91
B-	-----	87
C+	-----	85-86
C	-----	80-84
C-	-----	78-79
D+	-----	77
D	-----	71-76
D-	-----	69-70
F	-----	Below 69

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

S - Satisfactory, performing to capacity

U - Unsatisfactory, not performing to capacity

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

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

SECONDARY SCHOOL GUIDANCE PROGRAM

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

1. Assist the child in developing a greater awareness in personal & social needs.
2. Assist the child to develop academic success.
3. Individual counseling is available for students who may need to meet one on one with the counselor.
4. Small group counseling is available for students with similar problems, such as school struggles, divorce, death,

etc.

5. Confidentiality will be maintained between the student(s) and counselor unless intent to harm self or others is mentioned by the student(s) during a counseling session.
6. Coordinate and assist in the analysis of the Secondary school testing program.
7. Assist & ensure students are college & career ready upon graduation.

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

Freshmen: MAPS
Sophomores: MAPS

Juniors: ASVAB Test (career preparation)
ACT Test Prep
ACT Test
MAPS

State NSCAS tests where applicable

SOME SPECIFIC INSTRUCTIONS AND GRADUATION REQUIREMENTS

Each student must be registered so they have a class or activity for nine periods a day.

Subjects must be taken in proper sequence, i.e. Algebra I followed by Geometry.
The following courses are required for graduation:

- *four (4) years of English: English 12, 11, 10, and 9
- *three (3) years of Social Studies
- *three (3) years of Math
- *three (3) years of Science

Seniors must take an English course. Juniors must take Government. Sophomores must take American History, and their second Math and Science courses. Freshmen must take Algebra I or Pre-Algebra. It is Suggested that Freshmen take Spanish I.

CREDITS

Starting with the class of 2013, high school requirements will raise to 225 credits. The need for the increase of credit requirements has been brought about by an ever-increasing demand at the college level.

- *4 years Language Arts
- *3 years Social Studies
- *3 years Mathematics
- *3 years Science
- *1 year Fine Arts
- *1 year Physical Education
- *1 Semester of Computer Applications

College bound students should check the college of your choice for entrance requirements, which will generally include some if not all of the following courses: physics, chemistry, geometry, advanced algebra, trigonometry, at least four years of English (with some emphasis on composition and literature), and foreign language.

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

Spanish I is required to be taken by all 9th grade students. Spanish II will be taken by all 10th grade students. This can be waived under special circumstances made by the school administration.

Although not academic in nature, there are certain behavioral expectations that will be held as graduation requirements. Among these would be appropriate appearance and behavior at school functions and ceremonies such as graduation exercises. Students should be aware that diplomas may/will be released only after all requirements have been met. This would include any financial debts, disciplinary actions and the graduation ceremony itself.

CHOOSING A COURSE

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

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

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

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

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

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

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

TEACHER ASSISTANTS (ELEMENTARY/PHYSICAL EDUCATION/LIBRARY/ETAL) REQUIREMENTS

Allowing students to participate in the teachers aid program will be solely based on the needs of the teachers. A written request made by a teacher is the first required for any senior student to be scheduled as an aid. Since this class is taken for credit the following requirements will be necessary of candidates for these positions.

- Grade Point Average of 3.0 accumulatively to grades 11 and 12.
- Extra-curricular involvement in one or more extra-curricular activities in the preceding 10th or 11th grade term.
- BE COMMITTED to assigned times/duties - this is a credit endeavor and requires exemplary behavior and cooperation with the teacher.

COLLEGE CREDIT AND/OR DUAL CREDIT

The Wynot Public Schools have and continue to seek ways to provide access to resources and classes outside of the

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

Distance learning classes will utilize the grade scale of the sending school.

EXTENDED CAMPUS CLASSES

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

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

SCHOLARSHIPS

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

SENIOR CLASS

1. Senior presentation for graduation
 - a. not to exceed 15 minutes.
 - b. must be completed one week prior to graduation
2. Fundraising
 - a. one fund raiser during Senior year approved by administration
 - b. when selling must inform it is for Senior trip
3. Senior trip
 - a. within 6 hour driving distance
 - b. two day max
 - c. one over night stay
4. Graduation dress code
 - a. no decorating of caps
 - b. no shorts under gown
 - c. no blue jeans
 - d. no flip flops

HONOR ROLL

The honor roll will be announced following each nine week grading period. Both a quarter and a semester honor roll will be announced at the end of each semester.

To be on the Straight “A” Honor Roll the student will receive all “A’s” in all classes. No A- allowed.

To be on the “A” Honor Roll the student will receive a composite grade of A in all subjects The composite for all grades may not be lower than 94%.

To be on the “B” Honor Roll the student will receive all A’s and B’s and 1 C in all subjects. The composite for all grades may not be lower than 87%.

Any D or F disqualifies a student from the honor roll for that grading period. Incompletes not taken care of in the time frame provided will also disqualify a student from the honor roll.

VALEDICTORIAN AND SALUTATORIAN/BEST OF CLASS

Valedictorian/Salutatorian/Best of Class Selection Process

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

50% GPA + 25% ACT + 25% NWEA

The GPA portion will be figured by taking the student GPAS/4.0 X 2

The ACT portion will be figured by taking the student ACT/36

The NWEA portion will be figured by taking the student NWEA score/highest NWEA score in the class (spring test). The student number will be an average from the students math, science and reading score.

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

The formula will be used to determine Valedictorian, Salutatorian and Best of Class.

The Valedictorian and Salutatorian must have attended both semesters of their senior year at Wynot Public School to be eligible for these awards.

Winter MAPS scores will be used for final ratings.

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

CLASS FEES

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

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

Students will be expected to buy all major materials for Art, Shop, and Home EC. Classes (lumber, cloth, etc.)

GAME/PASSES FEES

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

Student Pass Ticket\$60.00 Family Pass Ticket.....\$150.00
 Single Adult Pass.....\$60.00 Senior Citizen Pass.....FREE

GOOD FOR ALL HOME GAMES EXCEPT LOCAL, CONFERENCE OR DISTRICT TOURNAMENTS

HOT LUNCH PROGRAM

A hot lunch program is available to all students. Applications are in the student packets that should be picked up on Tuesday, August 14 at Meet the Teacher day. Prices for PK through 12 are as follows:

<u>Breakfast (juice & milk)</u>		<u>Lunch(milk)</u>		<u>Milk/Juice</u>		<u>Adult Chef Salad</u>	
PK-12	\$1.75	PK-4	\$2.85	PK-12	\$0.50	Full w/Salad bar & Milk \$3.75	
Adults	\$2.25	5-8	\$2.95	Adults	\$0.55		
		9-12	\$3.00				
		Adults	\$3.75				

Individual Items

Second Entrée	\$1.25	Cinnamon Roll	\$0.60	Veggies (only)	\$0.70
Lunch Entrée	\$1.75	Tea Roll/Toast	\$0.60	Lettuce & Veggies	\$1.50
Dessert	\$0.60	Potato/Mac Salad	\$1.00		

PREPAYING LUNCHESES AND BREAKFAST IS MANDATORY. BILLS WILL BE PRINTED AND SENT TO YOU WHEN THE BALANCE IS LOW. IF PREPAYMENT IS NOT RECEIVED WITHIN 5 SCHOOL DAYS, SCHOOL LUNCHESES AND BREAKFAST WILL BE SUSPENDED IN ACCORDANCE WITH THE NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES. THE NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES.

Civil Rights

USDA Nondiscrimination Statement

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To

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

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

This institution is an equal opportunity provider.

STATEMENT OF ESSA TEACHER QUALIFICATIONS

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

STUDENT FEE POLICY

STUDENT FEES POLICY

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

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

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

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

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as

well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

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

(2) Personal or consumable items & miscellaneous

(a) 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, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or 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 student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students are responsible to pay for damages caused with or to vehicles; or for failure to comply with school parking rules.

(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 extra curricular 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 extra-curricular activities, for the 2008-09 school year, are further specified in Appendix “1.” Admission fees are charged for extracurricular activities and events.

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

(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 student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files 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 pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to

the extent such services are required to be provided without cost.

(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 a supplement to the student handbook). The Student Handbook 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.

STUDENT INSURANCE CLAIMS

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

Internet Policy

For Wynot Public School students

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

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

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

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

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

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. **The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.**
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

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

Procedures and Guidelines

The Superintendent shall develop and implement appropriate procedures to provide guidance for computer use and Internet access. Guidelines shall address teacher supervision of computer use, ethical use of electronic media, and the District's ownership and right of administrative review of electronic files and communications. The term "electronic media" includes, but is not limited to, the Internet, e-mail and other technological resources.

The guidelines shall prohibit utilization of networks for inappropriate or illegal activities, the intentional spreading of imbedded messages (viruses) or the use of other programs with the potential of damaging or destroying programs, data or equipment. The guidelines will describe the District's limitation of liability and will establish that the use of computers, technology and the Internet is a privilege, not a right. Violation of the procedures and guidelines will result in cancellation of those privileges and appropriate disciplinary action.

Technology Protection Measure

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

Audit of Use

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. Participation in chat rooms is prohibited without specific prior approval by the system administrator. The Superintendent shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing prohibited materials. The process may include, but not be limited to:

1. Utilizing blocking/filtering software.
Approved 10/19/2015 Reviewed _____ Revised _____
2. Turning off the "auto load images" feature of the Internet browser.
3. Using a proxy server to control accessible websites.

Appropriate Internet Behavior On Social Websites

The district recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

Student Use

A written parental permission and agreement form will be required prior to the student being granted access to electronic media involving District technological resources. The form will specify acceptable uses, rules of on-line behavior, access privileges and penalties for procedural violations. It must be signed by the parent or legal guardian of minor students (under age 18) and by the student. This document will be kept on file as a legal, binding document. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

Staff Use

A written staff agreement form will be required for all employees having access to electronic media. Staff shall confine e-mail use to work-related purposes and a reasonable, appropriate and limited personal use that does not interfere with their district duties. The agreement form will refer to the procedures and guidelines for use of computers and the Internet, describe prohibitions and limitations on the use of these resources and state the employee's responsibility for the security of individual passwords.

Community Use

On recommendation of the Superintendent, the Board will determine the conditions and limits under which equipment and services will be made available to the community. Upon request to the Building Principal, community members may have access to electronic resources and programs available through the District, provided they attend any required training and abide by the rules of usage established by the Superintendent. A written agreement form will be required for all community members having access to these resources indemnifying the District from claims by community users.

Disregard of Rules

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using computers, technology or the Internet and related resources.

Responsibility for Damages

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

Responding to Concerns

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Legal Reference: 20 U.S.C. sec. 1232g (1988) (Family Educational Rights and Privacy Act) 47 U.S.C. 201 et seq. (Communications Decency Act of 1995) Children's Internet Protection Act and Neighborhood CIPA of 2000
Nebraska Statutes 79-2104

Cross Reference: 102	Educational Philosophy of the District
401	Guiding Principles for Employees
504	Student Rights and Responsibilities
507	Student Records
603	Curriculum Development
604	Instructional Curriculum
1006	Use of District Facilities and Equipment

It shall further be the policy of this district to provide a copy of this policy to each student user of the internet and to his/her parent or guardian.

Administrative Regulation for School Wellness Policy**Additional Wellness Goals, Nutrition Guidelines and Implementation Plan**

The School Wellness Policy establishes a mission of providing a curriculum, instruction, and experiences in the environment of a health-promoting school community, to instill habits of lifelong learning and health. The School Wellness Policy authorizes the Superintendent to establish such further goals and nutrition guidelines as are determined appropriate to meet the stated mission. This regulation sets forth additional goals and nutrition guidelines as appropriate to meet the District's school wellness mission and implement the School Wellness Policy.

Nutrition Education Activities to Promote Student Wellness

The base goal is to implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education. The administration establishes the following additional goals and actions to achieve such goals:

1. **Curriculum**: Nutrition education will be integrated into other subjects to complement, but not replace, the health and nutrition education curriculum that is provided in accordance with NDE Rule 10. Educators are to incorporate the promotion of healthy eating nutrition lifestyles in all subject areas as appropriate.
2. **Display Nutrition Education Materials**: The cafeteria shall display posters or other communications suitable to the ages of students served that promote healthy nutrition choices (e.g., display food pyramid). Educators are encouraged to incorporate such communications in their classrooms as well.
3. **Nutrition Health Events**: Educators are encouraged to search for and take advantage of events that promote nutrition education. Activities may include:
 - a. health fairs
 - b. traveling health exhibits
 - c. field trips to farm or food production facilities
 - d. school gardens

- e. health speakers (school assemblies or class speakers on nutrition)
4. Family:
 - a. Parents are to be welcomed to join their children at school lunch as appropriate.
 - b. School communications to parents will include information about healthy nutrition; such as by including information about healthy snacks for children.
5. Staff: Our employees are encouraged to be healthy role models for students. It is important for students to receive consistent messages. Staff is discouraged from eating foods or drinking beverages of minimal nutritional value during the school day in the presence of students.

Physical Activities to Promote Student Wellness

The established goal is to implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education. The administration establishes the following additional goals and actions to achieve such goals:

1. Curriculum: Health and physical education will be integrated into other subjects to complement, but not replace, the health and physical education curriculum provided in accordance with NDE Rule 10. Educators are to incorporate physical activity promotion and non-sedentary lifestyles in all subject areas as appropriate.
2. Physical Activity During the School Day:
 - a. Recess:
 - i. Elementary students will have the opportunity for daily recess. Weather and other conditions permitting, recess will be outdoors. Students who are idle during recess are to be encouraged by supervising staff to engage in physical activity. Daily minimums are as follows: Grades K-3: 50 minutes; Grades 4-6: 30 minutes. Minimums include lunch recess. Minimums are set for “ordinary” days and are subject to modification in the judgment of the educator when events such as field trips, testing, etc. occur during the day.
 - ii. Middle School and High School students will have the opportunity for physical activity during their lunch period. The gym or outside facilities will be open to use during lunch when possible.
 - b. Class Time: Physical activity within class periods (e.g. stretching breaks when students are at task for more than 50 minutes) will be encouraged.
3. Physical Activity To/From School:
 - a. To encourage biking or walking to school, the administration will work with law enforcement and as appropriate volunteer parent safety monitors to provide safe routes to school. Bike racks will be established commensurate with need.
 - b. In establishing bus pick up/drop off sites, the fact that students will have to walk farther from a particular site will not necessarily be considered as a negative factor.
4. As Punishment: Physical activity will not be used as punishment and will not be withheld as punishment. This guideline shall not apply to extra-curricular activities. Educators may use appropriate professional discretion to make exceptions to this guideline. In no event, however, will physical activity be used as a form of corporal punishment.
5. Display Physical Activity Educational Materials: The cafeteria, gym and health classrooms shall display posters or other communications suitable to the ages of students served that promote physical activity and non-sedentary lifestyles (e.g., display sports posters, walking fitness posters). Educators are encouraged to incorporate such communications in their classrooms as well.
6. Physical Activity Health Events: Educators are encouraged to search for and take advantage of events that promote physical activity education. Activities may include:
 - a. health fairs

- b. traveling health exhibits
 - c. field trips to physical activity centers
 - d. physical activity speakers (school assemblies or class speakers representing sports figures, medical people)
7. Family:
- a. The school's physical activity facilities (playground, gym) will be made available to use by parents with their children outside the normal school day, subject to priority use being for children and subject to other competing uses and safety and risk management considerations.
 - b. School communications to parents will include information that promotes physical activity. Such communications may include information about the benefits of physical activity to children and the distribution of information about youth sports programs.
8. Staff: Our employees are encouraged to be healthy role models for students. It is important for students to receive consistent messages. Staff is encouraged to be seen engaging in non-sedentary lifestyles. For example, staff is encouraged to walk or bike to work; use stairs even if an elevator available; and share as appropriate personal information about physical activities they engage in to remain fit.

Other School Activities to Promote Student Wellness

The established goal is to offer other suitable opportunities to students to engage in health-promoting activities. The administration establishes the following additional goals and actions to achieve such goals:

- 1. Extracurricular Programs: The District will offer athletic and other activity programs subject to and in compliance with the bylaws of the Nebraska School Activities Association. Secondary school students will be offered the opportunity to participate in intramural sports activities commensurate with their interests and school resources.
- 2. After-School Facility Uses: The school's physical activity facilities (playground, gym) will be made available to use by students outside the normal school day, subject to other competing uses and safety and risk management considerations.
- 3. Advertising: The administration will monitor advertising that occurs in the school and endeavor to limit messages that promote foods of minimal nutritional value.
- 4. Staff Development:
 - a. Professional staff members will be provided with professional development and guidance on appropriate practices and procedures to implement the school wellness goals and recommendations. Professional development activities will include activities each year related to the integration of physical activities and nutrition education into the academic curriculum, use of food as rewards and denial of physical activities as a disciplinary consequence, and other wellness goals and activities.
 - b. The District will provide ongoing training and development for food service staff related to nutrition and wellness goals and activities.
- 5. Community Resources: The administration will coordinate the school wellness program efforts with those available from medical and other community organizations.

Nutrition Guidelines

The established nutrition guidelines for foods available in each school building during the school day are as follows: (1) school breakfast and lunch programs will be offered which meet or exceed the requirements of federal and state law and regulatory authorities and (2) no foods in competition with the school lunch or breakfast program shall be

sold or otherwise made available to students anywhere on school premises during the period of one-half hour prior to the serving period for breakfast and lunch and lasting until one-half hour after the serving of breakfast and lunch.

The administration establishes the following additional nutrition guidelines and actions to meet the guidelines:

1. Conditions for School Meals:
 - a. Scheduling meals. Lunch periods will be scheduled at times when students are in need of nutrition (e.g., in the middle of their school day). Students will be provided adequate time to eat. In general students will, upon arrival in the cafeteria, have at least 7 minutes to eat breakfast and 22 minutes to eat lunch.
 - b. Conditions for meals. Efforts shall be made to establish comfortable and relaxed eating conditions. The factors to promote these conditions will be a clean, orderly environment, pleasant food services staff, adequate seating, enforcement of student conduct rules and adequate supervision.
2. Selection of School Meals:
 - a. School Meals: School meals shall at a minimum meet nutrition requirements established by state and federal law. The school food service staff is to offer meals that are of a nutritional value higher than that required. Emphasize is to be on good menu planning principles that offer healthy food choices including lean meats, a variety of fruits and non-fried vegetables daily, whole grains once each week, and low-fat or nonfat milk daily. Locate these choices where they are readily accessible to students. Limit portion sizes of desserts and fried foods.
3. Student's Meals From Home: Students will be discouraged from sharing food and be prohibited from sharing foods brought from home. Parents will be encouraged via health promotional materials to make healthy choices for student lunches.
4. Closed Campus. To encourage students to eat a nutritious lunch, students will not be permitted to leave school during the school day for the purpose of lunch. Exceptions: Students may leave at lunch time if they will be eating lunch at home, with parent permission. The administration may grant special exceptions to the closed campus rule as needed (e.g., for students with special dietary needs).
5. Vending machines:
 - a. Vending machines will not be available for student use at any school for the period of 1 hour before and 1 hour after breakfast and lunch periods.
 - b. Elementary school students: Vending machines with foods of minimal nutritional value will not be available to use by elementary school students at any time during the school day.
 - c. Middle school students: Vending machines with foods of minimal nutritional value will not be available to use by middle school students for the period of 1 hour before and 1 hour after breakfast and lunch periods.
 - d. High school students: Vending machines with foods of minimal nutritional value will not be available to use by high school students for the period of 1 hour before and 1 hour after breakfast and lunch periods.
 - e. Promotion of Healthy Choices: At least one vending machine in each school building shall include healthy choices (e.g., water, 100% fruit juices, low-fat/non-fat milk)
6. Foods available during the school day:
 - a. Water: Students will be allowed access to water during the school day. Water fountains are available. Educators may in their discretion allow students to bring water bottles to classes. Students will not be permitted to bring soda pop or other drinks or food to class.
 - b. Food rewards. Food will not be used as rewards. No foods are to be provided by the school or school staff during instructional time except: healthy foods, foods provided for

instructional purposes (e.g., cultural programs, FCS classes, and foods given in accordance with a special education student's IEP).

- c. Classroom Celebrations:
 - i. Staff is not to offer students foods of minimal nutritional value for classroom celebrations.
 - ii. Parents are to be encouraged to bring healthy foods for classroom celebrations.

7. Fund-raising:

- a. School clubs are not to sell food for the period of 1 hour before and 1 hour after breakfast and lunch periods.
- b. Student clubs are encouraged to not sell foods of minimal nutritional value as part of fund-raising efforts.
- c. Each activity sponsor shall report to the Principal the percentage of total fund-raising receipts from sales of foods of minimal nutritional value as of the end of the each school year.

8. School activities/events:

- a. Athletes: Student athletes serve as role models. Coaches are to encourage healthy eating by student athletes. The coaches' conduct rules may limit consumption of foods of minimal nutritional value by their athletes during their sport season.
- b. Concessions: Concession stands will include healthy food choices. Efforts will be made to reduce offerings of foods of minimal nutritional value.

9. Definition of Foods of Minimal Nutritional Value: For purposes of this regulation, "foods of minimal nutritional value" has the same meaning as in the federal regulations for the National School Lunch program. Foods of minimal nutritional value are as follows:

Food of minimal nutritional value means: (i) In the case of artificially sweetened foods, a food which provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per serving; and (ii) in the case of all other foods, a food which provides less than five percent of the RDI for each of 8 specified nutrients per 100 calories and less than 5% of the RDI for each of eight specified nutrients per serving. The 8 nutrients to be assessed for this purpose are -- protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium, and iron.

Specific foods of minimal nutritional value are:

- (1) Soda Water.
- (2) Water Ices (except those which contain fruit or fruit juices).
- (3) Chewing Gum.
- (4) Certain Candies -- Processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients which characterize the following types:
 - (i) Hard Candy -- A product made predominantly from sugar (sucrose) and corn syrup which may be flavored and colored, is characterized by a hard, brittle texture, and includes such items as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers and cough drops.
 - (ii) Jellies and Gums -- A mixture of carbohydrates which are combined to form a stable gelatinous system of jelly-like character, and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.
 - (iii) Marshmallow Candies -- An aerated confection composed as sugar, corn syrup, invert sugar, 20 percent water and gelatin or egg white to which flavors and colors may be added.
 - (iv) Fondant -- A product consisting of microscopic-sized sugar crystals which are separated by thin film of sugar and/or invert sugar in solution such as candy corn, soft mints.

- (v) Licorice -- A product made predominantly from sugar and corn syrup which is flavored with an extract made from the licorice root.
- (vi) Spun Candy -- A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.
- (vii) Candy Coated Popcorn. -- Popcorn which is coated with a mixture made predominantly from sugar and corn syrup.

Definition of Healthy Foods: For purposes of this regulation, “healthy foods” means foods that are not foods of minimal nutritional value, and that are low in fats, sodium and sugars, and high per serving in the nutrients which are needed to meet Reference Daily Intakes.

Anti-Bullying Policy

One of the missions of Wynot Public School District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Dating Violence Policy

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

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

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

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

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

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

HARASSMENT AND VIOLENCE

A. Prohibition Against Harassment.

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

1. DEFINITIONS

A. Sexual Harassment.

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

Examples of conduct which may constitute sexual harassment include:

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

B. Harassment Because of Race or Color

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

1. the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- threatening or intimidating conduct directed at another because of the other's race or color
- notes or cartoons
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is

aimed at degrading individuals or members of protected classes

- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

C. Harassment Based upon National Origin or Ethnicity

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

1. the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity
- threatening or intimidating conduct directed at another because of the other's national origin or ethnicity
- jokes, name calling, or rumors based upon an individual's national origin or ethnicity
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

D. Harassment Because of Disability

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

1. the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

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

REPORTING PROCEDURES

Any student who believes he or she has been the victim of sexual harassment or harassment based on race, color,

national origin, or disability is encouraged to immediately report the alleged acts to a teacher, counselor, or school administrator.

TITLE IX PROHIBITING SEX DISCRIMINATION IN EDUCATION

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

THE LAW

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

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

NONDISCRIMINATION IN EDUCATION PROGRAMS

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

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

STUDENT GRIEVANCE PROCEDURE

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: (1) that a school rule is unfair; (2) that a school rule or regulation discriminates between students; (3) that an unfair procedure has been used in arriving at a punishment. Grievances are processed through three steps: (A) personnel closest to the problem; (B) to the principal or activities director; and (C) to the superintendent, in that order. On all three levels an informal conference is to be held within five school days of the date of filing the complaint so that no student's complaint shall consume more than 15 school days of time in all. Any grievance which is not timely processed under the conditions set forth in this procedure shall be deemed waived. The burden of proof is upon the student to show that a rule is unfair, is discriminatory, or that an unfair procedure (lack of due process) has been perpetrated. When a grievance is shared by several students, it shall be processed as a single grievance with one member acting on behalf of the entire group. The grievance procedure may be amended in writing by mutual agreement by both parties with written evidence of said consent being presented by each party to the other. The final resolution of the grievance is to be in writing at the principalship or activities director level and designed to provide the student with a basis for resolution of his problem as originally stated in his complaint.

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

LEVEL I: The grievant should be scheduled for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. This conference must be held within five school days time of the date of filing.

LEVEL II: If the grievant is not satisfied with the resolution made at level one, he or she may appeal in writing to the principal or activities director for an informal conference and discussion of said grievance.

LEVEL III: If the grievant is not satisfied with the resolution made at level two, he or she may appeal to the superintendent for an informal conference and discussion of said grievance. The decision at this level is binding.

LEVEL IV: If satisfaction is not received at the administrative levels the student/parent may request to be placed on the agenda and visit with the Board of Education at their next regularly schedule Board meeting.

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

GRIEVANCE FORM

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

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

COMPLAINT Check one blank:

Personnel closest to problem, Level 1 _____ Date: _____

Activities Director/Principal, Level 2 _____ Date: _____

Superintendent, Level 3 _____ Date: _____

School Board, Level 4 _____ Date: _____

I, _____ hereby file a grievance

complaint to _____.

My grievance is based on _____

_____ A _____ B _____ C _____ above.

(More than one blank may be checked.)

Specifically, my grievance is that _____

_____ Student's Signature and/or Parent Signature

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

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

Wynot Public School

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

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

We have copied below the section of the new law:

Laws 2006, LB 454, Section 15

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

WYNOT PUBLIC SCHOOLS
ANNUAL
AUTHORIZATION FOR ADMINISTRATION OF MEDICATIONS

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

Age _____ Grade _____ the following medication(s):

MEDICATION	DOSAGE	TIME TO BE GIVEN

prescribed by _____
(Family Physician or Specialist)

(Parent or Guardian Signature) (Date)

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

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

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

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

SCHOOL PERSONNEL REGRET THAT MEDICATIONS WILL NOT BE GIVEN UNTIL THIS SIGNED FORM IS RETURNED TO THE SCHOOL NURSE.

WYNOT PUBLIC SCHOOLS
STUDENT FEE WAIVER FORM

Dear Parent/Guardian,

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

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

- 1. Course/Project/Activity:
2. Fees Requested: Date:
3. Transportation to: Date:
4. Supplies and/or Equipment
A. Cost:
B. Cost:
C. Cost:
D. Cost:

Child/Children's Name:

Parent/Guardian (printed):

Address:

Signature of Parent/Guardian: Date:

For more information contact:
Mr. Jeff Messersmith 357-2121
Mrs. Nancy Sydow 357-2121

Request Approved Request Denied

Administrator Signature:

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

For more information, you may call Jeffrey Messersmith at (402)357-2121
Return this form to Wynot Public Schools, P.O. Box 157, Wynot, NE 68792
by Wednesday, August 19, 2020
PLEASE COMPLETE, SIGN, AND RETURN THIS PAGE

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

Dear Parents/Guardians:

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

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

The options are:

		<u>Premium</u>	-
A. Full-Time (24 hour)-with No Sports	Grds PK-12	\$ 99.00	
Full-Time (\$99.00) with All Sports (except football, grades 9-12)	Grds PK-12	\$174.00	
B. School-Time -with No Sports	Grds PK-12	\$ 16.00	
School-Time with All Sports (except football, grades 9-12)	Grds PK-12	\$ 91.00	
C. Extended Dental Coverage	Grds PK-12	\$ 9.00	
D. Football Coverage	Grds 9-12	\$250.00	
(football, grades 7 & 8 are covered by the All Sports Coverage)			

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

1. Print name, address and other information clearly on the enrollment form.
 2. Make check or money order payable to **STUDENT ASSURANCE SERVICES, INC.** or, Complete the credit card payment form.
 3. Print student's name on face of the check.
 4. Detach and retain summary of coverage, and send the envelope to: Student Assurance Services, Inc., PO Box 196, Stillwater, MN 55082-0196. Coverage will become effective at 12:01 a.m. following the date the envelope containing the enrollment form and premium is postmarked by the U.S. Post Office but not prior to August 1.
- DO NOT SEND YOUR ENVELOPE BACK TO THE SCHOOL**
5. Questions about the plan may be directed to Student Assurance Services, Inc., at (651)439-7098, or call toll free 1-800-328-2739

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

PARENTAL INSURANCE WAIVER

Student's Name _____ School _____

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

Parent's/Guardian's Signature _____ Date _____