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**SCHOOL CALENDAR FOR 2011-2012
NINE-WEEK PERIODS**

First Quarter August 23, 2011 to October 19, 2011
Second Quarter October 20, 2011 to December 22, 2011
Third Quarter January 4, 2012 to March 8, 2012
Fourth Quarter March 12, 2012 to May 25, 2012

HOLIDAY, INTERMISSIONS, AND SPECIAL EVENTS

Teacher's Work Days..... August 18, 19, 22, 2011
 First Day of School..... August 23, 2011
 Labor Day Recess No School September 5, 2011
 Evening P/T Conference..... TBA
 Teacher In-serviceLate Start September 28, 2011
 Teacher In-serviceLate StartOctober 26, 2011
 Fall Recess No School November 11, 2011
 Teacher In-serviceLate Start November 16, 2011
 Thanksgiving Recess..... 2:00 PM Dismissal..... November 23, 2011
 Classes Resume November 28, 2011
 Winter Recess..... 2:00 PM Dismissal..... December 22, 2011
 Teacher Work Day January 3, 2012
 Classes Resume January 4, 2012
 Teacher In-serviceLate Start January 25, 2012
 Winter Break No School February 17, 2012
 Teacher In-serviceLate Start February 29, 2012
 Spring Break No School March 9, 2012
 Teacher In-serviceLate Start March 28, 2012
 Spring Recess..... 2:00 PM Dismissal..... April 5, 2012
 Classes Resume April 10, 2012
 Teacher In-serviceLate Start April 25, 2012
 Seniors' Last Day..... May 9, 2012
 Commencement..... May 12, 2012
 Students' Last Day..... *May 25, 2012
 Teachers' Work Day *May 29 2012

*If there are no unplanned dismissals due to the weather or for other reasons, the last day will be May 22, 2012 for students and May 23, 2012 for teachers.

BOARD OF EDUCATION

Chad Dixon, President
Mark Glaubius, Vice President
Marvin Seier, Treasurer

Tim Jacobsen
David Raabe
Ron Wolverton

ADMINISTRATION

Alan Harms - Superintendent
Christopher Uttecht - Principal

FACULTY & STAFF

Bauer, Brent – PE I, Computer 8, Computer Applications
Bodwell, Karrie – Acct. II, Entrepreneurship, Marketing, Business Comm., Pers. Finance, Productions
Breitkreutz, Shavonne – Kitchen
Bye, Gordon – Math 7, Math 8, Algebra II, Junior High PE
Christensen, Louise – Kitchen
Craft, Elaine – Bus Driver
Doffin, Jan – Library Aide
Field, David – Custodian
Glaubius, Leigh Ann – English 7, Language Arts I & II, Alternative High School Teacher
Groth, Jean – Junior High PE
Hansen, Wayne – Transportation Director
Horst, Ryan - Custodian
Hughes, John – Art 8, Art I, Art II, Advanced Art
Janssen, Marci – Special Education
Jones, Larry – Instrumental Music
Kluthe, Alison – Physical Science, Chemistry, Physics, Principles of Technology
Koehlmoos, Kathy – Kitchen
Kreikemeier, Cheryl – Guidance Counselor
Lierman, Jaye – Secretary to the Superintendent and Board of Education
Liermann, Mary – Food Service Manager
Rief, Sharon –Beginning Algebra, Geometry, Trigonometry, Calculus
McMahon, Betz - Kitchen
McManigal, Steve – World History, American History, American Studies, Economics, Government
Meier, Karen – Special Education Aide
Mendlik, Duane – PE I, Junior High PE
Moeller, Gregg – English 8, English II, Speech, Language Arts III & IV
Nelson, Jake – Math I, Math II, Applied Geometry, Technology Coordinator
Novotny, Allana – Special Education Aide
Ott, Heather – Secretary to the Principal and Guidance Counselor
Parr, Rosina – Kitchen
Piper, Carolyn – Earth Science, Life Science, Environmental Science
Plagge, Joan – Biology, Advanced Biology, Physiology
Polacek, Leah – Special Education
Raabe, Lia – Spanish I, II, III, and IV, Spanish 7
Ross, Chuck – Athletic Director, Introduction to Business, Accounting I, Keyboarding 7, P.E. II
Ruskamp, Lori – Attendance Secretary and Activities Bookkeeper
Sateren, Gene – Bus Driver
Schroeder, Mark – Agriculture I, II, III, and IV, Agriculture 7, Industrial Arts,
Schutte, Lori – English I, English III, General Literature, English Literature, Composition
Streeter, Lucy – Special Education Aide
Trindle, Kathleen – Social Studies 7, Geography 8, World Civilizations, World Geography, Psychology
Wiechman, Nancy – Bus Driver
Wilcox, Bev – Media Specialist, Family Consumer Science
Wolverton, Deb – Vocal Music
Wolverton, Jeanette – Bus Driver

ACADEMIC LETTER REGULATIONS

The Wisner-Pilger Chapter of the National Honor Society encourages and rewards scholastic excellence by presenting academic letters to students in grades 10-12 who qualify by being on both semester honor rolls during the academic honor "year." The academic honor "year" is the spring (second) semester along with the following fall (first) semester. Freshmen will not be eligible, but their second semester will apply toward receiving a letter at the end of their sophomore first semester.

ACADEMIC LOAD

All students are required to fill minimum of seven (7) class periods per semester. If a student is in a program requiring more study halls, exceptions will be granted by special permission of the principal.

ACTIVITY LETTERS AND RECOGNITION

In order to letter in any extracurricular activity, a student must be a member of the group at season's end. The beginning of the season for Play Production and Speech will coincide with the beginning of the fall and winter athletic seasons as determined by the NSAA. The end of the season is defined as the last varsity contest or the state contest for individuals qualifying for the event.

BAND

A letter is given to any participant that accumulates 95% of the points available.

- | | |
|---|----------------|
| 1. Regular Large Ensemble Performance | 25 points each |
| 2. Weekend or Summer Large Ensemble Performance | 50 points each |
| 3. District Music Contest Large Ensemble Performance | 50 points |
| 4. District Music Contest Large Ensemble Rating of I | 20 points |
| 5. District Music Contest Large Ensemble Rating of II | 10 points |
| 6. District Music Contest Small Ensemble Performance | 20 points |
| 7. District Music Contest Solo Performance | 20 points |
| 8. District Music Contest Small Ensemble/Solo Rating I | 10 points |
| 9. District Music Contest Small Ensemble/Solo Rating II | 5 points |
| 10. Small Ensemble/Solo Performance | 10 points each |
| 11. Pep Band Performance | 10 points each |

PLAY PRODUCTION

Letters are awarded to first year cast and crewmembers that attend practice regularly and attended all contests. Pins are awarded in subsequent years to cast and crewmembers that attend practice regularly and attend all contests. The top drama award is determined using the following criteria:

1. Senior member
2. Years of participation
3. Major acting awards

The recipient receives a certificate and has his/her name placed on a plaque in Scholar's Hall.

SPEECH

A speech pin is given to all participants who attend practices regularly and compete in speech meets. The top speech award is awarded to a senior to be determined by using the following criteria:

1. Years of participation
2. Number of times qualified for state
3. Highest placing at state
4. Highest placing at districts
5. Highest placing at conference

ANNOUNCEMENTS

Announcements for the day will be posted on the district's web site during the first period each day. Teachers will read the announcements to students while copies will be posted on two bulletin boards within the school. If students wish to have announcements made regarding school activities, they should be turned in at the office before school in writing and must be approved by the principal. Students and teachers are responsible for adhering to all notices and regulations contained in the daily announcements.

ATTENDANCE

The maximum benefit from enrolling in school can be obtained only if students are present every day. The school has the obligation to set minimum standards of attendance to gain credit and, also, to inform parents/guardian of student absenteeism.

Nebraska School Law (§79-201) requires attendance each day that school is open and in session, except when excused by school authorities or when illness makes attendance impossible or impracticable. This does not apply in the case of any student who (a) has obtained a high school diploma; (b) has completed the program of instruction offered by a school; (c) has reached the age of eighteen years; (d) has reached the age of sixteen years and such child's parent or guardian has signed a notarized release discontinuing the enrollment of the child on a form provided by the school.

The law also requires the school to maintain and report an accurate record of attendance and the reasons of absence. Therefore, it is extremely important that the following terms be understood and the procedures followed:

1. Definition of terms:

- a. Excused absence - Illness, doctor or dentist appointments which cannot be scheduled outside of school hours, death in the family, church holidays, weddings within the immediate family or by permission of the principal, inclement weather, court appearances, family vacations by permission of the principal, college visitation with guidance counselor's approval (note: a parent or significant other must accompany the student on the college visit), or attending state or district school activities provided the student was a participant in that activity at Wisner-Pilger Jr.-Sr. High School and is in good standing at the season's end, or a cheerleader, has a family member involved, or has a special relationship to the activity (to be determined by the principal). While the above list will give the student and parent/guardian an idea of what constitutes an excused absence, if in doubt it is suggested that the principal be consulted before the absence to avoid any misunderstandings.

The Principal shall have the discretion to deny approval for weddings, family vacations, and state or district contest school activities, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

- b. Unexcused absence - Leaving the school building at any time during the school day without permission, skipping school, hair appointments, concerts which are not school related, a regular job out of school, baby-sitting, shopping, attending state or district school activities in which the student was not a participant in good standing at the season's end, or cheerleader, or have a family member involved or has a special relationship to the activity, will be considered an unexcused absence. Because of extenuating circumstances, emergencies, or hardships, each unexcused absence will be evaluated on its own merit. While the above list give the student and parent/guardian an idea of what constitutes an unexcused absence, if in doubt it is suggested the principal be consulted before the absence to avoid any misunderstandings.
- c. A student who engages in unexcused absences may be considered truant as per state law Nebraska Revised Statute § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

2. Admittance to class and make-up slips:

- a. If a student knows in advance that he/she will be absent on a given day, the student must obtain a make-up slip in advance and sign his/her attendance card in the office. The student must bring a note signed by a parent/guardian indicating the reason for the upcoming absence, or the parent/guardian may telephone the school office with the pertinent information. It shall be the responsibility of the parent/guardian and the student to see to it that the make-up work is completed. Students may be prevented from making school sponsored trips if all work is not made up in advance.

- b. If an absence is unexpected, the parent/guardian must telephone the school office prior to 8:15 the morning of the absence. Upon returning to school, the student must report to the office to sign his/her attendance card and receive an admit slip. It shall be the responsibility of the parent/guardian and the student to see to it that the make-up work assigned by the teachers is completed and that the make-up slip signed by all the teachers is turned in at the office.
 - c. The student must show the make-up slip to each teacher at the beginning of each period from which he/she was absent. Students will be allowed two days for every day missed in which to make up their work.
 - d. Teachers may assign additional work on make-up slips. Teachers may also administer different tests than those used in class for make-up tests.
3. Excessive Absenteeism.
- Students who accumulate seven (7) absences in a semester shall be deemed to have "excessive absences." When a student has excessive absences, the following procedures shall be implemented:
- a. After five (5) absences from class, a letter listing the dates and classes of the student's absences will be mailed to the parent/guardian.
 - b. A letter will also be mailed after the seventh (7) absence from a class in one semester. Any student who is absent from a class more than seven (7) times in one (1) semester may lose credit for that class and/or be required to make up time. An appeal for extension must be filed within seven (7) calendar days from the date of the letter of notification for seven (7) absences. An appeal form will be enclosed with the letter. During the seven (7) days and the appeal process, the student shall remain in class. A faculty-administrative committee will review the appeal. If the committee considers the absence acceptable, an extension will be granted.
 - c. If an appeal is granted, the student would be permitted to remain in class on a day-to-day basis with the understanding that should he/she receive an unexcused absence or tardy during the remainder of the semester, he/she may lose credit for the class.
 - d. A student who has reached seven (7) absences and has lost credit(s) will be encouraged to remain in the class for the remainder of the semester and receive a grade of "NC" (no credit). If it is necessary to drop such a student from the class for disrupting the class, he/she will be assigned to a study hall, and receive a grade of "F" for that class. (The grade of "NC" does not affect the grade point average, but the grade of "F" will lower it.) The loss of credit is serious and can ultimately have an effect on graduation. If a student elects to remain in class after reaching seven (7) absences, he/she will be expected to do class work and to conduct himself/herself to the satisfaction of the teacher. However, if the student does not do the work, is disruptive, has an unexcused absence from that class or an unexcused tardy to that class, he/she may be dropped from the class, to a study hall, and receive a grade of "F".
 - e. It is important that students and parents/guardian realize and understand that the seven (7) days of absences built into this attendance policy are not to be considered as approved days to miss classes. If any of the seven absences are unexcused absences, their total will be added to others accumulated. (Example: A student has seven absences due to illness or other personal reasons and skips one day of school, the result will be loss of credit for the class, since the total number of days reached is eight (8).)
 - f. The following regulations will be administered for unexcused absences: (1) one hour of detention will be assigned for each period of school missed, or one hour of in-school suspension will be assigned for each period of school missed, (2) a second unexcused absence may result in suspension until a parent/guardian conference can be scheduled, and (3) a third offense results in a five-day suspension.

- g. A student who is suspended from school will not have the suspended days included in the seven-day absence rule.
4. Extracurricular Activities:
- a. A student who has fewer than four (4) classes will be classified as a part-time student and therefore, ineligible to participate in extracurricular activities.
 - b. In order to be a participant at an evening activity, a student must be in attendance the entire school day. Exceptions include most excused absences other than an illness. Any student who receives an unexcused absence during the school day will not be permitted to participate in an evening activity.
 - c. In order to be a spectator at an evening activity, a student must be in attendance the last four (4) class periods of the school day. Exceptions include most excused absence reasons other than illness. Violations of this rule qualify the student for an unexcused absence or other disciplinary action.

BUILDING REGULATIONS

The following standards should be followed closely to insure student safety, care of the building and courtesy for each other:

1. Students will not be allowed in the building evenings or weekends unless supervised by a faculty member. A list of the group wishing to use the building at these times must be scheduled on the school's activity calendar in the principal's office. At no time should students be in the school building after 10:00 p.m. or 6:00 p.m. on Wednesdays. No school-sponsored activities should be scheduled on Sundays.
2. There should be no running or pushing.
3. All students are asked to keep to the right in the hallways and to refrain from standing in groups blocking hallways to help keep traffic moving between classes.
4. Disturbances such as the explosion of fireworks, use of air horns or other noisemakers, and the use of water guns are prohibited.
5. The office must approve the posting of any posters, notices, displays, etc. in advance. Criteria for approval will include such factors as appropriateness, size, message, and good taste. Non-school related items will be considered on an individual basis. Items, which do not have prior approval, will be taken down.
6. Students will not be admitted into the academic wing of the building before 8:05 a.m. on school days unless a teacher or the principal has requested that they come earlier. Students should congregate in the commons or lunchroom until the 8:05 bell at which time they may proceed to their locker or classroom.

CALENDARS

A monthly calendar showing the schedule of activities is posted and a copy is made available to each student prior to the beginning of each month. Items for the monthly calendar should be submitted to the principal's office several days before the beginning of the month.

CELL PHONES

Students are prohibited from using cell phones or other electronic communication devices during the school day (8:15 am – 3:43 pm) without permission. Students may use cell phones or other electronic communication devices before or after school, as long as they do not create a distraction or disruption. Any cell phone or other electronic device that is disruptive to the learning environment or is used during the school day without permission will be confiscated. Failure to give the cell phone to a staff member upon request will be considered defiance of authority and may result in disciplinary action. Students may reclaim these items at the end of the school day on the first offense. Items will only be returned to parents or returned at the end of the school year on subsequent offenses.

By bringing a cell phone or other electronic communication devices to school, students consent to the search of said devices by school administration when the administration determines that such a search is reasonable or necessary.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of an offensive or sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary action including detention, suspension, and/or expulsion.

Students are strictly prohibited from using text messages, e-mails, social networking sites or other forms of electronic communication to annoy, harass, or threaten another student or individual. Students who engage in these actions at school shall be subject to disciplinary action including detention, suspension, and/or expulsion.

CHEATING

Students, who are found cheating may be failed for the particular piece of work in question, may be failed for the quarter and/or may be removed from the class. This decision rests with the teacher of the class and the principal. Each case will be considered individually.

CLASSIFICATION OF STUDENTS

Students in grades 9-12 are classified according to credits earned and are assigned to grade levels accordingly. The number of years spent in high school has no bearing on a student's class affiliation. The minimum number of credits necessary for each classification is as follows:

Freshman:	0 credits	Junior:	90 credits
Sophomore:	45 credits	Senior:	150 credits or more

Students are reclassified at the end of each academic year.

COMPUTER AND NETWORK USE

Wisner-Pilger Public Schools provides each student with a laptop computer and access to the district computer network. The district's network and laptops are to be used in a responsible, efficient, and ethical manner. Failure to adhere to these standards may result in suspension or revocation of the laptop and/or network privileges.

1. Students are expected to bring their laptop, fully charged, and charger to school each day.
2. Students must keep their laptop with them, in their school lockers, or in a designated area. Laptops must not be left unattended.
3. All laptops must be carried in the provided sleeve at all times when not in use. Laptop bags should not be thrown or tossed around.
4. Students are not to deface their laptops or carrying sleeves with stickers, tape, whiteout, marking pens, etc. If there are any questions, check with an administrator.
5. Academic use always takes priority over personal use of computers.
6. Use of the computer for anything other than a teacher directed or approved activity is prohibited during the school day. Specific activities, which are prohibited during the school day unless approved by a teacher, include but are not limited to the downloading or streaming of music/video, accessing social networking sites, chat rooms, and/or internet games. Email should not be accessed during class unless directed by a teacher.
7. Installation of peer-to-peer file sharing programs is strictly forbidden. Using iTunes or similar programs to share music is also forbidden. Copyright laws must be respected. If the student has any questions about what constitutes a copyright violation, he/she should contact an administrator, media specialist, or teacher.
8. The student may not download or install additional software.
9. Students are not allowed to listen to music during class unless given permission by their teachers to do so.
10. Sound must be turned off at all times, except when being used as a part of the class.
11. Computers may not be used to make sound/video recordings without the consent of all those being recorded.
12. Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or activity should not be stored on the school computer systems.

13. Students may access only those files that belong to them or for which they are certain they have permission to use.
14. Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action.
15. The student's airport shall always remain open.
16. School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
17. Students that are on the failure list may have their laptop use limited to strictly assignments and academic purposes.
18. The laptop is not to be left in a vehicle, especially during extreme hot or cold temperatures.
19. Inappropriate screen savers or inappropriate pictures on your computer will not be allowed at anytime.
20. Cleaning the computer is to be done with a soft cloth. Do not spray anything directly on the computer.
21. When storing computers in vehicles, academic lockers, or athletic lockers, students should ensure these areas are locked at all times. If a computer is stolen from a locker, and no lock was used to secure the computer in the locker, the student is responsible for replacing the cost of the computer at 100%.
22. Computers are not to be taken into the cafeteria during breakfast or lunch, or left unattended in the hallway, gym, locker rooms, etc. The computers should be left in the classroom or charging station with the door locked for security reasons.

Wisner-Pilger Public Schools reserves the right to define appropriate use of technology. Inappropriate uses include, but are not limited to, the following:

1. The user shall not erase, change, rename, or make unusable anyone's computer files, programs, or disks.
2. The user shall not use or try to discover another's password or another person's email or other files.
3. The user shall not use a computer for unlawful purposes, such as illegal copying or installation of software.
4. The user shall not let other persons use his/her name, logon, password, or files for any reason.
5. The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats.
6. The user shall not send, share, view, or possess pictures, messages, e-mails, or other material of a sexual nature in electronic or any other form on a computer.

Responsible and appropriate behavior is expected of all users. Violation of any guidelines will result in the cancellation or restriction of privileges and appropriate disciplinary action will be taken including possible loss of computing privileges, detention, suspension and/or expulsion.

CORRESPONDENCE COURSES

Students may enroll in high school correspondence courses offered through the University of Nebraska by contacting the guidance office. If the course is not offered at Wisner-Pilger, the school district will reimburse your tuition cost when verification of successful completion is submitted. Grades from correspondence courses are recorded on individual transcripts and calculated with other grades in the student's grade point average.

COURSE OFFERINGS

FRESHMAN

English I	Physical Science	Computer Applications	Band
Language Arts I	World History	II [†] Agriculture I	Chorus
Mathematics I	Spanish I	Industrial Arts	Physical Education I
Algebra I	Introduction to Business	Comprehensive FCS	Librarian
Geometry	Computer Applications I [†]	Art I	

SOPHOMORE

English II	Physical Science	Entrepreneurship [†]	Art I
Language Arts II	Biology	Marketing [†]	Art II
Algebra I	World History	Computer Applications I [†]	Band
Mathematics I	American History	Computer Applications II [†]	Chorus
Mathematics II	Spanish I	Principles of Technology	Physical Education I
Geometry	Spanish II	Agriculture II	Librarian
Applied Geometry	Introduction to Business	Industrial Arts	
Algebra II	Beginning Accounting	Comprehensive FCS	

JUNIOR

English III	World Civilizations ^{†‡}	Marketing [†]	Basic Nurse Aide [‡]
Language Arts III	World Geography ^{†‡}	Business	EMT [‡]
Algebra I	American Studies ^{†‡}	Communications [†]	Art I
Mathematics I	Economics ^{†‡}	Personal Finance [†]	Art II
Mathematics II	Psychology	Computer Applications I	Advanced Art
Geometry	Spanish I	Computer Applications II	Band
Applied Geometry	Spanish II	Principles of Technology	Chorus
Algebra II	Spanish III	Agriculture III	Physical Education I
Trigonometry	Beginning Accounting	Industrial Arts	Librarian
Chemistry	Advanced Accounting	Comprehensive FCS	Secondary Aide
Advanced Biology [‡]	Introduction to Business	Intro to Health Science	Secretarial Aide
Environmental Science	Entrepreneurship [†]	Medical Terminology	

SENIOR

English Literature ^{†‡}	Advanced Biology [‡]	Introduction to Business	EMT [‡]
General Literature [†]	Anatomy & Physiology	Entrepreneurship [†]	Art I
Composition ^{†‡}	Environmental Science	Marketing [†]	Art II
Beginning Speech [†]	World Civilizations ^{†‡}	Business	Advanced Art
Language Arts IV	World Geography ^{†‡}	Communications [†]	Band
Algebra I	American Studies ^{†‡}	Personal Finance [†]	Chorus
Mathematics I	Economics ^{†‡}	Computer Applications I [†]	Physical Education I
Mathematics II	Psychology [‡]	Computer Applications II [†]	Physical Education II [‡]
Geometry	American Government [‡]	Productions	Librarian
Applied Geometry	Spanish I	Agriculture IV [‡]	Secondary Aide
Algebra II	Spanish II	Industrial Arts	Secretarial Aide
Trigonometry [†]	Spanish III	Comprehensive FCS	Elementary Aide
Calculus [‡]	Spanish IV	Intro to Health Science	
Chemistry	Beginning Accounting	Medical Terminology	
Physics	Advanced Accounting	Basic Nurse Aide [†]	

[†] One Semester Class

[‡] Dual Credit – high school credit with option of receiving college credit from NECC.

College Prep Students should register for as many **English, Mathematics, Science, and Social Studies** courses as possible. College Prep Students are also encouraged to register for foreign language and computer courses.

DRESS CODE

Ideally, a student's choice of attire and grooming should be left to the good judgment of the student and his/her parents or guardians, and should contribute to a positive learning environment. However, the administration of a school has the responsibility to help students develop habits that contribute to good taste in matters of dress and appearance. This should be a cooperative effort between the school and home. Wisner-Pilger School students are expected to wear clothing that is appropriate for school. The following clothing or types of dress are prohibited:

1. Upper body clothing that does not cover the body from both shoulders to the waist. Some examples of prohibited dress include: bare backs, midriff tops, tube-tops, and halter-tops.

2. Dress that either causes or has the potential to cause either a substantial disruption or material interference with the educational process;
3. Clothing which is not worn appropriately or considered indecent will not be permitted;
4. Dress which creates or has the potential to create a health or safety problem or risk;
5. Dress which contains vulgar or offensive words or language, or is sexually explicit, indecent, or lewd;
6. Dress (clothing) and other personal items which promote, advocate, or advance the use of illegal drugs, alcohol, or tobacco, including clothes which displays the logo or trademark of any brand of alcohol or tobacco are not be worn at school.
7. Students are prohibited from wearing hats, caps, bandannas, scarves, headbands, and/or headgear of any type inside school buildings. All student hats, caps, bandannas, and/or headgear worn to school must be kept in student lockers at all times.
8. Chains, dog collars, or sharp objects that could be used as a weapon are not to be worn to school or school activities. No chains are to be worn on billfolds, clothing, and/or around any part of the body (neck, arm, and leg) other than standard cosmetic jewelry.
9. Shoes or footwear with wheels including, but not limited to roller skates, roller blades, inline skates, or shoes with wheel embedded soles.

A current detailed dress code may be reviewed in the Principal's office. Questions pertaining to particular type of attire should be addressed to the principal before the attire is worn. Students whose dress does not conform to these standards will be referred to the office. Students who violate these standards will be asked to conform to the policy. In addition, disciplinary action may be taken. (See Standards for Student Behavior.)

ELEMENTARY AIDES

High school students may be volunteer aides in the elementary school. Students wishing to do so must register with the guidance counselor. Students may drive their cars to the elementary school; however, they must have a signed permission slip from their parent or guardian stating that the school is not responsible for any accidents that might occur going to or returning from the elementary school. Volunteers must be prompt and use the most direct route between the two buildings. Failure to comply with the above regulations may result in disciplinary action and/or removal from the program.

FIRE & TORNADO DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions the first week of school, and drills will be held. At least one tornado drill will be conducted each spring.

FIREARM AND WEAPON POLICY

It shall be the policy of the Wisner-Pilger Public Schools to undertake all reasonable efforts to prohibit the unlawful possession, handling, transmitting, use, intimidation with, or the threatened use of any object or material that is ordinarily or generally considered a firearm, explosive, or weapon, including guns, firearms, pipe bombs, stun guns, B.B. guns, paint ball guns, and pellet guns and to prevent the unlawful possession of the aforementioned objects and materials in a school sponsored activity or athletic event. "Firearms" shall mean (1) 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, or by the action of compressed gases or air, or by the action of the frame or receiver; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. Such term does not include an antique firearm. Possession of a firearm will result in a one calendar year expulsion

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, school grounds, or 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.

This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State or reserve officers training corps, peace officers or other duly authorized law enforcement officers when on duty or training. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, for instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed.

Any unlawful use or possession of a firearm or weapon as described in this policy and as described by statute shall as soon as is reasonable possible be reported to an appropriate law enforcement agency. Nothing in this policy shall be construed to prevent the district from carrying on regular disciplinary procedures as have been authorized by law.

FOREIGN EXCHANGE STUDENTS

Foreign exchange students may attend Wisner-Pilger Schools provided the student has successfully completed six years of English instruction at his/her school. Application to Wisner-Pilger must be made prior to July 1 for the ensuing school year. Wisner-Pilger Schools will admit two foreign exchange students per year, one per company. Foreign exchange students will be permitted to participate in the graduation ceremony; however, a diploma will not be awarded.

FUND-RAISING ACTIVITIES

The principal must approve any school-related fund-raising activity involving students or faculty before it can begin. An approval form can be obtained in the office.

GRADE POINT AVERAGE AND CLASS RANK

Senior high semester grades are used to compute a student's grade point average. The average includes Driver's Education, but not Instrumental Music, Vocal Music, or Physical Education I. Each grade is computed according to the number of credits received and an average is taken. Class grade point averages are ranked each semester. Students in special education classes do not have their grades ranked.

GRADUATION REQUIREMENTS

The minimum credits needed for graduation is 230. Also, eight semesters of high school attendance are required. Five credits are normally awarded for each course each semester. This includes all required as well as elective courses. Exceptions are Drivers Education and the aide positions, which receive 3 credits. Students should strive for a maximum number of credits to get the best education possible. It is the student's responsibility to periodically verify the grades on his/her transcript and to make sure he/she meets all requirements for graduation.

For the Classes of 2012 and 2013, 110 credits must be in the required courses outlined below:

1. English 40 credits. Choose from:

English I	Language Arts I	Language Arts IV	*Composition
English II	Language Arts II	General Literature	*Speech
English III	Language Arts III	English Literature	
2. Science 20 credits. Choose from:

Physical Science	Environmental Science	*Advanced Biology	*Chemistry
Biology		*Physiology	*Physics
3. Math 20 credits. Choose from:

* Algebra I	Mathematics II	Applied Geometry	*Trigonometry
Mathematics I	*Geometry	*Algebra II	*Calculus
4. Social Studies 30 credits. Required course:

*World History	*World Civilization	*American Studies	*Psychology
*American History	*World Geography	*Economics	Government

For the Classes of 2014 and 2015, 130 credits must be in the required courses outlined below:

1. English 40 credits. Choose from:

English I	Language Arts I	Language Arts IV	*Composition
English II	Language Arts II	General Literature	*Speech
English III	Language Arts III	English Literature	
2. Science 30 credits. Choose from:

Physical Science	Environmental Science	*Advanced Biology	*Chemistry
Biology		*Physiology	*Physics
3. Math 30 credits. Choose from:

* Algebra I	Mathematics II	Applied Geometry	*Trigonometry
Mathematics I	*Geometry	*Algebra II	*Calculus
4. Social Studies 30 credits. Required course:

*World History	*World Civilization	*American Studies	*Psychology
*American History	*World Geography	*Economics	Government

* Recommended courses for college preparation. Computers and foreign languages courses are also recommended.

GUIDANCE

Students are always welcome in the Guidance/Counseling office. The guidance counselor is there to help students with educational, vocational, social and personal problems or planning. Students' discussions with him will be kept confidential.

The following suggests the types of aid students can receive from the school counselor:

1. Counsel or study, achievement, social relationships, behavior problems, activities, goals, high school planning, advanced educational planning, vocational planning and selection of courses and subjects.
2. Information concerning further schooling: college, technical school, nursing, business and trade schools, vocational schools, etc.
3. Information concerning correspondence courses.
4. Financial aid for post high school education: grants, scholarships, work-study programs and loans.
5. Information concerning the Armed Services.
6. Vocational information, job trends and employment opportunities.
7. Test information including PSAT, SAT, ACT, GATB and GED.
8. Interpretation of test results.
9. Schedule changes and registration.
10. Credit checks and grade transcripts.
11. Group guidance activities.
12. Arrangement of conferences with teachers or parents.
13. Recommendations.
14. Referrals to agencies outside of school.
15. Vocational Rehabilitation for Special Education Students.

HALL PASSES

During class periods, it may be necessary for a student to go to another area of the building. This privilege may be granted at the discretion of the classroom teacher, counselor, or principal. Students are responsible for obtaining a pass before exiting a classroom or checking out to another area of the building.

HARASSMENT BY STUDENTS

Harassment of students by other students will not be tolerated in the school district. Harassment is a violation of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Definition:

A. Harassment. Any intentionally hurtful, demeaning, or disparaging acts, words, symbolic representations, or behavior used by a student or students against another student or students that is disruptive of the educational process. This includes, but is not limited to verbal, written, graphic, electronic or physical actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering; and making derogatory remarks, demeaning jokes, disparaging drawings or notes.

B. Bullying. Any intentionally hostile or offensive verbal, written, graphic, electronic, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, or adversely controlling the student, and that is disruptive of the educational process. This may include, but is not limited to verbal, written, graphic, electronic, or physical activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing, or physical activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing.

Students or individuals who feel that they have been harassed by other students should communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual needs assistance communicating with the harasser, he/she should ask a teacher, counselor, or principal to help.

If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, he/she should:

- Tell a teacher, counselor or principal; and
- Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal, including:
 - What, when and where it happened;
 - Who was involved;
 - Exactly what was said or what the harasser did;
 - Witnesses to the harassment;
 - What the individual said or did, either at the time or later;
 - How the individual felt; and
 - How the harasser responded.

Complaint Procedure

An individual who believes he/she has been harassed shall notify the superintendent, the designated investigator. The alternate investigator is the principal. The investigator may request that the individual complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

The superintendent or the principal with the superintendent's approval has the authority to initiate a harassment investigation in the absence of a written complaint.

Investigation Procedure

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator shall make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will outline the findings of the investigation to the principal.

Resolution of the Complaint

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of the appropriate next step which may include discipline, up to and including, suspension and expulsion.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal shall file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation.

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

Conflicts

If the investigator is a witness to the incident, the alternate investigator shall be the investigator.

HEALTH REGULATIONS

Immunizations

The State of Nebraska has amended the law, LB 59, governing student immunization requirements. The school is required to have adequate immunization records for all students Kindergarten through 12th grade.

The parents or legal guardian shall furnish evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenzae type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization or meets other exceptions established by law. (Board Policy 5111)

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given. (Board Policy 5111)

Adequate date of immunization must include MONTH and YEAR of each immunization and Parent's signature on each card. Listed below are the necessary immunization requirements for students entering school:

Immunization		Compliance Requirements
DTaP, DPT, DT or Td vaccine	3 doses	One given on or after the 4th birthday
Polio vaccine	3 doses	
MMR or MMRV vaccine	2 doses	Given on or after 12 months of age and separated by at least one month
Pediatric Hepatitis B vaccine	3 doses	Or 2 doses of adolescent vaccine if student is 11-15 years of age
Varicella (chicken pox)	2 doses	2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Tdap	1 dose	For 7th Grade Only – 1 does of Tdap (must contain pertussis booster) – this does can be received any time after 10 or 11 years of age.

Exemptions shall be granted for:

- 1) Medical exceptions for health reasons substantiated by a signed statement from a physician;
- 2) Religious conflict substantiated by a signed affidavit from the student or the student's legal guardian, if the student is a minor.

Students may be provisionally enrolled in a Nebraska school if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible. The new law will apply to all students enrolled in Nebraska schools.

Physical Examination

The parents or legal guardian shall furnish evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination. (Board Policy 5111)

Visual Evaluation

The parents or legal guardian shall furnish evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. (Board Policy 5111)

HONOR ROLL

The honor roll will be comprised of students with a 90% grade point average or higher. Instrumental, Vocal Music, and Physical Education I grades are not calculated in the honor roll. An honor roll does not exist for summer school.

INFECTIOUS DISEASE PROCEDURES

Following are the Wisner-Pilger School Board of Education procedures for educating students known to have a chronic infectious disease (i.e. AIDS/ARC, CMV, hepatitis B, herpes simplex) and for ensuring a safe and healthy school environment for all students.

1. All children in Nebraska have a constitutional right to a public education.
2. Generally, a child with a chronic infectious disease will be allowed to attend class with the approval of the child's physician and a committee composed of school nurse, parent of a child without disease, and a physician. This committee will be responsible to the Principal. This child will attend school in a classroom setting and will be considered eligible for all rights, privileges, and services provided by law and existing policy of School District #30.
3. The school nurse will function as (a) the liaison with the child's physician, (b) the child's advocate in the school (i.e. assist in problem resolution, answer questions), and (c) the coordinator of health services provided by the other staff.
4. The school will respect the right to privacy of the individual; therefore, knowledge that a child has a chronic infectious disease will be confined to those persons with a direct need to know (i.e. principal, school nurse, child's teachers). Those persons will be provided with appropriate information concerning such precautions as may be necessary and should be aware of confidentiality requirements.
5. Based upon individual circumstances special programming may be warranted. Special programs will be provided if determined to be necessary by a planning and placement team.
6. Under certain circumstances, a child with a chronic infectious disease might pose a risk of transmission to others. If any such circumstances exist, the school nurse, in consultation with the child's physician, must determine whether a risk of transmission exists. If it is determined that a risk exists, the student shall be removed from the classroom.

7. A child, with a chronic infectious disease, may be temporarily removed from the classroom for the reasons stated in number six until an appropriate school program adjustment can be made, an appropriate alternative education program can be established, or the physician determines that the risk has abated and the child can return to the classroom.
 - a. School personnel should attempt to use the least restrictive means to accommodate the child's needs.
 - b. In any case of temporary removal of the student from the school setting, state laws will apply.
8. Each removal of a child with a chronic infectious disease from normal school attendance will be reviewed by the school nurse in consultation with the student's physician monthly to determine whether the condition precipitating the removal has changed.
9. A child with a chronic infectious disease may need to be removed from the classroom for his/her protection when other communicable diseases (i.e. measles or chicken pox) are occurring in the school population. This decision will be made by the child's physician and parent/guardian in consultation with the school nurse.

JUNIOR HIGH RETENTION-PROMOTION

Jr. High students must pass three (3) semesters in each of the following areas to be promoted to the ninth grade: English, mathematics, science and social studies. Any student failing more than one semester of any of these subjects will be conditionally retained until he/she has satisfactorily repeated one of the semesters failed in each deficient area. The student will take the course(s) failed in addition to his/her regular course of study for the next grade level or in place of elective courses offered during that course study.

LATE WORK

Class work should be handed in at the time it is due. Teachers may reduce a grade on an assignment or give a zero for late work, but the work must be handed in even if late.

LEAVING THE SCHOOL GROUNDS

Students are not permitted to leave the school grounds at any time during the school day unless the principal or office issues a signed Permit to Leave Building. If a student must leave during school time because of illness or any other emergency, the student must check out in the office.

LIBRARY/MEDIA CENTER

The media center is open for use during the school day from 7:30 a.m. until 4:00 p.m.

LOCKERS

Each student is assigned a locker for storage of books and school materials. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Students should not bring valuables or large sums of money to school. The school assumes no responsibility items lost or stolen. All coats, gym shoes, notebooks, etc., should be carefully marked so that they can be identified in case they are lost.

School combination locks are to be used and any locker changes must be handled through the office. Lockers are the property of the school and a permanent part of the building. Because of this, students are expected to keep the lockers in good, useable condition and will be fined for any damage beyond normal use. The school retains the right to inspect lockers. Law enforcement and its resources (canine units, etc.) may be used.

LOST AND FOUND

Articles found in school or on the school grounds should be turned in at the office. Students should check at the office to check if any lost articles found belong to them.

MEDICATION

All medications taken during the school day must be taken to the office. Students are prohibited from carrying medications during the school day. This includes the carrying of prescription and non-prescription medications and over-the-counter medications.

- a. No one should administer a medication without the order of physician. Whenever possible, medication should be given at home. Prescription medications which must be administered during school hours may be administered when the following are on file at school:
 1. Physician's Authorization: A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given at school, and reason child is receiving the medication. This is for prescription medications only.
 2. Caretaker's Authorization: A caretaker's signed and dated authorization or permission to administer the medication during school. This includes permission to administer cough drops. (Note: All references to "caretaker" in this policy shall mean a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered. The laws include a "friend" as a caretaker, but the school will not ordinarily recognize such an individual as a "caretaker" for the purposes of medication administration).
 3. Original Packaging: The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. Two labeled containers may be requested: one for home and one for school. If needed, the physician may be contacted for clarification on medication administration. Label must be legible. Medication container must not reflect an expiration date that has passed.
 4. The medication will be stored in a locked container and dispensed by a trained person.
- b. Authorizations for Non-Prescription or Over-the-Counter Medications: If a student must take non-prescription medication during school, procedures 2 and 3 above are to be followed before administration can occur. Medications must be stored in the school office.
- c. Renewal of Authorizations. Medication authorizations must be renewed annually (at the beginning of each school year) and updated immediately as changes occur.
- d. Documentation of Administration of Medication. The school district shall keep and maintain accurate medication administration records. A record of each dose of medication administered shall be documented (including cough drops) reflecting the student's name, name of the medication, date, time, dosage, route, the signature and title of the person administering the medication and any unusual observations. Any refusal by the recipient to take and/or receive the medication should also be documented. Medication documentation shall be kept a period of seven years.

The law prohibits a faculty member from prescribing or administering medication at school without having the above mentioned on file.

Students Carrying and Self-Administering Own Medications

Students with diabetes, asthma and severe allergies occasionally require more immediate access to medication for self-administration than the school office can provide. Students may carry emergency medications for self-administration. Medications can also be taken on field trips.

Two recently passed Legislative Bills (1107 and 1148) require that all schools allow students with diabetes, asthma and life-threatening allergies to self-manage their conditions in school upon written request of the student's parent or guardian and authorization of the student's physician, upon receipt of a signed statement.

These regulations require that all schools implement an emergency treatment plan, called a protocol, for all students with asthma, a severe life-threatening allergy, or for any diabetic student. A team, which may consist of the school nurses, classroom teachers, parent, student, or any other appropriate school staff members, will implement a protocol to follow in any emergency situation.

MOTOR VEHICLES

Students are not permitted to drive during the school day (8:15 a.m. to 3:43 p.m.) except in cases of extreme emergency and only then when approved by the principal. Students driving without permission will be disciplined. Any student riding in a car without permission during school time will be treated the same as a student driver. After arriving at school, a student must leave his/her vehicle parked properly until leaving school for the day. If a student improperly parks his/her car and is asked to move his/her car during the school day, the student will receive an unexcused tardy if late to class. In addition, sitting in cars during the school day is not permitted.

Driving in a careless manner will not be tolerated. First offense will result in restricted parking; second offense may result in not being allowed to park on school grounds.

NATIONAL HONOR SOCIETY MEMBERSHIP

Members are selected on the basis of scholarship, leadership, character and service. Members must be juniors or seniors. After the first semester faculty members are given names of sophomores and juniors who have an average of 90% or above and make recommendations for membership based on leadership, character, and service. Students are notified if they are eligible. If they wish to be considered as a candidate, they fill out an activity form. The faculty council chosen by the principal then makes the final selections for membership.

NUISANCE ITEMS

Nuisance items are classified as anything students might have in their possession that could disrupt the normal functions of the school day. These items may be confiscated from the student. Students may reclaim these items at the end of the school day on the first offense. Items will only be returned to parents or returned at the end of the school year on subsequent offenses. Cards or games of any kind, hacky-sacks, skateboards, video cameras, radios, tape/CD/mp3 players and headsets are examples of prohibited items. Wisner-Pilger Public Schools is not responsible for theft or loss of these items.

OFFICE

The high school office and the principal's office are clearing houses for the school for a wide range and variety of activities demanding attention. While the students' cooperation is necessary to maintain the efficiency of the office, the doors are always open to the students' needs, concerns, questions, and suggestions.

PARENT/GUARDIAN GRIEVANCES

Parents/guardians who are not satisfied with things as they are at school are asked to follow this procedure for getting information or for correcting what they feel is wrong.

1. Call or see the teacher or principal.
2. If not yet satisfied, call or see the superintendent.
3. If not yet satisfied, ask the superintendent to have it put on the board meeting agenda. Remember that individual board members are not empowered to act for the Board
4. If you have any questions or requests concerning this handbook, please contact the Jr.-Sr. High Principal.

Nebraska Department of Education Complaint Procedure

Chapter 34 of the Code of Federal Regulations, Section 299.10 requires each State Education Agency (SEA) such as the Nebraska Department of Education to adopt written procedures for receiving and resolving any complaint from an organization or individual that the Department of Education or any school district, agency or consortium of agencies that receives a grant is violating a federal statute or regulation that applies to the federal programs listed below.

Which federal programs?

Improving America's Schools Act (IASA)

- Title I: Part A (Educationally Disadvantaged Children)
- Part B (Even Start)
- Part C (Migrant)
- Part D (Neglected or Delinquent)

Title II (Eisenhower)

Title III - Subpart 2 of Part A (State and local programs for School Technology Resources)
Part A of Title IV (Safe and Drug-free Schools and Communities)
Title VI (Innovative Education Program Strategies)
Part C of Title VII (Emergency Immigrant Education)
McKinney-Vento Homeless Education

What is required?

Requirements of 34 CFR 299.10:

- The Department of Education develop a procedure and share that information with every agency and district receiving a federal grant. The complete description of the complaint procedure is available on the Nebraska Department of Education homepage at: <http://www.nde.state.ne.us>.
- An assurance that the recipient of the federal funds will distribute notice about the complaint procedure to parents of students and appropriate private school officials and representatives. Federal programs will include an additional assurance on their grant applications.
- This notice that a complaint procedure exists can be provided in any format that reaches parents and all other required persons such as a district-wide student handbook. There should be only one notice from the district or agency -- not a notice from each program.

How to submit a complaint?

A complaint submitted to the Department must include:

1. The name of the federal program,
2. The recipient of the grant (i.e., Nebraska Department of Education, school district, agency, consortium of agencies)
3. A description of the alleged violation of statute or regulation with supporting information
4. The name and address and signature of the person making the complaint

PERMANENT RECORDS

A permanent record is maintained for each student. It is a summary of a student's grades, standardized test scores, attendance, tardiness, extracurricular activities, and special honors and accomplishments. The privacy and confidentiality of these records will be protected according to the Family Privacy Act.

REPORTING OF STUDENT PROGRESS

Parent Conferences - Parents or guardians are encouraged to initiate conferences with school personnel when there is a problem.

Interim Reports - Interim reports are mailed twice each quarter to parents.

Parent/Teacher Conferences - Parent/Teacher conferences will be scheduled after the first quarter.

Report Cards - Report cards are issued at the end of each quarter. Number grades are used to designate a pupil's progress. The grading system is as follows:

A = 93-100	C = 77-85	F = Below 70	I = Incomplete
B = 86-92	D = 70-76		NC = No credit

SCHEDULE CHANGES

Any student wishing to change his/her schedule must obtain the consent of the teachers involved, guidance counselor, parent/guardian, and principal before the change is made. All changes are expected to be completed during the first week of the semester. Any courses dropped after the first two (2) weeks of the course will be recorded as an "F" on the report card and transcript. If a student is carrying eight (8) classes, he/she may have four (4) weeks to drop a class and replace it with a study hall.

SCHEDULING EVENTS

School contests, athletic events, play productions, trips, parties, dinners, banquets, concerts, or any other school activities are to be scheduled through the office of the principal prior to the scheduled date. When a conflict arises, the first one scheduled has priority.

Activities are not to be scheduled on Wednesday evenings after 6:00 pm or on Sundays unless scheduled by conference, district, or state affiliations or organizations including but not limited to the NSAA, FFA, or FCCLA.

SCHOOL BREAKFAST/LUNCH PROGRAM

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Student meal prices are \$1.45 for breakfast and \$2.65 for lunch. Breakfasts and lunches are served daily in the cafeteria. To provide for health, orderliness, efficiency, and common courtesy, each student is asked to abide by the following: (1) deposit all paper litter in wastebaskets, (2) return all trays and utensils to the dish washing area, (3) no food may be taken from the cafeteria, (4) no food from other eating establishments may be brought into the school, and (5) if you bring your own lunch from home, it must be eaten in the lunch room.

We do have provisions for free and reduced price meals for those families that qualify. An information sheet stating the guidelines for free and reduced meals as well as the application form for the same have been sent to each family during the summer months. Applications for free and reduced meals are available through the school year from the office.

SCHOOL BUS POLICY

The purpose of these rules is to provide a safe environment for students while riding in school vehicles. Students who violate these rules are subject to temporary or permanent removal from those vehicles.

The following rules should be observed for riding the bus:

1. Students shall remain seated in their assigned seat at all times.
2. Students shall keep their hands and feet to themselves, speak at moderate levels and face the front. Harassing, coercing or threatening behavior as well as fighting, swearing, and vandalizing are forbidden.
3. Students will observe silence at railroad crossings.
4. No part of the student's body shall protrude from any opening of the vehicle.
5. Students should walk approximately twelve feet in front of the bus before crossing a roadway and they shall not cross the road toward the bus until it stops and the stop sign is extended.
6. When the bus arrives in Pilger to unload grade school students, all students are to stay on the sidewalk until the bus students are unloaded.
7. The driver is in charge of the vehicle. He/she has the authority to suspend student riding privileges for conduct that is detrimental to the safe operation of the vehicle.
8. Parents are encouraged to work with their driver to solve problems associated with transportation.
9. The Superintendent is in charge of the transportation system.

All students representing Wisner-Pilger in activities must ride school transportation to and from the event. The only exceptions to this rule are as follows:

1. The parent/guardian personally transports the individual to or from the event. A written request must be given to the sponsor by the parent/guardian.
2. The parent/guardian requests in writing and in person or via the telephone that their child ride to or from an event on something other than school transportation. Both requests must be made prior to the time the group leaves Wisner-Pilger High School for the event.

SCHOOL CLOSING

If it is necessary close/dismiss school, parents/students will be notified via the AlertNow Message System. In addition, closing information will be broadcast on area radio and television. Please tune to:

KFAB Radio - Omaha 1110 am	KETV (ABC) – Omaha
KNEN Radio - Norfolk 94 fm	KCAU (ABC) – Sioux City
KTCH Radio - Wayne 1590 am	KMTV (CBS) - Omaha
KUSO Radio - Norfolk 92.7 fm	KOLN (CBS) - Lincoln
KWPN Radio - West Point 84 am	KTIV (NBC) - Sioux City
WJAG Radio - Norfolk 780 fm	

SEARCHES

Certificated staff are authorized to conduct searches of a student's person, clothing, automobile, and property under a student's control including, but not limited to, purses, handbags, book bags, and briefcases. Certificated staff are also authorized to search student lockers. Certificated staff may take into custody any objects or substances that are illegal under federal or state law, or in violation of District Policy or Rule.

SEXUAL HARASSMENT

Unwanted or unwelcome activity of a sexual nature that materially interferes with or substantially disrupts the educational process is strictly prohibited. This may include, but is not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, written messages, notes, cartoons or graffiti of a sexual nature, and unwanted body contact. Students are strictly prohibited from sexually harassing other students or District personnel on District property, while participating in or attending a school activity, while being transported to or from a school activity, or any other place where governing law permits the District to discipline students. Violation of the District's prohibition against sexual harassment may subject the student to expulsion or other discipline pursuant to District Rule. Reports of sexual harassment should be made to the school administration.

SCHOOL DANCES

Students and guests attending school-sponsored dances are required to abide by the standards for students behavior as outlined in this in this handbook. The following guidelines also apply to school-sponsored dances:

- Prior to entering the dance, students and their guests may be subject to an alcohol breath test. Students who test positive will not be allowed to enter and the police and parents will be contacted.
- Re-entry will not be allowed – once a student or guest leaves the dance, the student or guest will not be allowed to return.
- Doors will lock 30 minutes after the start of the dance – no other students or guests will be allowed to enter the dance after the doors are locked.
- Administration reserves the right to remove anyone from the dance who behaves or dances in an inappropriate manner.
- Students are requested to choose apparel that is both modest and decent.
- Students are allowed to bring one guest. Guests must be at least a freshman in high school and younger than 21 years of age.
- Guests that are not students at Wisner-Pilger High School must be signed up in the office prior to the dance.

STANDARDS FOR STUDENT BEHAVIOR

(Compliance with these standards of conduct is mandatory)

The following standards are set forth in the laws of this state and others are rules or regulations designed to enhance the operation of the school and the interaction between people:

1. Student conduct is expected to reflect respect and consideration for the personal and property rights of others and should reflect an understanding of the need for cooperation among all members of our school community.
2. The following is a listing of infractions that may occur occasionally. Opposite each listed infraction is a notation for the regulatory action that may be taken. Many disciplinary decision factors, such as a student's prior record, the degree of severity of the infraction, the circumstances of the situation, the effect or danger to persons and property, are taken into consideration when dealing with these infractions. All conceivable infractions cannot possibly be listed; this listing is meant as a representative sampling, and other cases may be dealt with in a similar manner. Each infraction and student will be handled individually.

Infraction

- a. Defacing, destroying, or theft of property.
- b. Defiance of authority or failure to comply with the direction of a school employee.
- c. Harassing, bullying, threatening, or intimidating another student or employee.
- d. Gambling or wagering for items of value.
- e. Fighting, display of aggressive behavior, or conduct dangerous to others.
- f. Physical injury to a district employee or student; attempting to cause personal injury to an employee or any student.
- g. Unauthorized absence from class or school. Leaving the building without permission.
- h. Profanity and Obscenity. Written or oral language that is reasonably offensive or repulsive to the person hearing the same and which is disruptive of the educational process.
- i. Sexual harassment, use of obscene gestures, vulgarity, or exposing one's body.
- j. Possession, transmission, or distribution of sexually explicit material.
- k. Use of cell phones, pagers, or other electronic communication devices.
- l. Possession or use of nuisance items or items used for disruption.
- m. Possession, distribution, or use of tobacco in the school, on school property, or while representing the school.
- n. Possession, distribution or use of alcoholic beverages (or alcoholic containers), narcotics, illegal drugs/substances in the school, on school property, or while representing the school.
- o. Setting fires, falsely pulling the fire alarm, or igniting explosives.
- p. Deliberate deception (lying) and/or forgery.
- q. Operation of motor vehicle during school hours without permission.
- r. Unsportsmanlike conduct involving visiting school teams or representatives of Wisner-Pilger teams, or officials of such contests.
- s. Gross disrespect of a teacher, school official, or other employee.
- t. Continuing behavior that seriously interferes with class work, other students, or activities of the school.

Regulatory Action

- a. Restitution, detention, suspension, and/or expulsion.
- b. Detention, suspension. Expulsion if habitual.
- c. Detention, suspension, and/or expulsion.
- d. Confiscation of item, detention, and/or suspension.
- e. Aggressor detained, suspended or expelled, and/or liable for injury or damage to person or property.
- f. Aggressor detained, suspended or expelled, and/or liable for injury or damage to person or property.
- g. Detention, suspension, expulsion, and/or loss of credit.
- h. Detention, suspension, and/or expulsion.
- i. Detention, suspension, and/or expulsion.
- j. Detention, suspension, and/or expulsion.
- k. Detention, suspension, and confiscation; items returned to parents only.
- l. Detention, suspension, and confiscation; items returned to parents only.
- m. Suspension, and/or expulsion.
- n. Suspension, and/or expulsion; local police and/or County Attorney notified. Student referred to the guidance counselor.
- o. Suspension or expulsion; formal complaint filed with police and/or fire department.
- p. Detention or suspension.
- q. Suspension and/or loss of parking privileges.
- r. Detention and/or suspension.
- s. Detention and/or suspension. Expulsion if habitual.
- t. Detention and/or suspension. Expulsion if habitual.

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| u. Theft at school or any school visited by student. | u. Restitution, detention, suspension, and/or expulsion. |
| v. Possession of open soda pop cans or bottles in hallways or classrooms. | v. Detention, suspension. |
| w. Possession of firearms, weapons, or imitation weapons. | w. Suspension and/or expulsion. A firearm offense expulsion is for one calendar year. |
| x. Public displays of affection. | x. Detention, suspension, and/or expulsion. |
| y. Violation of dress code. | y. Change clothing, and/or detention, suspension, and/or expulsion. |
| z. Engaging in any unlawful activity not specifically covered herein, which constitutes a danger to other students or school personnel, or interferes with school purposes or the educational process. | z. Detention, suspension, and/or expulsion. Reported to local police department. |

3. Definition of terms:

- a. Restitution - Replace, repair, or pay for cost of returning property to original condition.
- b. Detention - A student may be restricted to the school building up to one hour after regular dismissal time, or may be assigned to come to school one hour early, for as many days as may seem appropriate, depending on the offense and the student's record. In cases where a student is to serve detention he/she should do so that day or in the case of bus students the following day. In cases where a student is to report to a teacher or the office after school to serve a detention, he/she must do so. The teacher's and/or the principal's order on this matter comes before extracurricular activities or work. Skipping a detention will result in doubling the detention period. Skipping two detentions will be considered defiance of authority.
- c. Suspension - (either in-school or out-of-school) Students are not allowed to attend classes or school during the suspension period. Students are permitted to complete their assigned studies during a suspension. School must be in session in order for a suspension to be served.
- d. Expulsion - The student is prohibited from attending school the remainder of the school term and possibly the subsequent school term.
- e. Habitual - Conduct repeated more than once on the same day or different days after being told to cease.

4. Each student will be given every opportunity to conform to school regulations concerning dismissal from classes. Teachers will attempt to see to it that each student is given a fair chance and that disciplinary action is not a spur of the moment decision based on a temporary irritation or flare of anger. Whenever a teacher feels that he/she has exhausted every reasonable approach to helping a student correct unacceptable behavior with no noticeable improvements, the teacher may send the student to the principal's office.

- a. Upon first dismissal from any class or study hall, the student may have a conference with the principal and/or teacher.
- b. Upon second dismissal from any class or a study hall, the student will have a conference with the principal. The parent/guardian will be notified in writing. The principal may give detention or may suspend the student from school and activities for a period of up to five (5) days. A conference with the parent/guardian may be required before the student may be readmitted to class following the suspension.
- c. Upon third dismissal from any class or study hall, the student will have a conference with the principal. The student will be suspended for a period of up to five (5) days. The parent/guardian will be notified in writing. A conference with the parent/guardian and principal may be required before the student may be readmitted to class.
- d. Upon fourth dismissal from any class or a study hall, the behavior will be considered to be habitual defiance of authority and failure to comply with direction of school employees. Proceedings may be initiated to expel the student from school.

5. No student shall use, possess, induce or entice any person to breathe, inhale, or drink any compound, liquid or chemical under the jurisdiction of the Nebraska Liquor Commission, any controlled substance defined by Nebraska Revised Statute 28-401, or any other substance for the purpose of inducing the condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting or disturbing the audio, visual, mental or nervous processes. (Consumption of consecrated wine during a religious service is the exception to this policy.)
 - a. The use of law enforcement and other resources (breath analyzers, drug-sniffing dogs, etc.) may be used to identify contraband in school, on school property (in lockers, vehicles, parking lot, etc.), or at extracurricular activities. Contraband includes, but is not limited to: Tobacco, alcohol, controlled substances, over-the-counter substances or drugs, and certain compounds: (The possession and use of illicit drugs and alcohol is wrong and harmful.)
 - b. Possession or use of any of the forenamed substances, drugs or compounds on school property or at school-sponsored activities is prohibited and may be punished by suspension and/or expulsion, depending on disciplinary decision factors. Because the consumption, use, or possession of alcohol, tobacco, controlled substances, or certain compounds is illegal, violators may also be reported to law enforcement officers.
 - c. Consumption of any of the forenamed substances, drugs or compounds prior to attending school or a school-sponsored activity is prohibited and may be punished by suspension and/or expulsion, depending on disciplinary decision factors. Because the consumption, use, or possession of alcohol, tobacco, controlled substances, or certain compounds is illegal, violators may also be reported to law enforcement officials.
6. Extracurricular participants of Wisner-Pilger Jr. -Sr. High School will be called upon to set an example for their peers and the young people in our community, an example that should be an inspiration for all to follow or emulate. The school administration, sponsors of extracurricular activities, teachers, parents, and the community have the right to expect the representatives of Wisner-Pilger to be the epitome of citizenship and sportsmanship. All participants/representatives should take pride in their dress and appearance.
7. The following is a list of some (but not all) of the school and/or activity-related offenses punishable by the sponsor and/or principal:
 - a. Destruction of our school property and of schools visited.
 - b. Theft of any article taken from our school or schools visited.
 - c. Fighting at extracurricular activities.
 - d. Drinking at any school activity or being under the influence of alcohol and other drugs.
 - e. Obscene gestures while under the school's supervision.
 - f. Any unethical, immoral, or illegal behavior on school property
 - g. Any other prohibited acts as identified in #2 of these standards.
8. A student may be withheld from participating in extracurricular activities by the principal should he/she not illustrate good citizenship while in attendance at school.
9. All cases of misconduct by a participant or spectator concerning the above behavior policy will be reviewed by the respective activity sponsor and the principal. Should a participant and/or his/her parent/guardian ever have a question concerning this activity policy, or any other part of these activity guidelines, they may request a conference with the activity sponsor and/or principal.
10. Upon the knowledge of the school of any participant/representative being in conflict with the behavior policy, a conference will be scheduled within three (3) school days between the participant and the activity sponsor. All penalties administered to the participant/representative by the school as the result of this conference will be forwarded immediately to the parent/guardian by letter for their information. A reasonable effort will be made to contact the parent/guardian via the telephone should a student be suspended. After receipt of the letter by the parent/guardian, should there still remain a question the parent/guardian may request, within three (3) calendar days, a conference between the activity sponsor and/or the principal to discuss the matter further. When vandalism is involved, the student and/or parent/guardian may be asked to make restitution for the damage.

11. Students in co-curricular* activities shall not use, possess, induce or entice any person to breathe, inhale, or drink at any time or any place, compounds, liquids, or chemicals under the jurisdiction of the Nebraska Liquor Commission, any controlled substance defined by Nebraska Revised Statute 28-401, or any other substance for the purpose of inducing the condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting or disturbing the audio, visual, mental or nervous processes. (Consumption of consecrated wine during a religious service is the exception to this policy.)
- a. Upon the knowledge of school officials that a student, currently participating in a co-curricular activity, has used tobacco, drugs or alcohol, the activity sponsor will ask the student if the allegation is true. If the answer is yes, the penalties described below will begin immediately. If the student responds no, and it is later determined the student lied, the student will be disciplined for lying in addition to the sanction listed below. (See section 2.1)
 - b. First offense possession or use of any of the aforementioned substances, drugs or compounds will result in the individual being suspended from all school sponsored co-curricular* activities for a period of fourteen (14) consecutive calendar days. The suspended student may be required to attend regular season practices and to travel with the team or group to all regular season activities. Likewise, the suspended student may be required to attend all home contests or events. The student will not be allowed to suit up or actively participate with the team or group, including post-season awards programs. The individual will not be permitted to participate in activities that occur during any weekend or holiday that falls during the suspension period.
 - c. Second offense possession or use of any of the aforementioned substances, drugs or compounds will result in the individual being suspended from all school sponsored co-curricular* activities for a period of forty-five (45) consecutive calendar days. In addition, the student must complete a verifiable alcohol/drug evaluation or receive verifiable alcohol/drug counseling with a certified alcohol/drug counselor before being reinstated to extracurricular activities. The cost of counseling sessions/evaluation will be borne by the student/parents. The suspended student may be required to attend regular season practices and to travel with the team or group to all regular season activities. Likewise, the suspended student may be required to attend all home contests or events. The student will not be allowed to suit up or actively participate with the team or group, including post-season awards programs. The individual will not be permitted to participate in activities that occur during any weekend or holiday that falls during the suspension period. Information about drug and alcohol counseling, rehabilitation and re-entry programs is available in the guidance counselor's office.
 - d. Third offense possession or use of any of the aforementioned substances, drugs or compounds will result in the individual being suspended from all school sponsored co-curricular* activities for the remainder of the school year in which the incident took place.
 - e. These guidelines apply to any student that is a current member of a school-sponsored co-curricular* activity at the time of the incident. For NSAA sanctioned activities, a student is considered a member of the team/activity during the season which begins with the first practice date as set by the NSAA and ends with the last varsity contest in which the varsity team competes or the state meet/contest for an individual qualifying on an individual basis (not as a team) for the state meet/contest. All other co-curricular* activities are considered to begin with the first day of school and end with the last day of school.
 - f. Suspensions may carry over to summer activities including, but not limited to FFA and History Day activities if the infraction occurs during the school year.

*Co-curricular activities include but are not limited to the following activities: football, volleyball, cross country, softball, basketball, wrestling, track, golf, speech, play production, Student Council functions, class officer functions, academic teams, FCCLA functions, FFA functions, school play or musical, National Honor Society activities, cheerleading, drill team, History Day activities, or any event where you would officially represent Wisner-Pilger Schools.

12. Wisner-Pilger Public Schools has implemented a drug and alcohol prevention program for its students and employees that includes:
 - a. Age-appropriate, developmentally based drug and alcohol education and prevention programs (which address the legal, social and health consequences of drugs and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol) for all students in all grades of the schools operated or served by LEA, from early childhood level through grade 12
 - b. A statement that the uses of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
 - c. Standards of conduct that are applicable to students in all of its schools and that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any activity.
 - d. A clear statement that disciplinary sanctions (consistent with local, state and federal law), up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct, and a description of those sanctions. A disciplinary sanction may include the completion of an appropriate rehabilitation program.
 - e. Information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students.
 - f. A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required.
 - g. Notification to parents and students that compliance with the standards of conduct is mandatory.
13. All staff members of the Wisner-Pilger Jr.-Sr. High School are directly responsible for the guidance, control, and proper conduct of students while students are present at school or at events sponsored by the school district.
14. Parents/guardians who are not satisfied with practices and procedures administered by the school are asked to use the following grievance procedure for obtaining information or for appealing a disciplinary action.
 - a. Call or see the teacher or principal.
 - b. If not yet satisfied, call or see the superintendent.
 - c. If not yet satisfied, ask the superintendent to have it put on the board meeting agenda.
Remember that individual board members are not empowered to act for the Board. In the cases of long-term suspension or expulsion, a hearing may be requested before a hearing officer prior to meeting with the superintendent or Board of Education.

STUDENT DISCIPLINE (BOARD POLICY 5114.1)

- 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 be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. 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 reasonable recipient would interpret as a serious expression of 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. 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. 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.

STUDY HALL

The following is a general guide for study hall procedures:

1. The purpose of a study hall is for students to study.
2. Students are to be quiet and use their time wisely. Remember, other students are studying.
3. Students may speak only by permission of the study hall teacher or administration.
4. No one may check out to the library until the study hall teacher gives permission.
5. Students should not check out to any part of the building, except library, computer room, or offices. In the event that a student needs assistance from another teacher, it is the responsibility of the student to obtain a pass from the study hall teacher and return with a pass that the teacher has signed and noted the time.
6. Only one person may check out to the rest room at a time with the permission of the study hall teacher.
7. Students are responsible for ensuring they have enough work to keep them busy for the entire period. If a student needs to return to their locker, they must gain permission from the study hall teacher.
8. When arriving at the study hall, students should sit in their assigned seats and begin working immediately.
9. Students are not permitted to play cards or games, including but not limited to electronic, computer, or internet games, during student hall.

TARDINESS

Each student will be allowed two (2) unexcused tardies per semester. If a student receives more than two (2) unexcused tardies in any one semester, he/she will spend one-half (1/2) hour in detention for each subsequent unexcused tardy. Habitual tardiness may result in additional detention and/or suspension. If a teacher is the cause of a student's being tardy to class, it is the student's responsibility to ask the teacher for a pass to present to the next teacher. Most tardy slips issued by the office will be unexcused, and the student will be required to sign an attendance card in the office marked excused or unexcused.

TELEPHONE

The telephone is for school business and should be used by students only in cases of emergencies with permission of the secretary or principal. Students may use the pay telephone (\$.35) to tell parents about changes in their arrival time at home, about a book or instrument needed at school, or anything concerning the school day. Students may also use cell phones to call home with the permission of the office. Messages and deliveries from home should be left at the office. Students will be called out of class only in case of emergency. Please request that parents and friends do not telephone students during school hours unless it is an emergency.

TEXTBOOKS

The school furnishes books to all students. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. Teachers will record the number of a student's book and he/she is responsible for that book until it has been checked in. Lost textbooks must be paid for. Fines must be paid at the office at the time of damage or loss.

TITLE IX

It is the policy of the Wisner-Pilger School District to comply with the regulations implementing Title IX of the Educational Amendments of 1972.

Title IX prohibits sex discrimination in federally assisted education programs. Specifically, Title IX states: "No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance . . ."

Title IX covers all areas of educational programs and all students. Title IX specifically provides that schools shall not, on the basis of sex: "provide different aid, benefits, or services; deny any person such aid, benefit or service; subject any person to separate or different rules of behavior, sanctions, or other treatment; discriminate against any person in the application of any rules of appearance; discriminate in course offerings, counseling, athletics or employment."

Questions or concerns may be directed to:
Alan Harms, Superintendent
P.O. Box 580
Wisner, NE 68791
402-529-3248

WEBSITE PRIVACY

The following guidelines define what student information may be published on the district's website. No personal contact information about the student, such as home address, phone number, e-mail address will be posted. (Board Policy 5400)

Allowed Without Parental Consent

Identifying Text

- Full name without a photo

Photos/Video

- Group photo with six or more students with no individual names
- Photos of individuals who are participating in school sanctioned performances or competitive events

Audio

- Extra-curricular group performances including musicals, drama, and sports

Allowed With Signed Consent Form

Identifying Text

- Full name or any combination of initials and names
- Grade Level
- Class/teacher's name

Photos/Video

- Individual portraits with first name only
- Group photos with less than six people (with first name only when necessary)

Audio

- Interviews
- Discussion of items listed above which require written parental consent
- Individual extra curricular performances

Original Work

- All original student work posted to web

Not Allowed

Identifying Text

- Home address
- Birth date
- Parental Identification
- Parent Occupation Information
- Home phone number
- Social Security Number
- Personal email (student or parent)
- Student Grades on the web page that is not password protected
- Parent work schedule
- Religious Affiliation
- References identifying as a special education student

Photos/Video

- Photos or videos of students wearing attire that is inappropriate in a classroom or at a school sponsored event
- Photos or videos which have been manipulated to portray a student in a light which is inappropriate for a school environment
- Photos or videos of students engaging in activities that would be considered inappropriate in a classroom or at a school sponsored event

Audio

- Discussion of any of the prohibited items listed above

WITHDRAWALS FROM SCHOOL

Students withdrawing from school must first present a written notice from their parent/guardian consenting to the withdrawal. The students will be given a clearance form in the guidance office that must be signed by all of a student's teachers showing that all books and materials have been returned. The clearance form is then returned to the principal's office.

ATHLETIC GUIDELINES

ATHLETIC PHILOSOPHY

The athletic program of Wisner-Pilger Jr.-Sr. High School is designed to provide wholesome opportunities for those junior and senior high students who desire competitive activity in athletics. Freshman students are able to compete on the senior high teams.

Any student is welcome to try out for any of the interscholastic programs of Wisner-Pilger Jr.-Sr. High, providing they meet the requirements established by the Nebraska School Activities Association and the school, and they agree to follow these established guidelines.

Those of you who want to be a part of this great tradition established for you will have to accept the responsibilities which are set up for every member of all teams of interscholastic athletics at Wisner-Pilger Jr.-Sr. High.

CODE OF CONDUCT

Athletes represent our school and communities; therefore, athletes should always use good judgment and take pride in their appearance.

Cutting Practice.

The coach must be provided with a written or verbal excuse from the athlete's parents for missing practice or a game on a day that he/she was in school or a day that an activity was scheduled. All cases of an unexcused absence, which also includes missing practice as a result of school discipline, will be handled by the coach in charge. The penalty for the first offense will be a probation, which may result in extra conditioning or loss of playing time. A second offense will result in a one-game/contest suspension. A third offense will result in the athlete being dismissed from the team. The above rule will not carry over from sport to sport or year to year.

Sport Related Offenses

The following conduct shall constitute grounds for suspension from practices, participation in interscholastic competition, or other participation in co-curricular activities and competitions, when such conduct occurs on school grounds or during an educational function, or an event off school grounds, or in a school vehicle, or at anytime during the school year, and also includes the time frame which begins with the official starting day of the fall co-curricular activity season as established by the NSAA and extends to the last day of the spring co-curricular activity season as established by the NSAA, provided the student is at the time of such conduct a participant in an athletic activity. The list of conduct includes some, but not all, of the offenses that are punishable by any head or assistant coach and/or head coach and athletic director:

1. The use of illegal drugs, alcohol, or tobacco. (Refer to section 11 of the Standards for Student Behavior)
2. Unsportsmanlike conduct. Willful acts of disrespect toward game officials, opposing fans or players, such as jeering and arguing.
3. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of value, or repeated damage or theft involving private or school property either from our school or schools visited.
4. Causing or attempting to cause physical injury to school employees or to any student.
5. Threatening or intimidating any student for the purpose of, or with the intent of obtaining some personal act, action, task, money, or anything of value from such a student.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
7. Fighting at ball games.
8. Engaging or using any profane, indecent, abusive, or offensive language or gestures while under school supervision.
9. Any unethical or immoral behavior on school property or while under school supervision.
10. Any flagrant misconduct causing the athlete to be removed from a contest will result in a suspension from the next contest. A second offense will result in removal from the team.
11. Engaging in any other activity forbidden by the laws of the State of Nebraska that constitutes a danger to other students or interferes with school purposes.

Sport Related Punishment (For incidents other than those addressed in section 11 of the Standards for Student Behavior)

1. Upon a determination or finding by the head coach or assistant coach that any one or more of the foregoing offenses has been committed, the said head coach shall possess the authority to summarily suspend the athlete (student) from participation in the sport in which such offense happened for a period not to exceed fifteen (15) days. The head coach shall make this decision in concert with the athletic director, principal and superintendent. Refer to the student part of this handbook for drug and alcohol related offenses and punishment.
2. If it is determined by the head coach that the suspension should continue for a period of more than fifteen (15) days, the head coach shall advise the athlete (student) of the fact that the suspension may be for more than fifteen (15) days.
3. If the athlete is suspended for more than fifteen (15) days, the alleged misconduct or offense and suspension shall be investigated by the respective head coach in consultation with the athletic director. In the event that the head coach and athletic director is the same person, then such consultation shall be with the secondary principal. The head coach will then make a determination as to whether or not there has been a serious violation of the Athletic Guideline severe enough in nature to warrant more than a fifteen (15)-day suspension. If the head coach determines that such a violation has occurred and that suspension for more than fifteen (15) days is appropriate, the head coach shall so determine what suspension and/or punishment shall be administered. This penalty can vary with severity of the offense and may be anything from probation to dismissal for the balance of the sport season.
4. The determination made by the head coach shall be in written form and delivered to the athlete (student) and his/her parent/guardian, either in person or by United States Mail within three (3) school days from the date of the determination or decision. The written determination shall set forth the charges or violations and the findings of the head coach and the suspension or punishment imposed.

Appeal Procedure

If the athlete (student) and his/her parent/guardian determine that they wish to appeal the decision of the head coach (other than a decision related to the consumption, use, or possession of alcohol, tobacco, or other illicit drugs), they may appeal the said decision to the principal. The Notice of Appeal shall be in writing and delivered to the principal within seven (7) days from the date of the head coach's decision.

The principal shall schedule a hearing on the Notice of Appeal. At this hearing, the athlete (student) and his/her parent/guardian shall have the right to represent themselves or to be represented by counsel. All testimony, including any witnesses at this hearing before the principal, shall be recorded. Any other documents or evidence shall be identified and marked as exhibits. After the completion of the hearing, the principal shall within five (5) days render his decision. This decision will be in writing and will inform the athlete (student) and parent/guardian of the principal's decision.

ELIGIBILITY RULES

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules set by the Nebraska School Activities Association. If you do not understand the rules listed below, or need an explanation on other regulations, consult the athletic director or Jr.-Sr. high school principal.

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty (20) hours per week and regular in attendance in accordance with the school's attendance policy.
3. Student must be enrolled in some high school on or before the 11th day of the current year.
4. Student is ineligible if 19 years of age before September 1 of the current year.
5. After a student's initial enrollment in grade nine (9), he/she shall be ineligible after eight (8) semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.

7. Student must have received twenty-five (25) semester hours of high school credit the immediate preceding semester (23 if the student was an aide).
8. Credit earned during the summer will not be added to the previous semester's total credit for eligibility purposes.
9. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport that are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of a practice as permitted by NSAA rules. The fall sports season begins August 8, 2011 for Football and Softball, August 15, 2011 for Volleyball and Cross Country and ends with the state meets in the fall sports. The winter sports season begins November 14, 2011 and ends with the state meets in the winter sports. The spring sports season begins February 27, 2012 and ends with the state meets in the spring sports.
10. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a team member.
11. A student shall not participate on an all-star team while a high school undergraduate.
12. A student shall be ineligible for ninety (90) school days to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their domicile. (Check with school administration for an interpretation of rule if the school district where parents reside has no high school or if there are two or more high schools in a district.)
13. A student is ineligible for ninety (90) school days if his/her parents have changed their domicile to another school district and the student has remained in the former school, which is in a different school district. (EXCEPTION: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve (12) and has attended the high school for two (2) or more years, the student is eligible for that school year in the school district from which the parents moved.)
14. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
15. A student shall not participate in a contest under an assumed name.
16. A student must maintain his/her amateur status.

Junior High Eligibility

Eligibility for students in grades 7 and 8 will be determined following each interim report, approximately every three weeks. Students failing two or more courses will be ineligible to participate in any athletic contests. Students will be notified of their ineligibility at least two days prior to the next contest or activity.

EQUIPMENT

The athletic department tries to furnish the athlete with as much of the equipment needed as is feasible. The athletic department provides all equipment needed to participate that is protective in nature. They also provide all game or meet uniforms.

All equipment will be checked out to athletes at the beginning of the season by the coach in charge. The athlete will be responsible for this equipment and will be responsible for the cost of replacement if it is not checked-in in reasonable condition at the end of the season, or immediately should they quit a sport.

At no time should an athlete wear equipment checked out to him except for practices and contests. Any athlete found to be wearing school equipment outside of practice, or possessing school athletic equipment can expect to be treated as possessing property not belonging to him.

LETTERING REQUIREMENTS

An athlete must be a member of the team at season's end in order to letter or in order to receive a participant's certificate. The end of the season is defined as the last varsity contest in which the varsity team competes or the state meet/contest for an individual qualifying on an individual basis (not as a team) for the state meet/contest.

Ultimately, all letter requirements will be determined by the coach.

Cross Country

An athlete must accumulate 10 points to letter.

1. Five points for participating in a varsity meet.
2. One point for each summer activity or participation.
3. One point for each year out for this sport.
4. One point for previous sport season (two maximum).
5. One point for each quarterly honor roll.
6. One point for successful completion of the summer weight program.
7. One point for each 100 miles run during the preceding summer (maximum 2 points).
8. Automatic 15-point reduction for alcohol/drug policy violation.

Football

An athlete must accumulate 15 points to letter.

1. One point for each varsity quarter played.
2. One point for each summer activity of participation in this sport (three points maximum).
3. One point for each year out for the sport. (Freshman=1, Sophomore=2, Junior=3, Senior=4)
4. One point for each previous sport season (two maximum).
5. One point for making quarterly honor roll.
6. One point for successful completion of the summer weight program.
7. Automatic 5-point reduction for unexcused absence.
8. Automatic 15-point reduction for alcohol/drug policy violation.

Volleyball

An athlete must accumulate 15 points to letter.

1. One point for each varsity game played.
2. One point for each summer activity of participation in this sport (three points maximum).
3. One point for each year out for this sport.
4. One point for each previous sport season (two maximum).
5. One point for quarterly honor roll.
6. One point for successful completion of the summer weight program.
7. Automatic 15-point reduction for alcohol/drug policy violation.

Softball

An athlete must accumulate 35 points to letter.

1. One-half of a point for every varsity inning played
2. One point for each summer activity of participation in this sport (3 maximum)
3. One point for each year out for the sport
4. One point for each previous sport season (2 maximum)
5. One point for quarterly honor roll
6. Deduction of 1 point for each week on the down list
7. Deduction of 10 points for not participating in track
8. Deduction of 10 point for not completing the summer weight program
9. Automatic 30 point reduction for alcohol/drug policy violation
10. Poor school behavior reports will result in point deductions.

Basketball

An athlete must accumulate 15 points to letter.

1. One point for each varsity quarter played.
2. One point for each summer activity of participation in this sport (three points maximum).
3. One point for each year out for the sport.
4. One point for each previous sport season (two maximum).
5. One point for quarterly honor roll.
6. One point for successful completion of the summer weight program.
7. A senior who has competed four (4) years of participation.
8. Extra points may be added for summer activities, previous sports seasons, honor roll, or weight program attendance

Wrestling

An athlete earn 20 points as indicated below and participate in at least half of all varsity matches against an opponent from an opposing school. Byes and exhibitions matches do not count.

- | | |
|--|----------------------------|
| 1. A varsity win by points | 3 points |
| 2. A varsity win by 8-11 points | 4 points |
| 3. A varsity win by 15 points or more | 5 points |
| 4. A varsity win by a pin or forfeit | 6 points |
| 5. Successful completion of the summer weight program | 1 point |
| 6. A JV win by points | 1 point |
| 7. JV or Varsity wrestler of the week | 1 point |
| 8. Video analysis meeting with coach | 1 point |
| 9. Automatic 15-point reduction for alcohol/drug policy violation. | |
| 10. Summer league or camp attendance, each | 1 point (3 points maximum) |

Track

1. Score one point in a meet with 5 or more teams. (Relay points are divided among the members)
2. Coaches' discretion.

Golf

Letter requirements to be determined by the coach.

Letter Patches or Emblems

All additional patches or emblems will be ordered by the school and paid for by the athletes who wish to obtain them. These patches or emblems may include such things as conference, district, or state champs, etc. These patches are available to lettermen only.

If you have any questions or requests concerning the athletic guidelines, please contact the athletic director or the Jr. -Sr. High principal.

LOCKER ROOM REQUIREMENTS

All athletes will be under the direct supervision of the coach in charge while dressing. An athlete must not linger in the dressing room, be rowdy, or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach in charge.

Athletes are always to respect all equipment and supplies in the training room.

PRE-PRACTICE REGULATIONS

All athletes must meet the following requirements before they start practice:

Physicals

All students involved in athletics must have a physical card on file signed by a doctor stating that he/she is physically able to compete. Physical must be taken in the school year in which the athlete is going to compete. It shall be the responsibility of each athlete to see that his/her physical is taken. Physical cards may be picked up from their respective coaches or at the high school office.

Parent/Guardian

Parent/guardian must sign the physical form indicating that you have insurance or that you will purchase insurance either offered through the school or from an insurance company to cover your son or daughter.

Acknowledgment Form

This form is to be signed by the athlete and parent/guardian acknowledging their receipt of these guidelines and understanding the rules of these guidelines.

PRACTICE REGULATIONS

Starting, Dismissal

The coaches will designate all starting times. After practices the students should leave through the locker room doors. All practices are to be over by 8:00 p.m. except on Wednesday when they must be completed by 6:00 p.m. Some morning practices may be necessary.

School-sponsored activities will not be scheduled on Wednesday nights or Sundays unless scheduled by conference, district or state affiliates or organizations.

Participation and Attendance

Student athletes are expected to begin practice when the sports season begins. The student should be aware that a coach may reduce participation time for those reporting late.

A team member is not allowed to practice or participate unless he/she is in school the entire school day on the day of the contest or practice. EXCEPTIONS: School activities, funerals, scheduled doctor and dentist appointments, Saturdays, or holidays with the approval of the athletic director.

There will be no organized or unorganized practices without a coach or sponsor being present. This includes the weight room. Any student using the school facilities must be supervised.

A student athlete wishing to change sports once a season has begun can do so if all coaches and athletes involved discuss the change.

Traveling to Practice Fields or Courts

Whenever athletes are required to travel to another field or court outside the Wisner city limits, they will ride on the transportation provided by the school. EXCEPTION: If a practice is scheduled for Pilger after school, a student from Pilger may drive his/her car to practice. Students may drive or ride with others to golf practices at Indian Trails Country Club providing the athletic director has received a signed parental permission slip.

Off-season Practices

If an individual is dropped from a squad because of disciplinary reasons by the coaching staff or if they quit on their own accord, they may not practice for the next sport season using school facilities or under the supervision of a coach until the sport that they quit is completed, unless both coaches involved agree otherwise. This includes the use of the weight room.

All off-season programs will not interfere with the sports in season. No athlete will ever work out using school facilities unless he/she is under the direct supervision of a coach. This includes the weight room.

SPORTS SEASONS

All interscholastic sports are divided into three seasons. No individual may participate simultaneously in more than one sport season. All seasons end with the respective state tournament/meet.

Fall

Cross Country
Football
Softball
Volleyball

Winter

Boys Basketball
Girls Basketball
Wrestling

Spring

Boys Track
Girls Track
Golf

TEAM TRAVEL

All students representing Wisner-Pilger in activities must ride school transportation to and from the event. The only exceptions to this rule are as follows:

1. The parent/guardian personally transports the individual to or from the event. A written request must be given to the sponsor by the parent/guardian.
2. The parent/guardian requests in writing and in person or via the telephone that their child ride to or from an event on something other than school transportation. Both requests must be made prior to the time the group leaves Wisner-Pilger High School for the event.
3. Golf meets and practices held at Indian Trails Country Club with a signed parental permission slip.

Transportation for Wisner-Pilger athletic teams and staff members to and from athletic events will be by school bus or school vehicle. Travel by private car is discouraged except when the group is small enough to justify the use of cars, and then only adult drivers are used and strict insurance standards are adhered to.

BOARD OF EDUCATION POLICIES AND PARENTAL NOTICES

BOARD POLICY RELATING TO STUDENT FEES (5500)

The Board of Education of Wisner-Pilger 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 2010-2011 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 nonspecialized 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 nonspecialized 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, 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 such materials for the project.
 - iv. Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
 - v. Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.
3. Extracurricular Activities—Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District will determine the type of equipment and 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 2011-2012 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 prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.
9. Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.
10. Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.
11. Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.
12. Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or 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.

Appendix I

I. Curricular Materials and Fees

- A. Physical Examinations/Vaccinations. Students are responsible for the cost of physical examinations and vaccinations that are required by state law in order for the student to attend school.
- B. Musical Instruments. For optional music courses, students are generally required to provide their own musical instrument and take care of routine maintenance. In addition to the instrument, personal/consumable items to be provided by the student include: drum sticks, lyres, flip folders, reeds, valve oil, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, practice books and ligatures.
- C. Participation in Summer School. Summer Driver's Education is offered for a tuition of \$165.00 for resident and option-enrolled Wisner-Pilger students. This amount may be changed by the Board of Education in 2012.
- D. Laptop Insurance. Students attending Wisner-Pilger Jr.-Sr. High School will be provided with a laptop computer to use during the school year. Laptop insurance is offered to students/parents for a fee of \$25 per year. The insurance will cover the computer loaned to the student against all damage or loss over \$100.

II. Extra-curricular Activities

- A. Voluntary Purchases. Participants on teams and in clubs and organizations may have opportunity to purchase optional t-shirts, sweatshirts, jackets, and similar items through team, club or organization accounts.
- B. Summer Activities. Members of teams, clubs, and organizations may have the opportunity to participate in summer camps, individual clinics, summer trips, and similar activities. The District does not sponsor these activities and participation is voluntary. The cost of participating in summer activities is the responsibility of the student and is not subject to the low-income waiver provision.
- C. Physical Exams. Students participating in athletics in grades 7-12 are required to have a sports physical as per NSAA guidelines. The costs of such physical examinations shall be borne by the student or his/her parent or guardian. The cost may vary based upon the medical clinic the parent/guardian chooses.
- D. Non-specialized clothing or equipment. Students participating in athletics are generally required to provide appropriate athletic undergarments and personal medical devices (braces, etc.) Particular sports require the following non-specialized clothing:
 - **Volleyball--Any gym shoe, practice jersey or top and practice shorts.
 - **Cross Country--Any running shoe, practice top and shorts.
 - **Basketball--Any gym shoe, practice top and shorts.
 - **Track--Any running shoe, practice top and shorts.
 - **Golf--Any gym shoe. Golf shoes, gloves are optional.
- E. Specialized clothing/equipment. Students participating in athletics may be required to provide certain types of specialized clothing and equipment. This includes:
 - **Football: High School football players are required to provide cleated shoes. **Wrestling: High school participants are expected to provide an approved wrestling shoe.
 - **Track: High School students participating in specified running events are required to provide spiked track shoes.
 - **Golf: Participants are expected to provide a set of clubs, and a supply of golf balls and tees. Golfers selected for the varsity team are provided with a team bag; other golfers are expected to provide their own bag.
- F. Spirit Activities. Cheerleading and Dance Team uniforms are considered to be attire fitted for the student and which the student generally wears exclusively and as such will be required to be provided by the participating student. The cost of maintaining Cheerleading and Dance Team uniforms shall be the responsibility of the participating student.
- G. Extracurricular Music Activities. An annual Show Choir costume is required for performances. It consists of specified pants or skirt, shirt or blouse, and non-specialized shoes. Show Choir costumes are considered to be attire fitted for the student and which the student generally wears exclusively and as such will be required to be provided by the participating student. The cost of maintaining the Show Choir costume shall be the responsibility of the participating student.

**Instrumental Music Participants in grades 7-12 will be assessed a \$10.00 dry cleaning fee.

H. Clubs and Organizations.

FFA

Membership

in this organization shall not be required of students taking Vocational Agriculture courses.

****Dues:** Members are required to pay dues not to exceed \$15.00.

****Clothing:** Members are expected to provide official dress, which includes FFA jacket (\$54 with some available in the Chapter), FFA tie (\$10), and non-specified shirt/blouse, black pants/skirt, and black shoes/socks.

FCCLA

****Dues:** Members are required to pay annual dues not to exceed \$20.00.

National Honor Society

****Dues:** Members are required to pay dues not to exceed \$10.00.

Policy Adopted: JULY 2010

BOARD POLICY RELATING TO DATING VIOLENCE (5420)

Wisner-Pilger Public Schools 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.

BOARD POLICY RELATING TO THE AVAILABILITY OF DRUG AND ALCOHOL COUNSELING

It shall be the policy of Cuming County School District No. 30 to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and reentry programs within fifty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and reentry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

It shall be the policy of Cuming County School District No. 30 to review biennially its entire program pertaining to the prevention of the use of illicit drugs and the abuse of alcohol by students and employees to determine the effectiveness of the program and to implement such changes to the program as are deemed needed.

The Superintendent shall undertake such study as is deemed appropriate to determine whether the program of the District as hereinabove referred to is accomplished its intended goals. If the Superintendent determines that changes are necessary or desirable in the program, the Superintendent shall, on or before the regular July meeting of the Board of Education, present to the Board of Education shall at least annually provide a report to the Board of Education consisting of at least the following:

1. The date and nature of any incidents of non-compliance with the District's policies pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees.
2. The nature of any sanction carried out against any such person in violation of such policies.
3. A brief description of any treatment, counseling, or rehabilitation that any such individual in violation of any such policy shall have undertaken and whether such undertaking was voluntary or involuntary.

It shall be the policy of Cuming County School District No. 30 to provide each student of the District a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. Such standards of conduct and the District's policy of disciplinary sanctions that may be taken for violation of such standards of conduct shall be given to each student and his or her parent or parents or guardian prior to the commencement of each school year on a form to be developed by the administration or Board of Education. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct.

BOARD POLICY RELATIVE TO DRUG AND ALCOHOL EDUCATION AND PREVENTION PROGRAM OF THE DISTRICT PURSUANT TO P.L. 101-226 AND 34 C.F.R., PART 86

It shall be the policy of Cuming County School District No. 30 to provide age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at each grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. Such instruction shall be described in curriculum guides of the District and shall have as one of its primary objectives preventing the use of illicit drugs and alcohol by such students. It shall further be the policy of the District to encourage the use of outside personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the district.

It shall further be the policy of the district through the instruction earlier herein referred to as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational program.

**BOARD POLICY RELATIVE TO STANDARDS OF STUDENT CONDUCT PERTAINING
TO THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS OR
ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES**

It shall be the policy of Cuming County School District No. 30, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the District that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, referral to appropriate authorities for criminal prosecution.

NONDISCRIMINATION

Wisner-Pilger Public Schools does not discriminate on the basis of sex, race, national origin, marital status, age, or handicap in admission or access to, or treatment of employment in its programs and activities.

It is the intent of Wisner-Pilger Public Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by Wisner-Pilger Public Schools. These procedures can be obtained by contacting Superintendent Alan Harms.

Inquiries concerning the application of Wisner-Pilger Public Schools' policy of nondiscrimination should be directed to:

Superintendent Alan Harms
Wisner -Pilger Public Schools
Box 580
Wisner, NE 68791
(402) 529-3248

NOTICE CONCERNING FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the

parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION

The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or

eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

NOTICE CONCERNING STAFF QUALIFICATIONS

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Wisner-Pilger Public Schools will give parents the following information about their child's classroom teacher:

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

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Wisner-Pilger Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the Act.

WAIVER OF EMERGENCY RESPONSE TO LIFE THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS PROTOCOL

State regulation, effective October 1, 2003, requires that our school be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a **life threatening** asthma attack or systemic allergic reaction (anaphylaxis).

The protocol requires that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief (commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications.

If you know that your student has asthma or a known allergy, it is ***critically important*** that you communicate this information to our school staff. You may contact your building principal. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school.

INFORMATIONAL LETTER TO PARENTS REGARDING EMERGENCY PROCEDURES

TO: Parents and/or Guardian of Wisner-Pilger Public School Students
FROM: Alan Harms, Superintendent of Schools
RE: Emergency Procedures for Wisner-Pilger Public Schools

The Wisner-Pilger Public School District has developed a Safety and Security Response Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a safety and security situation.

In most emergencies your child/children will remain and be cared for at the school he/she attends. In the rare event of an emergency affecting the school your child attends that prohibits re-entry to the building (such as a broken gas or water main, a fire, or toxic chemical spill), elementary and middle school students will be accompanied to a pre-determined alternate site. Junior and senior high students will go to an alternate site or be dismissed to return home for the day.

We ask that you follow this procedure if you hear of any school emergency:

TURN ON YOUR RADIO OR TELEVISION. We will keep the media informed of any emergency.

PLEASE DO NOT TELEPHONE THE SCHOOL. We have limited phone lines. These MUST be used to respond to the emergency

PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT SCHOOL. Any emergency involving your child's school may mean emergency vehicles, and workers must be able to get in the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.

**NEBRASKA SCHOOL ACTIVITIES ASSOCIATION (NSAA)
STUDENT AND PARENT CONSENT FORM
Wisner-Pilger High School 2011-12**

Name of Student: _____

Date of Birth: _____ Place of Birth: _____

The undersigned(s) are the Student and the parent(s), guardian(s), or person(s) in charge of the above named Student and are collectively referred to as "Parent".

The Parent and Student hereby:

- (1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;
- (2) Understand and agree that (a) by this consent Form the NSAA has provided to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; and , (d) even the best coaching, the use of the best protective equipment and strict observance rules, injuries are still a possibility;
- (3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student in participating; and,
- (4) Consent and agree to (a) the disclosure by the Member School at which the Student is enrolled to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student, including the student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of as a member of athletic teams, degree, honors and awards received, statistics regarding performance, records or documentation related to eligibility for NSAA sponsored activities, medical records, and any other information related to the Student's participation in NSAA sponsored activities; and, (b) the Student begin photographed, video taped, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

I acknowledge that I have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities.

DATED this _____ day of _____, _____.

Name of Student [Print Name]

Student Signature

(I am)(We are) the Student's [circle appropriate choice] (Parent) (Guardian). (I)(We) acknowledge that (I)(We) have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities. Having read the warning in paragraph (3) above and understanding the potential risk of injury to my Student, (I)(We) hereby give (my)(our) permission for _____ [insert student name] to practice and compete for the above named school in activities approved by the NSAA, **except those crossed out below**:

Basketball	Golf	Softball	Volleyball
Cross Country	Music	Speech	Wrestling
Football	Play Production	Track	

DATED this _____ day of _____, _____.

Parent [Print Name]

Parent Signature

RECEIPT OF NOTICE

This receipt shall serve to demonstrate that you as a parent or guardian of a student attending Cuming County School District No. 30 have received notice of the Standards of Conduct of this district enacted of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in board policy or administrative regulation. This notice is being provided to you pursuant to P.L. 101-226 and 34 C.F.R. part 86, both federal legal requirements for the District to obtain any financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending the District fully understand the District's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of the school activities as hereinabove described and that compliance with these standards is mandatory. Any noncompliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

Signature of Student _____ Date _____

Signature of Parent/Guardian _____ Date _____

PERMISSION TO ADMINISTER NON-ASPIRIN PAIN RELIEF MEDICATION

I give my permission for adults at Wisner-Pilger Jr.-Sr. High School to administer non-aspirin pain relief medication to _____ as needed, not to exceed 2 tablets every 4 hours. It may be administered for the

(Student Name)

following symptoms: headache, menstrual cramps, muscle aches, dental pain, flu-like symptoms, and other similar complaints.

Signature of Parent/Guardian _____ Date _____

PERMISSION TO ADMINISTER CALCIUM-BASED ANTACID

I give my permission for adults at Wisner-Pilger Jr.-Sr. High School to administer calcium-based antacid medication to _____ as needed.

(Student Name)

Signature of Parent/Guardian _____ Date _____

EMERGENCY CONTACT PHONE NUMBERS

Father's work phone #: _____ Cell Phone #: _____

Mother's work phone #: _____ Cell Phone #: _____

In the case of an emergency and the school could not contact us, the school should contact:

_____ at _____ at _____
(person) (phone number) (person) (phone number)

ALERTNOW CONTACT INFORMATION

*Telephone Contact #1: _____ Telephone Contact #3: _____

*Telephone Contact #2: _____ Telephone Contact #4: _____

E-mail Address #1: _____ Telephone Contact #5: _____

E-Mail Address #2: _____

*Non-emergency alerts will be sent to the first two telephone contact numbers and e-mail addresses. Emergency alerts will be sent to all contact numbers and e-mail addresses