

Student Handbook 2022-2023

Wheeler Central Public Schools

STUDENT HANDBOOK

2022-2023 Edition

600 W. Randolph St. P.O. Box 68
Bartlett, Nebraska 68622
Phone (308) 654-3273
FAX (308) 654-3237

Little Renegade Daycare (308)654-3030

WELCOME 2
STAFF DIRECTORY 3,4
LINK TO SCHOOL CALENDAR 4
Intent of Handbook 4
MISSION STATEMENT 5
BASIC SCHOOL RULES AND GENERAL PRACTICES 5
Attendance 5, 6, 7
Band 7
Books and Supplies 8
Bulletin Boards 8
Bullying 8
Cafeteria Rules 8
Cell Phones, Pagers and Other Electronic Devices 9
Class Dismissal 9
Classroom Behavior 9
Closed Campus 9
College Visitation 10
Communicable Diseases 10
Computer Network Use by Students 10, 11
Complaint Procedure 11,12
Conferences 12
Damage to School Property 13
Dating Violence 13
Dress Code 13,14
Driving and Parking Personal Vehicles 14
Drug Free Schools 14
Entering and Leaving the Building 14
Food Service Program 15
Guns and Knives 16
Health Problems 17

Homeless Children/Youth	17
Leaving School	18
Lockers and Other School Property	18
Make-up Work/Homework Club	18
Medications	20
Parental Involvement	20
Personal Items	21
Protection of Student Rights	22
Public Displays of Affection	22
Sex Discrimination	22
Sexual Harassment	22,23
Student Fee Policy	23
Listing of Fees Charged by this District.	24
Student Illnesses (also see page 6,7 & 16)	26
Student Records	26
Student Schedule Changes	28
Tardiness	28
ACADEMIC INFORMATION	29
Correspondence Courses	29
Grading System	29
Honor Classes and Weighted GPA	30
Graduation and Separation	30
Report Cards	31
Honor Roll	31
National Honor Society:	32,33
STUDENT DISCIPLINE	33,
General Discipline Philosophy	33
Forms of School Discipline	34
Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment:	34
Due Process Afforded to Students Facing Long-term Suspension or Expulsion	37
Hearing Procedure	40
Required Notices	41
FORMS	43
WELCOME	

Wheeler Central Student Handbook 2022-2023 School Year

Dear Parents:

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Wheeler Central Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in it.

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

Parents, students, and teachers working together is the key to working with each individual student and providing for their best interests. The students need everyone's help in making this a successful and positive year.

We look forward to working with you in promoting a positive education setting. We encourage you to visit and we welcome any constructive criticism.

Sincerely,

Dan Kluver—Supt. of Schools

STAFF DIRECTORY

Members of the Board of Education:

President.....	Drew Kasselder (308) 223-9922
Vice President.....	Adam Freouf (308)-750-8369
Secretary.....	Susan Patrick (308) 750-4715
Treasurer.....	Jessie Swick (308) 201-0038
Member.....	Dennis Derner (402)-843-2384
Member.....	

Administrative:

Superintendent	Dan Kluver
PK-12 Principal.....	Makayla Reiter

Elementary:

Daycare.....	Hillary Baker
Preschool.....	Brianna Romshek
Kindergarten.....	Shawna Schlenger
1 st Grade.....	Ronatta Nordhues
2nd Grade.....	Shari Lovitt
3rd Grade.....	Kathy Curry
4th Grade.....	Kelly Kasselder

5th Grade.....Suzanne Dierks
 6th Math/SS/Media Specialist/Title I.....Kimmie Reed
 6th Science.....Jerilee Wright
 K-12 PE/AD.....Abi Parker

7-12 and other staff:

School Nurse Jerilee Wright
 K-12 School Counselor.....Dawn Erickson
 8-12 English/11th World History.....Stefanie McCain
 7-12 Vocational Agriculture.....Kelly Guggenmos
 7-12 Social Science/Art.....Jay Johnson
 K-12 Vocal Music.....Janet Good
 6-12 English/Journalism.....Patti Jensen
 K-6 Title One.....Maureen Metschke
 Tech Coordinator.....Derek Mahony
 7-12 Science/Special Ed.....Chelsea Sallach
 7-8 Science.....Jerilee Wright
 7-12 Math.....Marcia Smith
 7-12 Family Consumer Science.....Jenna Landgren
 9-12 Spanish.....Michelle Kluver
 K-12 Special Education.....Teresa Smith
 Support Staff:
 Speech Pathologist.....Sharon Auftencamp (ESU #8
 Specialist)
 Title One Paraprofessional.....Lu Plugge
 Paraprofessional (Preschool).....Susan Sanderson,
 Paraprofessional (ELL).....Diana Valasek
 Paraprofessional (Sped.).....Jerilee Wright
 Paraprofessional (Preschool/Sped.).....Caroline White
 Office Staff:
 Business Manager/District Secretary.....Andrea Pelster
 Principal's/ School Secretary.....Jean Keber
 Custodians:
 Head Custodian.....Rudy Smith
 Custodian.....Kendra Croxton
 Custodian.....Linda Anson

Transportation Director.....Trina Pelster 308-750-2732
 Route Driver.....Karen Pokorny
 Route Driver.....Diane Williamson
 Route Driver.....Linda Anson
 Route Driver.....Jean Keber
 Route Driver.....Bridget Schmidt

Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, procedures, and general information about this school district. Each student must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for

making education-related decisions about a child, including, but not limited to biological parents, adoptive parents and legal guardians.

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

Notice of Non-Discrimination

This school district does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age or in admission or access to, or treatment of employment, in its programs and activities. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Mr. Rodney Olson, Jr. in writing at Wheeler Central Public Schools, 600 W. Randolph, NE 68622 or by telephone at (308) 654 – 3273. Any such person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution compliance with the regulations implementing Title VI, Title IX, or Section 504.

MISSION STATEMENT

Whereas, to fulfill the mission of the Wheeler Central Public Schools, it is essential to understanding that all is defined to be students, administrators, staff, family, and community members; therefore, the mission of the Wheeler Central public Schools in partnership with all is to provide a positive, lifelong learning environment for all in which high expectations, self-responsibility, self-worth, a sense of personal accomplishment, and the ability to apply the basic skills dominates.

BELIEF STATEMENTS

The following belief statements were developed for the Wheeler Central Public Schools:

1. Learning is a lifelong process for all.
2. High expectations for all produce success at all levels.
3. Students will be able to demonstrate and apply knowledge to basic skills.
4. All people will be treated with respect in a safe, positive learning environment.
5. Active participation for learning and behavior is the responsibility of all and is essential to the success of the educational process.

Additional Information

Visit our web site at <http://www.wbroncs.org>. This site has many links including one to the school's Master Calendar. This will allow you to check up on updates regularly. The link to sign up for the phone notification system is:

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Students are expected to attend school every day it is in session. They must attend school regularly and be on time in order to be successful. Parents are obligated to ensure that their students attend school every day they are able. The school recognizes outstanding attendance with special awards.

Parents must contact the office before 8:00 a.m. when the student will not be in school. If no one is in the office parents may leave a message on the school answering machine. Students may not call to inform the school of their own absence. The school will telephone parents to notify them when their student is not in school.

Absences From School

Students who will be absent need to complete a form to have an excused absence from school. This form needs to be completed at least 24 hours in advance. Absence from school will be reported as either excused or unexcused. Excused absences should be cleared through the principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed: (A) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents), (B) Illness which causes a student to be absent from school, (C) Doctor or dental appointment which require student to be absent from school, (D) Court appearances that are required by a court order and the student is not responsible for needing to be in court, (E) School sponsored activities which require students to be absent from school this also includes 4-H exhibitors, (F) Family trips in which student accompanies parent(s)/legal guardian(s), (G) Other absences which have received prior approval from the Principal. The Principal has the discretion to deny absences based on but not limited to 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. Zoom option: Students who make arrangements with staff may zoom class sessions and not be counted absent.

Each student will be allowed 7 days or 56 periods of excused absences per semester, but absences due to school-sponsored activities will not be included in this total. Students that miss more than 7 days or 56 periods a semester will be required to make up the missed time before the end of each semester before credit is granted. If special circumstances warrant the principal may waive this requirement. Students will make up time for each hour of unexcused absences. If a student's absence is unexcused the student will be required to make up work and 80% of the grade earned will be recorded.

The school district will send parents written notice when a student has accumulated 5 absences during a semester. A conference may be held which will include the student, parent, teacher(s) and principal to review the reason(s) for the absences and the consequences for future absences. The principal may require a physician's verification for absences related to illness.

When students accumulate more than 20 unexcused absences, the school district is required to report the student's absences to the county attorney for truancy and/or withhold class credit. If a student accumulates more than 10 unexcused absences from one class period during a semester they will be required to make up the time or forfeit the credit for the semester.

Mandatory Attendance Age

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

Exceptions

This policy does not apply when (1) the services or earnings of a child are necessary for his or her own support or the support of those actually dependent upon him or her and the child is fourteen years of age or more and has completed the work of the eighth grade; or (2) when illness or severe weather conditions make attendance impossible or impracticable.

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

Discontinuing enrollment

The board will allow any person with legal or actual charge or control of a child who is younger than 6 years of age or who is at least 16 years of age to disenroll the child. The person seeking to discontinue the child's enrollment shall submit a signed affidavit to the superintendent. The school district, at the discretion of the administration, may require verification of the child's age and the affiant's authority to disenroll the child.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides when the student is absent more than twenty days per year or the hourly equivalent.

Absences Due to Illness

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

Absences Due to Documented Illness

Students who are unable to attend school due to documented illness that makes attendance impossible or impractical, shall have their absences considered excused and the attendance officer

will not report such students to the county attorney. "Documented illness" shall mean a health condition that prevents the student from safely attending school that has been confirmed by a written statement by the student's health care provider.

Attendance is required to participate in activities

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. This includes sports contests, practice and dances. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

Planned absences

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

Students are obligated to:

- 1) complete all class work in advance for any absence that can be anticipated;
- 2) attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences;
- 3) check out of school at the office if leaving school during the school day; and
- 4) make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

- 1) call the appropriate building office to inform the school of the reason for each absence; and
- 2) submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Students generally provide their own instruments or rent them from the school.

Bills

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

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

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

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

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. Visit the school website and online calendar to view additional announcements or changes. Students must secure the administration's approval before posting any information on any bulletin board or wall.

Bullying

One of the missions of the District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

Steps taken once bullying has been reported:

The incident will be investigated

If bullying is confirmed the incident will be documented, parents called and administration will decide discipline for individual involved.

If bullying continues the steps will be repeated, investigate, document, parental conference, and the next step in discipline would involve longer detention or suspension.

Further incidents would result in a in school suspension, out of school suspension and finally expulsion.

Cafeteria Rules

Seating arrangements may be implemented by lunchroom supervisor

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container.
2. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. There will be no throwing of food or other items.
5. Second servings are available to those who have made an effort to clean their trays.
6. Students should remain at their tables until they are dismissed. Students are expected to either eat lunch at school or go to their own homes. Parents must provide a written authorization for their student to eat lunch at home.
7. Students must treat lunch personnel with respect.
8. Students who violate the above rules will be disciplined.

Cell Phones, Pagers and Other Electronic Devices

Students may use cellular (cell) phones, pagers or other electronic devices while at school, at the discretion of each teacher. Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, e-mails or other material of a 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 consequences.

Students may use cell phones or pagers on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not have cell phones or pagers while they are in locker rooms.

Students may use cell phones while riding in a school vehicle at sponsor or driver's discretion.

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

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

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

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

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

Teachers will establish classroom conduct rules, which students must obey.

Closed Campus

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

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

College Visitation

Student will be given opportunities to visit colleges of their choosing during the school year. Juniors

will have two (2) days that they can schedule a college visit that does not count towards absences. Seniors will have three (3) days that they can schedule a college visit that does not count towards absences. All campus visits must be parent approved. Parents must contact the office or principal in advance of the college visit, to allow the student to have work done before the going on the visit. All college visits are approved at the discretion of the principal and the school counselor. Students must submit a completed College Visit Form to the school counselor prior to a campus visit. Forms are available from the counselor.

Communicable Diseases

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

- Chicken Pox7 days from onset or until crusts are formed.
- Rubella.....From onset of symptoms until 2 days after rash appears.
- Measles.....From onset of symptoms until 7 days after rash appears.
- Mumps.....Until swelling of salivary glands has subsided. At least 7 days.
- Whooping Cough7 days after exposure to 3 weeks after onset of paroxysms.
- Head Lice..... see page 16.
- Pink Eye.....as per doctors orders.

Parents should inform their child's teacher if the student has contracted a contagious or communicable disease or condition. In the event of contracting Covid 19 follow recommendation on the school website which are the latest recommendation by the Loup Basin Health Department.

Computer Network Use by Students

Students are expected to use computers, I-Pads, and the Internet as an educational resource. The board of education has adopted the following procedures and guidelines to ensure appropriate use of the Internet.

1. Acceptable Use. Students may use the Internet for the following purposes:

- a) Conducting research assigned by teachers.
- b) Conducting research for classroom projects.
- c) Accessing information about current events.
- d) Conducting research for school-related activities.
- e) Any other appropriate educational purpose.
- f) School provided email, I chat, or other programs or software used by teachers for educational pursuits.
- g) All rules and policies in the Wheeler Central computer Loan agreement will be followed.

2. Unacceptable Use. Students may not use school computers for the following purposes or do the following things:

- a) Accessing material that is sexually explicit, obscene, pornographic, "harmful to minors," or otherwise inappropriate for educational uses.
- b) Engaging in any illegal activities, including the downloading and copying of copyrighted material.
- c) Participating in electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications on school computers.
- d) Participating in on-line auctions, on-line gaming or mp3 file-sharing systems including, but not limited to, Napster, Aimster, and Freenet on school computers.

- e) Disclosing personal information such as their names, school, addresses, and telephone numbers outside of the school network.
- f) Commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
- g) Publishing web pages that purport to represent the school district or the work of students at the school without the express written permission of the system administrator.
- h) Erasing, renaming, or making unusable anyone else's computer files, programs or disks.
- i) Using or trying to discover another user's password. Students and staff shall not share their passwords with fellow students, school volunteers or any other individuals.
- j) Copying, changing or transferring any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
- k) Writing, producing, generating, copying, propagating, or attempting to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or a similar name.
- l) Configuring or troubleshooting computers, networks, printers or other associated equipment, except as directed by the teacher or the system administrator.
- m) Students may not take-home technology equipment (hardware or software) without permission of the system administrator.
- n) Forging electronic mail messages or web pages.

3. Enforcement

- a) The school district owns the computer system and monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. Electronic files on the system are treated as school property and are subject to search and inspection at any time.
- b) The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with district policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
- c) Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
- d) District staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

4. Consequences for Violation of this Policy or the Wheeler Central Computer Loan agreement

- a) Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school district policy and rules may result in:
 - 1) Loss of computer privileges;
 - 2) Short-term suspension, long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - 3) Other discipline as school administration and the school board deem appropriate.
- b) Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

Complaint Procedure

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

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher.
2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted to the president of the board of education.
3. When a complainant submits a complaint to an administrator, the administrator shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant.
4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) The superintendent will investigate as he or she deems appropriate.
 - c) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) The board may, but is not required to, receive statements from interested parties and witnesses relevant to the complaint appeal.
 - c) The board will notify the complainant in writing of its decision.
 - d) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall:
 - a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to refer the matter to the board of education for consideration at a regular or special meeting.

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first quarter and during the third quarters.

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

Contact Information

Parents must supply the school with their student's address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year.

Damage to School Property

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

Dating Violence

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

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

Dress Code

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

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats and bandannas during the school day.
4. Hats may be worn in the gymnasium when you are a spectator, but not when you are a participant in a school-sponsored activity.
5. Bare feet (some type of footwear must be worn)
6. Short-shorts, biker shorts, or cutoffs
7. Hairstyles which distract from the learning process or the health and safety for either the student or others
8. Any clothing that could cause damage to others or school property
9. Clothing that is torn, ripped, or cut
10. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
11. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled, or holes in jeans above the knee
12. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
13. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or

thin-strapped tops (spaghetti straps)

14. Pants and shorts worn below the waist so as to expose undergarments
15. Pants that drag on the floor
16. Chains hanging or attached to pants or shorts
17. Coats during school hours unless the student has permission from a faculty member
18. Clothing with tears or holes that expose excessive flesh or underclothes
19. Students may not wear sunglasses during the school day unless prescribed by a doctor.
20. Students may wear hoods with teacher or administrator approval.
21. 7-12 Students who ride the bus must dress appropriately for weather conditions. Legs must be covered and a coat must be worn to school.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Repeated dress code violations may result in more severe consequences.

Tattoos

Students with inappropriate or offensive tattoos are not allowed to display these at school. A student who fails to comply with the directive or a violation of the policy on a repeated basis shall be subject to disciplinary action as determined appropriate by the school administrator.

Driving and Parking Personal Vehicles

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

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to insure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

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

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

Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco); vapor products (such as e-cigarettes and Juuls), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

First Offense will result in a 3 day in school suspension.

Entering and Leaving the Building

Beginning Of School: Students should not be on school grounds prior to 7:30 a.m. During bad weather the entrance will be open by 7:30 a.m. for students to enter the building. Students are to stay in the hall and are not to go to any other part of the building without permission. The first bell will ring at 7:50 a.m. allowing students to proceed to their lockers and classrooms. The first class will begin at 8:00 a.m.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, except for students who are permitted to leave for lunch, students are to report to the school office.

End of School: Our regular school day ends at 3:30 p.m. Make-up work, special help, assignments after school, club meetings, and other school activities begin at 3:30 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

Visitors

Students who have visitors need to clear the visit with administration at least 24 hours before the time of the visit. Visitors may be denied if administration feels it will be a disruption to the learning environment. Visitors may not be in class during a LDL class or independent study period.

All K-12 parents and visitors must report to the office. Parents are welcome at all times. For your child's safety The Wheeler Central Safety Committee recommends that all parents report to the main office prior to a visit. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Whenever the fire alarm sounds, all students and faculty must evacuate the building in a quiet and orderly fashion and remain outside until told to return to the building. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

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

Food Service Program

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

Food service charge privileges are denied to any student (regular price or reduced price) who is delinquent in his/her payments of \$25.00 for one child, \$ 50.00 for two children, \$75.00 for three or more children; or until such time as the family account is brought current. If your account reaches the above negative balances, your student will not be allowed to eat a school lunch. An alternate meal of a peanut butter and jelly sandwich and milk will be offered up to 6 times per year and there may be a cost associated with this alternative meal. The opportunity to purchase second entrees will be denied to all students with a negative balance until the account is brought current.

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students K-6 \$1.90, 7-12 \$2.05 and adults \$2.50 for breakfast. (Preschool/Daycare \$1.05)

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is \$3.05. Lunch for 7-12 is \$3.15 for students and \$4.05 for adults. (Preschool/Daycare \$1.50)

Milk breaks

The school will offer a milk program to students in grades K-2. All milk served to a student (except the initial carton served with lunch) will cost \$.50 per half pint. The price for milk may change during the school year. Milk will be served at the morning recess. Teachers will record the number of cartons of milk each child consumes and give the information to the office at the end of the month where it will be added to the family account.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the Secretary or Bookkeeper in the office. Lunch Balances are posted on PowerSchool

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20230-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Guns and Knives

Chapter 79 of the Nebraska Statutes, which pertains to schools, allows school officials and school boards to exclude or punish students who possess weapons on school grounds. **79-267**. Knife owners should exercise caution and not carry knives in schools, airports, and other public buildings.

28-1201(5)

The plain language of the statute provides the three and one-half inch blade length limitation applies to any dagger, dirk, stiletto or knife.

28-1202

For purposes of this section, knife is defined as follows:

(5) Knife means any dagger, dirk, knife, or stiletto with a blade over three and one-half inches in length or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds.

Head Lice

The school will contact the parents of students discovered to have head lice, and ask them to remove the student from school. Students will not be allowed to return to school until the school receives an assurance from a parent that the student was treated with proper medication. When lice are detected on one family member, parents should check all other family members for the presence of lice and treat them if necessary. All infested clothing, bed linen, and other articles should be laundered in hot water (130 degrees Fahrenheit) or dry cleaned. Carpets, upholstery, and mattresses should be vacuumed thoroughly. Combs and brushes should be soaked in hot water for five to ten minutes. Only students with live lice are prohibited from attending school, nits only are allowed to remain in school.

Health Problems

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

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

Homeless Children and Youth

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

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

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

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

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Mr. Rodney Olson, Jr., who may be contacted at 1-308-654-3273.

Illness or Injury at school

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital.

Immunizations

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

- proof of adequate immunizations for mumps, measles, rubella, diphtheria, pertussis, tetanus, polio, varicella (chicken pox) and hepatitis B series; or
- A signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Initiations

The school does not sponsor or condone initiation of any sort.

Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. Students who leave without permission and without signing out in the proper manner will be considered unexcused and parents will be notified.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

Lost and Found

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

Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by mutual agreement between the student and teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

7-12 Homework Club

The idea behind homework is for students to further their understanding about a specific concept that was previously taught in a class. This homework is an essential part of a student's overall grade in a class, but more importantly it is a demonstration that evidences their understanding. Since the inception of the Homework Club, there has been documented evidence of student grades being raised by consistently having their homework completed. The Wheeler Central Homework Club has been formed to assist students who, for whatever reason, do not have their homework completed. Homework Club will be supervised by a classroom teacher, counselor, or principal.

Below are the rules for Homework Club:

- 1) Homework Club will be in operation Monday through Friday. The student must report to the designated room at 3:35 pm; he/she will be considered late if he/she is not in the room by 3:40 pm. Arriving late to Homework Club has the same consequences as not attending. If there is a problem concerning a ride after Homework Club, with permission granted by the Principal, the student may be allowed to serve Homework Club before school the following day.
- 2) The duration will be thirty (30) minutes from the time the student arrives. The student may be required to stay one hour if more than one teacher assigns the student to homework club or if the student has more than 4 late assignments. The student must turn in a completed assignment or show reasonable progress on the assignment, or they will be required to stay one hour.
- 3) Failure to attend Homework Club when it has been assigned will result in the student having to attend the next two sessions. If a student is assigned to Homework Club and fails to show up on time for two (2) consecutive days, the student will be assigned a day of in-school suspension.
- 4) No laptops or any other electronic devices are allowed. The only exception to this rule would be if the assignment requires specific use of a laptop by their teacher.
- 5) At a parent's request (a phone call or signed Cannot Attend slip), the student will attend Homework Club the next school day.

*Homework is considered late if the student walks into the room without it done. The student will still report to Homework Club even if the assignment is completed before Homework Club.

3-6 Homework Club will utilize recess time and if this is not effective students will make up work after school.

A down list will be compiled each Thursday morning for 7-12 students who are failing one or more classes. For Wheeler Central activities, a student will be ineligible when failing one class. Should a student's name be placed on the Ineligibility List, the student shall be ineligible for all extra-curricular school sponsored activities for the following week. The ineligible week time period shall be from Sunday through Saturday of the week following placement on the list. The parents will be notified by mail when their son /daughter is on the list. If a student is on the list for two consecutive weeks, a conference will be held including the principal, teacher(s), student and parent/guardian to try to alleviate the situation. Students who are on the ineligible list will be expected to participate in practice; and will travel with the team but will not be allowed to participate for that week.

Student names are submitted to the principal by noon on Tuesday to be placed on an "About to fail" list. 70% or below or three or more missing assignments.

Student names are submitted to the principal by noon on Thursday to be placed on the Down List. 69% or below or three or more missing assignments.

Letters will be sent home to parents on Friday and parents will be notified by telephone of their student being placed on the list. A conference with the student and a member of the administrative team will take place on Friday before dismissal time.

A student will be ineligible from Sunday to Saturday.

This process will start in the third week of each 9-week quarter.

WC Activity: If a student is down in one class, they will be ineligible.

These are a list of Wheeler Central activities that a student would be ineligible for once placed on the down list:

One Act
Speech

Medications

Whenever possible, parents should provide their students with medications outside of school hours. When students must receive medication during school, parents must submit a signed request for the medication to be administered by school personnel. A consent form is available at the back of this handbook.

Nonprescription medication must also be administered by the office. Exceptions inhalers or epipines.

The following regulations govern the administration of medication to students by school staff:

- Parents must provide medications to the school in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted.

- A physician must authorize the administration of all medications at school.
- The school may limit medication levels to those set forth in the Physician's Desk Reference.
- Medicine, which is to be administered under the supervision of school personnel, must be stored at all times in a locked cabinet in the main office.
- Medications requiring refrigeration must be brought to school daily.
- School personnel will administer non-prescription drugs on verbal authorization of the parents.
- School personnel shall not administer medications by injection, except in emergency situations or if ordered by a physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine, which accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring the deceased students are generally not allowed in or on the school grounds. Dedications to students will not be allowed.

The school will not set up scholarships in the deceased person's name. Scholarships set up by outside organizations or individuals will be allowed.

Parental Involvement

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

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

- b. When appropriate, alternative experiences will be provided for the student by the school.
- 4. Informed through the student handbook of the manner that the district will provide access to records of students.
- 5. Informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
- 6. Notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties.

Personal Items

The school provides the necessary equipment for games and activities on the playground. The school is not responsible for ruined or lost personal items. This includes all personal items that include but not limited to electronic devices, money, or clothing. Students should not bring items such as athletic equipment, electronic games or toys to school unless they have the prior permission of their classroom teacher.

Physical Education

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

Physical Exam

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

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of date. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe:

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

6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

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

School staff supervise the playground during school hours. However, it is not supervised after school, and students should not play on the equipment without adult supervision.

Police Questioning and Apprehension

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

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA) and The Every Student Succeeds Act (ESSA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. When a survey requesting personal information as defined in the Protection of Pupil Rights policy is parents will be notified. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that is disruptive to the school environment or distracting to others. Prohibited conduct includes but not limited to hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate. Violation of this policy may result in disciplinary action.

Sex Discrimination

See page # 2

Sexual Harassment

The school district clearly and unequivocally prohibits sexual harassment of students. Sexual harassment of students is defined as:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

Any sexual, physical, verbal, or mental (emotional) harassment/intimidation of any student is prohibited. The disciplinary consequences for harassment will depend on the frequency, duration, severity and effect of the behavior and may result in sanctions up to and including expulsion. Students who feel they have been sexually harassed should immediately inform a teacher or the building principal.

School Day

Students should not arrive at school before 7:30 a.m., unless they are eating breakfast. Teachers are busy preparing before that time. A student who needs to come to school early should make arrangements with the teacher. Students will be dismissed at 3:30 p.m.

Smoking & other tobacco products

Smoking & the use of other tobacco products, is not permitted on school property, school vehicles, or off campus during school-sponsored trips.

Staff Qualifications

The The Every Student Succeeds Act (ESSA 2015) gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the school district 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 teacher's baccalaureate degree and major. Parents may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

Upon request, the school district will inform parents whether their child is being provided services by a paraprofessional and, if so, the paraprofessional's qualifications. The request for such information should be made to the appropriate building administrator.

The school district will provide timely notice to parents if their child has been assigned to, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Every Student Succeeds Act.

Standardized Testing

A norm-referenced test is administered annually and may encompass grades 3-11 to determine the students' achievement probability for individual success.

Student Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

Definitions.

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

Listing of Fees Charged by this District.

1. **Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.
2. **Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
3. **Personal or Consumable Items.** The district will provide students with facilities, equipment, and textbooks. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

Extracurricular Activities. The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

5. **Post-Secondary Education Costs.** Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such

post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

6. Copies of Student Files or Records. The school district may charge a fee for making copies of a student's files or records for the student's parents or guardians. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district may charge a fee of \$0.10 per page for reproduction of student records.

7. Participation in Before-School, After-School or Pre-Kindergarten Services. The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.

8. Charges for Food Consumed by Students. The district may charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-12

Regular Price \$1.75

Adult Price \$2.15

Second Entrée \$1.10

- Lunch Program – Grades K-12

Regular Price \$2.70 PK-6

Regular Price \$2.80 7-12

Adult Price \$3.50

Second milk \$.50

Second Entrée \$1.60

9. Charges for Musical Extracurricular Activities. Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band students may provide their own instruments.
- Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group.

10. Contributions for Class Extracurricular Activities. Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund beginning in seventh grade.

11. Waiver Policy.

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, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Students are not required to participate in the free or reduced-price lunch program to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

Voluntary Contributions to Defray Costs.

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

Student Illnesses (also see page 8 & 17)

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health-related information you feel is important for your student's success in the classroom and/or safety at school.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

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

Directory Information

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

The school district has designated the following as directory information:

- Name • Major field of study
- Address
- E-mail address • Telephone number, including student's cell number

- Date and place of birth • Participation in activities and sports

- Dates of attendance • Degrees and awards received

- The image or likeness of the student in pictures, videotape, film or other medium

- Weight and height of members of athletic teams
- Certain class work intended for publication on the Internet
- Most recent previous school attended

- Classroom assignment and/or Homeroom teacher

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

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

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

Non-Directory Information

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

Transfer of Records Upon Student Enrollment

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

New students enrolling at Wheeler Central from another district will be placed in courses based upon receipt of their records from their previous district.

Complaints

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

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

Student Schedule Changes

Student schedule changes may be made without penalty during the first three days of each semester. Drop and Add slips are to be obtained from the office. They must be signed by the school counselor, building principal, both teachers, and by the student's parent. The principal may consider special circumstances. The final decision on all schedule changes rests with the administrative team. Drop/Add slips are to be obtained from the counselor's office.

Tardiness

Students will be considered tardy if they are not in their assigned classroom when the bell rings, unless they have a pass from the teacher who detained them. Specific Tardy guidelines once a student enters a classroom are at the discretion of the classroom teacher. A student who does not have a valid excuse for being tardy to any class will result in disciplinary action. Such action will follow these guidelines but is not limited to them. When a student is tardy to school, they need to sign in at the office. Once a student amasses three (3) tardies in a semester they will be required to serve a 30-minute detention and a 30-minute detention for every tardy after that in the same semester. Detentions will be served after school on nights that do not interfere with practice transportation. Detentions may also be served before school when proper arrangements are made. A letter will be sent home when a student attains three (3) tardies and each subsequent tardy will result in further communication home.

Transportation to School

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

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

Bus Regulations

Students who are passengers on school buses must abide by the same rules that apply to classroom conduct. The bus drivers have the same authority as teachers while transporting students. If misconduct is recurring, the student will not be allowed to ride the bus.

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

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

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

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced via social media, including phone blast, school website and Facebook pages, on radio station 103.9 & 102.9 and television stations 10-11, Channel 5, or Channel 13. Parents should assume that school is open, and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office. Wheeler Central School does use Blackboard to notify both students and parents when the school's regular schedule has been altered. Messages will be sent via text messages, phone calls and e-mails to make certain everyone has been contacted.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

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

SECTION TWO

ACADEMIC INFORMATION

Correspondence Courses

Under certain circumstances, with a written parent permission slip, the school district will reimburse students for the cost of high school correspondence course tuition, textbooks and other mandatory class materials. To receive reimbursement, the student must: 1) pay all initial course costs when he/she registers for the course; 2) select a course that is not available in the school curriculum, nor is any comparable course available; 3) register for the course during a specific school period; 4) have a faculty member designated as course monitor; and 5) complete the course during the regular school semester(s).

The district will not be liable for the costs of a correspondence course until the student has successfully completed the course according to the established timelines. After the student has

completed the course and the district has reimbursed the student for these costs, the textbooks and class materials shall become the property of the district.

Grading System

Wheeler Central Public School will use the letter grading system as follows:

A+ 98-100 4.0
 A 96-97 4.0
 A- 94-95 3.75
 B+ 91-93 3.5
 B 88-90 3.0
 B- 86-87 2.75
 C+ 83-85 2.5
 C 80-82 2.0
 C- 78-79 1.75
 D+ 75-77 1.5
 D 72-74 1.0
 D- 70-71 1.0
 F Below 70 0.0

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

Honor Classes and Weighted GPA

Higher difficulty courses will be recognized as Honor courses and will receive a bonus point value of 3 points to overall semester grade. The weighted grade will be placed on the student's transcript. The weighted grade will be used to calculate the student's Grade Point Average (GPA).

If a class is added to the curriculum in which the prerequisites for the class is/are currently Honor classes the new class automatically becomes an Honor class. The following classes are Honor Classes at Wheeler Central:

Biology II Physics. Anatomy Chemistry
 Spanish I. Spanish II
 Pre-Calculus. Calculus. Accounting II

Graduation and Separation

There will be one graduation exercise per year, a traditional affair in the spring. An official diploma shall be awarded to each student who has satisfactorily met the graduation requirements set forth by the board of education.

Verified handicapped students will be eligible to graduate and receive a diploma upon successful completion of a prescribed course of study as set forth in each student's individual education program (IEP).

Graduation Requirements

A minimum of eight semesters of attendance at the senior (9-12) high school is necessary to qualify for graduation. In order to graduate, a student must have completed a minimum of 250 hours in

grades 9-12. In the 250-hour requirement, a student must have completed the following required courses:

40 hours of Language Arts (English)

English 9 (10) English 10 (10) English 11 (10) English 12 (10)

40 hours of Social Sciences

American History (10 hours), World History (10 hours)

American Government (10 hours), World Geography (10 hours)

30 hours of Mathematics

Algebra I (10) Geometry (10)

30 hours of Science

General Science (10) Biology (10)

Other required hours

10 hours of Fine Arts

10 hours of Physical Education

10 hours of Family Living

Class Standing

In order to be classified as a Sophomore a student must have earned a minimum of 65 semester hours, a student must have a minimum of 130 semester hours to have a Junior status, and a student must have 195 credit hours to be considered a senior and 250 hours to graduate. These 250 credit hours must be in specific content areas as stated above.

Valedictorian and Salutatorian

The senior student with the highest four-year scholastic average shall be declared the valedictorian; the student with the next highest average will be declared the salutatorian. Students taking upper-level classes will be given preferential consideration for Valedictorian and Salutatorian honors and there shall never be a tie. G.P.A. scores will be figured to the nearest 1/100th for selection. A student must attend at least two semesters of their senior year at Wheeler Central to be considered for Valedictorian /Salutatorian.

Promotion, Retention

The professional staff at Wheeler Central Public School will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Interim Reports

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

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

Report Cards

Report cards are issued at the end of each quarter, or nine-week sessions. Numeric grades are used to designate a student's progress. Incompletes shall be designated by an "I". Students have two weeks after the end of the quarter to make up incomplete work. Failure to do so will cause the grade to change to a "NC" (No Credit). No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

Honor Roll

All students enrolled in Wheeler Central who meet the following requirements will be eligible for Honor Roll.

- Be enrolled in classes six (6) periods of the day.
- Weighted grades for Honor Classes are used when determining the Honor Roll
- All "A" Honor Roll shall include all students in grades 7-12 receiving a numerical grade of 94 or better during a grading period
- All "A" and "B" Honor Roll shall include all students in grades 7-12 receiving a numerical grade of 86 or better during a grading period.
- Honorable Mention Honor Roll shall include all students in grades 7-12 maintaining an 88% overall average with no grade below an 80%.
- Yearly Honor Roll shall include those students in grades 9-12 that have been named on the honor roll each nine week grading period of that school year.

National Honor Society:

The National Honor Society chapter of Wheeler Central is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

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

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have at least a 92.0 grade for semesters completed in grade 10 – 12. In addition, as sophomores, they must be enrolled in at least two of the following courses: Biology, Geometry, Physics, Algebra II, Chemistry, Biology II, Pre-Calculus and Accounting II, and be on the A or AB Honor Roll. As Juniors, they must have completed and/or be enrolled in three of the above course

and be on the A or AB Honor Roll every semester since the beginning of the 10th grade. Faculty and administrators may nominate Seniors.

Those Students who meet this criterion are invited to complete a Student Activity Resume that provides the faculty with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

Membership Ballot

The purpose of this ballot is faculty and administration nomination. The enclosed lists of students are eligible for membership. The faculty and administration are asked to rate only students enrolled in their classes, or at some time enrolled in their classes (administration may vote on all). Students are rated on three traits. (5-Superior; 4-Excellent; 3-Good; 2-Fair; 1-Poor).

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. This obligation includes regular attendance at chapter meetings held during the school year, and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor, Dawn Erickson.

Removal from National Honor Society

A student may be removed from the NHS by action of the Advisor upon a determination by the Advisor that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction.
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct contained in this handbook, which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.
3. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection

The student may appeal the Advisor's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Advisor's removal decision. The appeal procedures shall be established in the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

Transfer Students

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Special Education Services

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

ELL

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

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

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

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

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

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

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, Saturday School or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures, and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers. When students are required to stay after school, they will be allowed to telephone parents and advise them of the situation.

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

- After-school sessions: A student who fails to attend an after-school session may be given a detention by the teacher or may face additional disciplinary consequences. A student who has a conflict with an after-school session is responsible for working it out with the teacher.

- Detentions may be 30 minutes, served in the central office or the detention room designated by the building principal.

Homework Club

The idea behind homework is for students to further their understanding about a specific concept that was previously taught in a class. This homework is an essential part of a student's overall grade in a class, but more importantly it is a demonstration that evidences their understanding. Since the inception of the Homework Club, there has been documented evidence of student grades being raised by consistently having their homework completed. The Wheeler Central Homework Club has been formed to assist students who for whatever reason do not have their homework completed. Below are the rules for the Homework Club that will be supervised by a classroom teacher, counselor, or principal:

- 1) You must report to the designated room at 3:35 pm; you will be considered late if you are not in the room by 3:40 pm.
- 2) Failure to attend the Homework Club when it has been assigned will result in the student having to attend the next two sessions OR the student may choose to have one (1) day of In-School Suspension.
- 3) If you are assigned to the Homework Club and fail to show up on time for two (2) consecutive days, you will be assigned a day of in-school suspension.
- 4) Homework Club will be in operation Monday through Friday.
- 5) There will be NO excuses for missing assigned times in the Homework Club. Homework Club

takes precedence over every school activity.

6) If there is a problem concerning a ride after Homework Club, with permission granted by the Principal the student may be allowed to serve before school the following day.

7) Arriving late to the Homework Club has the same consequences as not attending.

8) In the assigned room for the Homework Club, no laptops or any other electronic devices are allowed. The only exception to this rule would be if the assignment requires specific use of a laptop by their teacher.

9) Assistance on a particular lesson will be possibly provided. Students should ask their classroom teacher questions either in class or at some time prior to the meeting of the Homework Club.

10) The hours of the Homework Club will be from 3:35 pm until 4:05 pm Monday through Friday. The duration will be thirty (30) minutes from the time the student arrives.

*Homework is considered late if you walk into the room without it done. You will still report even if the assignment is completed before Homework Club.

As a parent, you may check your child's Powerschool progress at any time. The password is located on the bottom of the report card.

In-School Suspension

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

During an In School Suspension

Students may not participate in any events the day of their suspension.

It is the classroom teacher's discretion on what % grade the student gets for work assigned during this suspension.

The student may be pulled from In School Suspension to receive individual instruction with a classroom teacher during a free period if they choose.

Short-Term Suspension

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

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

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.

3. Within 24 hours, or such additional time as is reasonably necessary following the suspension, the Principal 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. The student and his/her parent or guardian will be given the opportunity 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.

Long-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of 5 school days (long-term suspension) based on conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

Expulsion

1. Meaning of Expulsion. Expulsion shall mean 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 10 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 10 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.

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

3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance

of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned, the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district; and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The Principal or the Principal's designee shall make the determination whether or not the student's participation and conduct has been satisfactory.

4. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 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.

Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment:

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation

of this subdivision;

4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Possessing, using, selling, or dispensing alcohol, tobacco, narcotics, drugs, inhalants, or being under the influence of any of the above; possessing drug paraphernalia; or engaging in the selling, using, possessing, or dispensing of a controlled substance or an imitation controlled substance, as defined in section 28-401. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. 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, national origin, or religion;
12. Dressing in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process;
13. Willfully violating the behavioral expectations for those students riding the school district's buses;
14. Repeated and/or willful violation of the district's acceptable use rules regarding computers or other electronic devices;
15. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
16. Repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.

In addition, a student who engages in the following conduct which occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event 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:

1. 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

2. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

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:

1. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
2. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
3. 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.
4. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

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

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

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his/her designee.
2. 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, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, 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.
3. The Principal or his/her designee shall serve by registered or certified mail or by personal service to the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:

- (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
 - (b) The penalties to which the student may be subjected and the penalty which the Principal or his or her designee has recommended in the charge.
 - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee, shall automatically go into effect.
 6. If a hearing is requested more than 5 school days following the actual receipt of the written notice, but not more than 30 calendar days after actual receipt, the student shall be entitled to a hearing; but the punishment imposed may continue in effect pending final determination.
 7. If a request for hearing is not received within 30 calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
 8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure

1. **Hearing Officer.** The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing, and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian may have regarding the nature and conduct of the hearing.
2. **Administrative Representative.** The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. **Notice of Hearing.** If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, the student, and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, the student, and the student's parents, or guardian, except with the consent of all of the parties.
4. **Continuance.** Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

5. Access to Records. The administrative representative, the student, the student's parent or guardian, and the legal counsel of the student shall have the right to examine the records, affidavits, and the statements of any witnesses in the possession of the Wheeler Central Public School Board of Education at any reasonable time prior to the hearing.

6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative if any, and the administrative representative.

Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative, or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing. The student may testify in his/her own defense in which case he/she shall be subject to cross-examination. However, a student need not testify; and if he/she chooses not to, no conclusion may be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, the student's parents, or guardian or their legal representative.

8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.

9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing; and based upon such report and the facts, shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.

11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student and the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.

12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.

13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than 3 members shall, within 10 school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record; and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

14. Final Decision of Board of Education. The final decision of Board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Required Notices

Every Student Succeeds Act (ESSA 2015) requires schools to notify parents if their student will be taught by a teacher who is not "highly qualified" under the ESSA. Very few certificated teachers in Nebraska fail to meet the "highly qualified" designation, but occasionally a district begins the school year with a teacher who is not yet highly qualified or has a temporary teacher who is not highly qualified begin the year for a staff member who is on maternity or other some leave. Be sure to review your staffing plan for the 2021-2022 school year to ensure that all staff are highly qualified. If you need a form letter to notify parents that the child's teacher will not be highly qualified, please contact us.

Federal Educational Rights and Privacy Act. The Federal Educational Rights and Privacy Act (FERPA), requires school districts to provide parents/guardians and adult students annual notice of their rights to inspect and review education records, amend education records, consent to disclose personally identifiable information in education records, and file a complaint with the U.S. Department of Education. 34 C.F.R. § 99.7. This information is contained in the FERPA policies we have provided you and should be reproduced in your student handbook.

Protection of Pupil Rights Amendment. The Protection of Pupil Rights Amendment (PPRA) requires school districts to adopt a number of policies regarding surveys, instructional materials, physical examinations, personal information used for marketing, etc. Parents must be notified of these policies at least annually at the beginning of the school year and within a reasonable time period after any substantial change is made to the policies. 20 U.S.C. § 1232(h) (c)(2)(A). This information

is contained in the PPRA policy we have provided you and should be reproduced in your student handbook.

Child Nutrition Programs. School districts that participate in the National School Lunch Program, the School Breakfast Program, or the Special Milk Program, must provide both parents and the public information near the beginning of the school year, about free and reduced price meals and/or free milk. 7 C.F.R. § 245.5. Districts must also provide parents with an application form.

McKinney Vento Act. The McKinney Vento Act requires homeless student liaisons to provide public notice of the education rights of homeless students in places where homeless students receive services under the Act. 42 U.S.C. § 11432(g)(6). This information is included in the policy we have provided you. If you would like to post this notice at your school, the National Center for Homeless Students (funded by the U.S. Department of Education) has created posters (in black and white or color, in English or in Spanish, for parents or for students) that can be ordered on their website: http://www.serve.org/nche/products_list.php#youth_poster

Title VI, Section 504, Age Discrimination Act, Title II of the American with Disabilities Act

A number of federal statutes protect the rights of beneficiaries in programs or activities that receive financial assistance from being discriminated against. Specifically, the following statutes prohibit discrimination: Title VI on the basis of race, color, and national origin; Title IX on the basis of sex; Section 504 on the basis of disability; the Age Discrimination Act on the basis of age; and Title II prohibits state and local governments from discriminating on the basis of disability. The regulations implementing these statutes require school districts to notify students, parents, and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age. Title VI, 34 C.F.R. § 100.6(d); Title IX, 34 C.F.R. § 106.9; Section 504, 34 C.F.R. § 104.8; Age Discrimination Act, 34 C.F.R. § 110.25; Title II, 28 C.F.R. § 35.106. However, the regulations contain minor differences relating to the notices required content and the methods used to publish them. Check your student and staff handbooks to be sure these notices appear somewhere in those documents.

Title IX. On August 4, 2004, the U.S. Department of Education sent a letter to post-secondary institutions reminding them of their notice obligations under Title IX. The letter, which is equally applicable to public K-12 school districts, indicates that the most frequent failure by post-secondary institutions is to disseminate the identity of and contact information for the Title IX coordinator. Check your handbooks to make sure you have identified someone as the Title IX coordinator and have included his/her contact information.

Drug-Free Workplace. Your staff handbook should contain a notice to all employees that the school is a drug-free workplace. This is required of all recipients of federal funds pursuant to 41 U.S.C. ' 702. Be sure to have your employees sign a receipt confirming that they have reviewed and understand that policy.

SECTION FOUR

FORMS

This section contains forms which students and their parents must complete and return to the school office NO LATER THAN ONE WEEK after school is in session.

Parent Contact Information forms must be submitted to office each year.

The Parent/Student Agreement form that confirms you have received and read the Wheeler Central Public Schools 2021-2022 Student Handbook should be signed by a parent/guardian and ALL students in the household before it is returned to school.

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-4,176, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Wheeler Central Public School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Wheeler Central Public Schools, including the Drug Free School Policy. This form also authorizes the school district to use your child's picture or likeness in the yearbook, school paper, website, and any other form of media the school district deems appropriate. This form also authorizes the school district to take your child off campus for educational activities, sports activities, or any other sponsored trip that is deemed appropriate by the school district. My child and I have discussed these policies and understand that we must comply with them.

Parent/Guardian Signature _____ Date _____ Parent/Guardian Name (Printed) _____

Parent/Guardian Cell Phone Number _____ Parent's Email Address _____
Student Name (Printed) _____ Student Signature _____ Date _____

Student Name (Printed) _____ Student Signature _____ Date _____

Student Name (Printed) _____ Student Signature _____ Date _____

Student Name (Printed) _____ Student Signature _____ Date _____

Student Name (Printed) _____ Student Signature _____ Date _____

PARENTAL AUTHORIZATION AND RELEASE FORM ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(the student)

It is necessary that the student receive _____,
(name of drug)

a physician-prescribed drug, during school intervals beginning on _____
(date)

and continuing through _____.
(date)

I hereby request the School District, or its authorized representative, to administer the above-named drug to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of _____, 20__.

Parent/Guardian

ADMINISTRATION OF MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION
MEDICATIONS BY SCHOOL PERSONNEL
DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored) _____

Dosage and time _____

Date administration of drug is to begin _____

Possible adverse reactions to be reported to physician _____

Special instructions for the administration and storage of the drug _____

I or my designee (s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self-administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee _____

Print or Type

Primary Phone Number

Secondary Phone Number

Signature of Physician

**RECORD OF THE ADMINISTRATION OF
SELF-ADMINISTRATION OF MEDICATION**

Parent's Phone _____

Student Name _____ Grade _____

Date to Begin _____ Date to End _____

Name of Medication _____

Dosage of Medication _____ Time _____

Doctor _____ Phone #1 _____

Phone # _____

Possible Adverse Reaction: _____

_____ gives permission for _____ our son/daughter
to self-administer specific medications at school. This medication cannot be taken at any other
non-school time.

DATED this _____ day of _____, 20_____.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides a written authorization allowing self-administration of said medication.
2. The parent provides a written authorization for self-administration of medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has evaluated the situation and deemed it to be safe and appropriate; has documented this on the physician's authorization for the student's cumulative health record and has approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervision of self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctors Signature _____

3\7613\Handbooks\Student Handbook.doc

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-4,176, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

Please have all signed forms returned to the school.

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Wheeler Central Public School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Wheeler Central Public Schools, including the Drug Free School Policy. This form also authorizes the school district to use your child's picture or likeness in the yearbook, school paper, website, and any other form of media the school district deems appropriate. This form also authorizes the school district to take your child off campus for educational activities, sports activities, or any other sponsored trip that is deemed appropriate by the school district. My child and I have discussed these policies and understand that we must comply with them.

_____	_____	_____
Parent/Guardian Signature	Date	Parent/Guardian Name (Printed)
_____	_____	_____
Parent/Guardian Cell Phone Number		Parent's Email Address
_____	Student	_____
Name (Printed)	Student Signature	Date
_____	Student	_____
Name (Printed)	Student Signature	Date
_____	Student	_____
Name (Printed)	Student Signature	Date
_____	Student	_____
Name (Printed)	Student Signature	Date
_____	Student	_____
Name (Printed)	Student Signature	Date

PARENTAL AUTHORIZATION AND RELEASE FORM