

**Wahoo High School & Middle School  
Student/Parent Handbook  
2021-2022**

***MISSION: Inspiring our students to thrive!***



High School Principal: Vernon Golladay

Middle School Principal: Marc Kaminski

Assistant Principal/Activities Director: Robert Barry

Middle School Activities Director: Robert Barry

High School Secretary: Michelle Krecklow, Jodi Cihal

Middle School Secretary: Jodi Foxworthy

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Wahoo, NE 68066

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Middle School - (402) 443-3101

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- *We are committed to equipping our students for the 21<sup>st</sup> century.*
- *We are committed to providing opportunities for students to realize their full potential.*
- *We are committed to creating engaged citizens.*
- *We are committed to collaborating with the greater Wahoo community.*

## ATTENDANCE

**PURPOSE OF ATTENDANCE POLICY** Nebraska School Laws 79-201, 79-209, 79-210, and 79-527.01 require that all pupils be in school during all days and hours that school is in session. The school is to adopt and enforce a policy to administer attendance. The school administration and Board of Education have a firm belief that time spent in class is important and once lost cannot be regained. The responsibility for attendance lies mainly with the students and parents/guardians. The school will do everything possible to enforce the attendance laws of the State of Nebraska. Parents/guardians are asked to cooperate with the school to keep the number of absences to a minimum. Parents/guardians are encouraged to make appointments and other engagements so that they do not interfere with the school day.

**MANDATORY AGES OF ATTENDANCE** The mandatory ages of attendance for truancy purposes are as follows: The mandatory ages of attendance are age 6 (as of January 1 of the then current school year) to age 18. Attendance is not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements.

### **GUIDELINES & PROCEDURES**

#### **REPORTING AN ABSENCE**

**A call from a PARENT OR GUARDIAN is required each day a student is absent from school. This is necessary to assure school personnel that parents are aware that the student did not arrive at school. Please call the high school office (402) 443-4332, or middle school office (402) 443-3101 between 7:30 - 9:00 A.M. Parents of students who are absent will be called if the office is not notified. If parental contact is not achieved by 9:00 a.m. the student will be recorded as truant for the remainder of the day or until the office is notified. In addition, parents are asked to provide written documentation should their child miss school for a medical or dental appointment.**

#### **PARENT NOTIFICATION REGARDING SCHOOL ABSENCES**

Parents will be notified in writing upon their child missing their seventh day of school. A copy of that written communication will also be sent to the Saunders County ARRIVE officer. Under Nebraska Revised Statute 79-209(2), our school district is required to render all services in its power to compel attendance, including, but not limited to the following:

1. Possible meetings that may involve the Saunders County Arrive Coordinator, a school social worker, the school principal, or a member of the school administrative staff, the student and the student's parent(s) or guardian(s).
2. Educational counseling to discuss possible curriculum changes or an alternative education plan to meet the specific educational and behavioral needs of the student;
3. Educational evaluation, which may include a psychological evaluation; and
4. Investigation of the problem of excessive absenteeism, which may include a meeting to discuss possible referrals to appropriate community agencies for economic services, family or individual counseling, or other appropriate services.

Further attendance letters will be sent to the parent and the ARRIVE officer on the fourteenth absence and the nineteenth absence. After the student has been absent for twenty days, an attendance letter will be sent to the parent and the Saunders County Attorney's office notifying each that the twenty-day state mandated attendance limit has been reached. At this point parents may be criminally charged or fined if their child has another unexcused absence.

#### **EXCUSED ABSENCES**

*Unplanned:* Students shall not be considered truant when their absence has been verified by their parent/guardian **in the manner** described above.

*Preplanned:* Preplanned absences are events such as appointments, personal family plans, field trips, attendance at district and state activities, etc. These will be considered excused absences as long as the student plans and makes prior arrangements appropriately. The student will make arrangements with his/her teachers prior to the absence and teachers will establish deadlines and guidelines for work completion. (See the following on Make-up Work).

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**\*\*Students MUST be in attendance at school for one-half (1/2) day in order to participate or attend a practice or event that day. The administration retains the right to grant participation or attendance.**

### MAKE-UP WORK FOR EXCUSED (Unplanned or preplanned)/ACTIVITIES ABSENCES

There is not always an equivalent way to duplicate the lectures, films, lab work and class interaction, among other things missed when a student is absent.

These activities are vitally important and teachers may create, assign, and grade activities for students that will compensate (as much as possible) for the material missed when the student was not in attendance.

Students are allowed to make up and receive full credit for all work missed during an excused absence. Tests and assignments announced prior to a student absence will be taken on or will, at the teacher's discretion, be due on the day the student returns to school.

1. In the case of an unplanned absence such as illness, the student will be given the number of days he/she has been absent plus one day to complete missing work.
2. In the case of a pre planned absence (such as appointments, personal family plans, field trips, college visits, attendance at district and state activities, etc.) the student will make arrangements prior to the absence with his/her teachers. Teachers will establish deadlines and guidelines for work completion. Teachers have the latitude and are encouraged to have students make up their work prior to leaving whenever possible.
3. **STUDENTS WHO FAIL TO MAKE ARRANGEMENTS WITH THEIR TEACHERS PRIOR TO LEAVING COULD EARN REDUCED CREDIT AND/OR ZEROS FOR THE MISSED WORK UNTIL IT IS SUCCESSFULLY COMPLETED.**

Assignments will be collected by the office to be sent home for students absent upon parent request.

**WAHOO HIGH SCHOOL/MIDDLE SCHOOL ATTENDANCE COMMITTEE PROCEDURES** In order for Wahoo High School students to earn class credits they must satisfy two basic requirements:

1. Satisfy academic requirements
2. Exhibit good attendance habits

*\*\*In order for a student to gain the maximum benefit of the educational program it is important for any student to not be absent more than 9 total days in a semester. Any student who is absent from an individual class ten (10) or more times during the course of a semester: a) Middle School students will be required to attend a hearing before the Middle School attendance committee, and b) High School students will receive notification from the attendance committee. Please note that high school students may lose credit for that class.*

### ADMINISTRATIVE PROCEDURES

When students miss ten (10) or more days from class and the absences were not due to court placement or extended illness, a hearing committee that may be made up of the principal, faculty, county representative and school board representatives will convene. Facts and documentation regarding the absences will be reviewed and a determination will be made regarding the suspension or removal of earned credits for those courses impacted by the absences. Parents or guardians will be notified of the attendance committee's determination by letter and will be given an opportunity to appeal the determination to the superintendent.

Additional documentation, such as medical verification of absences or any other relevant information that hasn't already been shared with school officials, should be shared during the appeal.

**CLASS SKIP/TRUANCY** Students absent without school and parental knowledge or approval may be considered truant. Should a student be truant, possible consequences could be a detention or suspension from school.

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**TARDINESS TO CLASS** Students who are not in their assigned classroom at the beginning of class are considered tardy. A tardy is defined as arriving to class after the bell has rung. Possible consequences may include: Time Owed, ISS, OSS, and Saturday School.

**COLLEGE VISITS** Students are allowed to take college visits during the junior and senior year. Documentation must be supplied to the High School office that the student did officially complete the visit. This documentation must be verified by that individual college/university. Students must be in good attendance and academic standing to attend such visits.

### ACADEMICS

#### REQUIREMENTS FOR GRADUATION

English (includes 1 sem. of Speech)	45 credits
Math	30 credits
Science	30 credits
Social Science	35 credits
Fine Arts	10 credits
Business: Business Economics & Personal Finance	10 credits
Career Tech Ed. (Business (other than Bus. Econ & Pers. Finance), FCS, Industrial Tech)	20 credits
Physical Education	10 credits
Electives	60 credits
<b>TOTAL</b>	<b>250 credits</b>

*All courses meeting one class period per day, five days a week, earn 5 credits per semester. For more detailed information specifying required courses needed to meet graduation requirements, see the Curriculum Guide.*

#### GRADING AND MARKING SYSTEM

Students will be issued grade reports four times during the school year, at the end of each nine weeks.

*All students at Wahoo High School will be graded on a plus minus system. Plusses and minuses will be added to the letter grades A, B, C, and D. This will apply to all classes. The following will be the letter grade, percentage, and its associated GPA.*

GRADE	PERCENTAGE	GRADE POINTS
A +	(98-100)	4.00
A	(95-97)	4.00
A -	(93-94)	3.67
B +	(90-92)	3.33
B	(87-89)	3.00
B -	(85-86)	2.67
C +	(82-84)	2.33
C	(79-81)	2.00
C -	(77-78)	1.67
D +	(75-76)	1.33
D	(72-74)	1.00
D -	(70-71)	.67

**NOTE:** *Dual enrollment courses will follow the college's grading system, which is usually on a 10-point scale. This will not affect GPA or Rank as it is interpreted on PowerSchool. However, it will explain differences regarding percentages that show on transcripts.*

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**STRENGTH OF SCHEDULE WEIGHTED CLASS RANKING SYSTEM** With the class of 2011, WHS began using a Strength of Schedule System to determine a weighted class rank. Strength of Schedule course levels is determined by the administration with staff input. In classes with a Rank Weighting of 0, (also referred to as a Core Class), a student does not receive any Grade Point Average (GPA) added value points. In classes with a Rank Weighting of 1, (also referred to as an Honors Class), a student receives one (1) Grade Point Average (GPA) added value point. In classes with a Rank Weighting of 2, (also referred to as a College/Dual Credit Class), a student receives two (2) Grade Point Average (GPA) added value points. For instance, Algebra 2 has a Rank Weighting of 0, Honors Algebra 2 has a Rank Weighting of 1, and College Algebra has a Rank Weighting of 2. Using those examples, a student who receives a grade of a "B" (3.00) in Algebra 2 – Rank Weight 0 – earns zero (0) GPA added value points. A student with a "B" (3.00) in Honors Algebra 2 – Rank Weight 1 – receives one (1) GPA added value point. The student with a "B" (3.00) in College Algebra – Rank Weight 2 – receives two (2) GPA added value points. All classes follow the same pattern to determine the overall average and class ranking.

\*\*Rank weighting does not impact GPA and is only used to determine a weighted class rank.

Other grades possible

P = Passing

U = Unsatisfactory

W = Withdrawal

W/F = Withdrawal Fail

F = Failing

I = Incomplete-If a student has missed a significant portion of the semester due to extreme illness or unforeseen circumstances; an "I" (incomplete) grade may be issued. Students will be allowed two weeks after the end of the semester to make up incomplete work. Work not completed during the allowed time will be entered into the grade-book as an "F" (failing). In some classes, incompletes are issued based on the amount of work that the student needs to pass. When this happens, the student does not earn credit in that class until all of the required material is completed satisfactorily. In the case of Strength and Fitness, partial credit may be awarded should an injury prohibit a student from completing the course.

\*\*Students who repeat a core course will receive one time credit for the highest letter grade achieved when taking the course. Some elective courses may be repeated.

**GRADE POINT AVERAGE** A student's Grade Point Average (GPA) is computed from all graded courses in grades 9-12. GPA is used to compute class rank as part of the *Strength of Schedule Class Ranking System*. It is also a factor in determining some honors and eligibility for post-secondary scholarships. All grades of "F", in any required or elective course, will significantly lower a student's GPA. **Repeating a course does not remove the original failing grade from the permanent record.**

**HONOR ROLL** Academic achievement is recognized each quarter and semester. Students who have incompletes will not be listed on the honor roll. The criteria for each honor roll is as follows:

High Honor Roll	4.0 GPA High School	3.92 to 4.0 Middle School
Honor Roll	3.67 and above GPA High School	3.5 to 3.91 Middle School
High School Honorable Mention	3.50 to 3.66	

**PARENTAL REPORTS** Grades can be seen anytime on the PowerSchool web page. See the office for help in setting up your account. Middle and high school parents can receive this report electronically via Powerschool.

It is the student's and parent's responsibility to keep informed of his/her academic progress. Report cards will be sent home or picked up by the parent at the end of each quarter. Parents will be informed through the website and school announcements of the day report cards will be handed out or mailed.

**WEBSS - "WAHOO EDUCATIONAL & BEHAVIORAL SUPPORT SYSTEM** WEBSS is a K-12 support system designed to enforce and encourage good habits in both academics and behavior for all students in the WPS school district. The WEBSS system was designed to create a consistent plan for educational and behavioral problems.

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The academic goals are:

1. To be prepared and on time for learning
2. To complete assigned tasks on time
3. To demonstrate academic proficiency

The behavioral goals are:

1. To use work time appropriately
2. To demonstrate respect for people and property
3. To respond appropriately to staff member directives.

At each level of the WEBSS process the following steps may occur:

1. Problem Solving (PS) at the classroom level between student and teacher and logged in Powerschool.
2. The log entry is sent to WEBSS team members for review. WEBSS coordinator at Wahoo High School is *Mrs. Forbes and Mr. Tomjack*. WEBSS coordinator at Wahoo Middle School is *Mr. Barry*
3. The WEBSS coordinators will schedule a meeting with the student, parent, teachers, and administrators when necessary.
4. During the meeting, techniques and strategies to assist the student (at home and school) are discussed. A WEBSS plan may be developed and put into place immediately to assist the student.
5. A follow up meeting may be conducted between all parties if problems continue. Further recommendations and strategies may be implemented based on student progress.

**\*\*If the program is not successful the parent(s) are informed of other resources available both within the school district and within the community.**

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### POWER OF ICU PROGRAM – INTENSIVE CARE UNIT FOR MISSING STUDENT ASSIGNMENTS (GRADES 6-12)

Purpose of the ICU Program: To help teachers and administrators communicate with each other as well as with students and their parents about missing school work.

When a student has missing work they may be placed on the ICU list to assist in finishing incomplete work. The ICU Room is designed to provide an additional learning environment outside of the normal academic day with the availability of an individual instructor. Students will be placed in ICU when it is seen as necessary to help them succeed academically. Once students have completed the required schoolwork, they will be excused from ICU. Teachers will notify students when they are placed on the ICU list for their class. **\*\*It will be the student's responsibility to notify the parent should they have to stay and/or need transportation at the conclusion of their ICU room attendance.**

The ICU Room schedule and location is as follows:

- Monday – Friday (Warriors Periods) HS Only
- Monday – Friday (During Lunch Schedules) HS & MS
- Monday – Thursday from 3:30 – 4:15 PM MS Only
- Friday – During FAST Times (Lifeguard Time) MS Only
- Saturday - Saturday School / 8:00 - 11:00 AM HS & MS

**\*\*Designated ICU time will take precedence over extra-curricular events. If a student is assigned to the ICU Room they will not be excused to attend extra-curricular activities without staff and administration approval.**

### Responsibilities

Classroom Teacher:

- Ensure that students are notified that they are on the ICU list.
- Ensure student has necessary materials and information to complete assigned work.
- Input the proper and accurate information into the ICU database.
- Inspect completed work to ensure that it meets expected standard and remove student from the ICU list.

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Student:

- Acknowledge that he/she has been placed on the ICU list and/or must attend the ICU Room.
- Ensure that required assignment materials and instruction are available
- Hand in completed missing assignments to the instructor.

ICU Room Supervisor:

- Maintain sign-in/sign-out log of students who attend the ICU Room (Complete Google Doc).
- Ensure students attending ICU Room work diligently on assigned work. Goal - one assignment completed.
- Assist the learning process whenever possible.

### WEBSS ASSISTANCE FROM TEACHERS

Any student who requires additional time at school under the direction of a teacher to adequately master assigned work may arrange such sessions with teachers. Teachers are generally available from 7:45 – 4:00. Appointments may be made at other times. Please be mindful of our many staff that also supervises before and after school

### WEBSS ACADEMIC SUPPORT

Wahoo High School expects all students to perform in a manner academically that will provide a path to the ultimate goal of graduation. To this end the following procedures will be in place for students who do not complete assignments or who are failing a class.

DOWNLIST PROCEDURES: A D's and F's list for the quarter and semester will be generated every Tuesday. This list will be generated through the principal's office.

1. A participant's performance in the classroom and during the school day may affect his/her participation. Participants must make a positive statement about our programs at all times.
2. Students needing to complete remediation activities for any class will be expected to do so prior to reporting for before or after-school practice. No activities' penalties will be assessed for attending to remediation needs.
3. Students consistently failing or performing at a borderline level in one or more classes may be removed from any given participation opportunity provided that no student shall be prevented from participation if that participation is directly related to a 'credit course' and non-participation may have a negative effect on the student's grade and earning of potential credit, the sponsor of that activity may choose to waive the suspension from the activity.
4. The coaches or sponsors in cooperation with the building principal and the professional staff shall have procedures for determining academic eligibility on a weekly basis during the season. The procedures shall provide students, who are failing, an opportunity to pass prior to being ruled ineligible to participate. The procedures shall also provide for adequate advance notice to the student's parent so that the parent has an opportunity to work with their child and their child's teacher to improve his or her academic standing prior to be ruled ineligible to participate.
5. In all situations involving remediation and/or removal from participation opportunities, classroom teachers and coaches/sponsors will work cooperatively to ensure that the best interests of the student are advanced.
6. Participants failing to earn 20 credits for the immediate preceding semester will be ineligible for extracurricular activities participation for the succeeding semester.

**ACADEMIC ELIGIBILITY PROCEDURES FOR ACTIVITIES (Grades 7-12)** If a student is failing two or more classes for two consecutive weeks that student will be considered ineligible. The first ineligible list will run on the 4<sup>th</sup> week of the semester in the HS and quarter in the MS. Ineligible students will be unable to participate in competition or performance for 1 full week. *\*\*If the administration, through discussion with the STUDENT and affected teacher(s), determines that the student has not had sufficient opportunity to get off the failing list and/or the student has made acceptable progress related to their Academic Plan, the coach/sponsor may allow the student to participate.*

### **SUMMER SCHOOL**

**Middle School:** Students who demonstrate a need for additional academic support in reading and math during the year will be invited to attend summer school. Data used as evidence for summer school placement primarily include NSCAS and MAP test scores with



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quarterly report card grades and teacher recommendation being used as supporting information. Students who are invited to attend but do not will have a notation made in their Powerschool file.

**High School:** Wahoo High school will offer a summer school credit recovery program. Students will be required to register and pay for these classes. The high school summer school program will be directly supervised by a certified teacher and will take place during the months of May and June. The primary mode of instruction will be individualized through OdysseyWare. Information regarding the summer school program will be provided during the second semester.

**HIGH SCHOOL SEMESTER EXAMS** At the end of each semester, teachers will administer semester exams or culminating projects for their respective classes. Testing schedules will be developed for the exams and this information will be provided to students prior to the exam dates. Semester exams/projects will be required and may not be taken prior to the scheduled test time.

**CHEATING** The faculty and administration are committed to eliminate such acts of cheating and to deal with offenses in a firm and decisive manner. Students caught cheating will receive an office referral. Teachers may require students to turn in make-up or alternate work.

**GRADUATION CEREMONY** Wahoo High School only has one graduation ceremony each year. Students that plan to participate must have met all of the graduation requirements before they will be allowed to walk across the stage. If a student does not meet the requirements in time to participate in their class's ceremony, they may participate in the following year's ceremony if they would like. A diploma will be issued to a student as soon as they meet the requirements after their class graduates

### STUDENT RIGHTS AND RESPONSIBILITIES

In order to establish and maintain a positive educational atmosphere within our school, the students must follow certain rules and regulations. The following rules and standards apply to school and any school event, whether on or off school grounds:

#### STUDENT RESPONSIBILITIES

1. To apply themselves to the best of their ability to the learning tasks assigned.
2. To attend school regularly and punctually.
3. To act in an appropriate manner that will enhance the learning environment for all students.
4. To use school facilities properly which will conserve their continued usefulness.
5. To abide by school regulations and to assist in their enforcement and development.
6. To participate constructively in school government and to assist in changing regulations for general school improvement.

#### STUDENT RIGHTS

1. To receive competent instruction in a relevant curriculum.
2. To attend a school which is clean, safe, and reasonably equipped for learning.
3. To have a framework for student government for student sharing in decision-making.
4. To have access to printed copies of school regulations.
5. To privacy of personal belongings provided they are not injurious to other students or disruptive to the learning environment.
6. To appeal through normal channels, including courts or civil authorities, any decision of the school administration.

**PARENTS RIGHT TO KNOW** Section 1119 of Title I Schools in Nebraska states that all parents have the right to request the qualifications of teachers. You may request a copy of your child's teacher's qualifications from the building principal or the Superintendent's office.

**RECORDS ACCESS** Any pupil in the Wahoo Schools, his/her parents, guardians, teachers, counselors or school administrators shall have access to the school's files or records maintained concerning him/her, in the presence of a principal and/or guidance counselor. No other person shall have access thereto, nor shall the contents thereof be divulged in any manner to any unauthorized person. All files or records shall be so maintained as to separate academic and disciplinary matters, and all disciplinary material shall be removed and destroyed upon the pupil's graduation or after his continuous absence from the school for a period of three years and after authorization is given by the State Record Board, pursuant to sections §84-1201 to §84-1220, Re-issued Revised Statutes of Nebraska, 1943.

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### **PRIVACY RIGHTS OF STUDENTS AND PARENTS**

Types of Student Records and Information kept by the School District:

1. Permanent Record- Official school records that constitute the minimum personal data necessary for the operation of the educational system.
2. Subsidiary Record - Professionally evaluated and interpreted information of importance, while the student is enrolled in the school district, in helping the student and in protecting others.

Persons Responsible for Maintaining Student Records:

1. Student records are maintained under the direction and supervision of the building principal.
2. All school personnel having responsibilities for working with students have an obligation to update the student's records and provide a continuous evaluation of the content of the record.

Persons Having Access to Student Records:

1. Students enrolled at Wahoo High/Middle School.
2. Parents/guardians of students under 18 years of age.
3. Eligible students (students or former students 18 years of age or older or enrolled in a post-secondary educational institution).
4. School district personnel responsible for working with students or student records.
5. Student records information will not be released to individuals, agencies, or institutions unless the request for the release of such information is accompanied by:
  - a. A written consent from a student, parents/guardian of a student under 18 years of age or an eligible student. The written consent should include a date, signature, mention of specific records desired, and the names of parties whom the records should be released.
  - b. Pursuant to a judicial order or a lawfully issued subpoena, with a student, parents/guardians of a student under 18 years of age or an eligible student being notified in advance of compliance; provided such notification does not violate the terms of the judicial order or subpoena.

Right of a Hearing to Challenge the Content of a Student's Records (Annual Notice of the Family Educational Rights and Privacy Act):

1. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are outlined below:
  - a. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.
  - b. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Wahoo Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student by the superintendent or designee when notified of the right to a hearing.
  - c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task) such as an attorney, auditor, medical consultant, or therapists); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in

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- performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
2. Upon request, the Wahoo Public Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
    - a. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wahoo Public Schools, District 39, Saunders County, Nebraska to comply with the requirements of FERPA.
    - b. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-4605
    - c. A copy of the Wahoo Public Schools Formal Hearing Procedure can be obtained by contacting the Central Office at 443-3051
  3. Charges for Reproduction of Student Records
    - a. A charge for the reproduction of any or all of the contents of a student's records will be paid by the individual(s) requesting such information. The charge for reproduction will reflect only the actual cost. The first two copies of the official transcript will be reproduced at no charge; each additional transcript will cost \$1.00.
  4. Directory Information
    - a. When requested, school district personnel may release directory information such as: student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory information will not be released for commercial use without permission of the Superintendent or designee.
    - b. Students, parents/guardians of students may inform the school district or school district personnel in writing that any or all of the directory information should not be released without their prior consent.

**ARRIVAL AT SCHOOL** The school will open for students at 7:45 a.m. At 8:10 a.m. the doors of the student lot will be locked and students must enter school through the front doors and sign in at the office. Be advised that there is limited supervision of students after 3:40 unless a student has a previously set appointment with a teacher or is involved in a school activity.

**STUDENT FEES** Students at our school have fees for various activities and items. Waivers for any fees are available from the building principal's office. These waivers are based on the free and reduced lunch application guidelines. The District is not responsible for any purchases/fees paid before the approval of the waiver application. Examples of fees students will need to pay are materials in courses taken home, cap & gowns for graduation, Close Up trip, outfits for groups that students keep, personal clothing needed for activities, summer school and dual enrollment courses. Examples of fees covered with the activity pass are admission to home games, transportation for participants to activity events, uniforms kept by the school and school dances except prom. Students who participate in activities are required to obtain an activity pass that is good for admittance at all local activities and contests excluding State and Conference games or prom. The cost of the pass is \$40.00 per student.

**LEAVING SCHOOL DURING THE SCHOOL DAY** Wahoo High/Middle School is considered a **CLOSED** campus. All students who leave the campus during the school day are required to report to the office prior to departure and acquire permission from a parent/guardian to leave the campus. Students will be expected to sign out when they leave the building and sign in upon their return. (Exceptions to this policy will include school sponsored activities and trips.) Parents may sign their students out anytime during the school day. Upon return to campus, the parent will need to sign their student into school at the office. **Students who leave the building without signing out will be considered truant.**

**STUDENT DRESS CODE** Student clothing and grooming have a bearing on how others react to him/her. Consequently, an individual's dress, personal appearance, and cleanliness should reflect *sensitivity* to and *respect for others* so that classroom disruptions are kept to a minimum. These regulations are not meant to suppress individuality. The purpose of a dress code is to allow students to demonstrate their individuality at the most meaningful level through their efforts, personality, spirit, and sense of community.

**Final authority to deal with improper clothing will rest with the administration.**

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The following examples of clothing or types of dress are listed to help with understanding, but the listed are not all inclusive.

Prohibited clothing and accessories at Wahoo High/Middle School:

- Clothing which causes or has the potential to cause either a substantial disruption or material interference with the educational process.
- Clothing which is too tight, too loose, too revealing, too short, or generally inappropriate for school including, but not limited to, clothing that bares the midriff, halter, tank tops worn alone or loosely, or see-through or low cut blouses.
- Clothing which creates or has the potential to create a health or safety problem or risk, including marking on oneself or others, wearing items such as long wallets or key chains.
- Clothing which contains vulgar or offensive words or language, or is sexually explicit, indecent, or lewd.
- Clothing which reflects lack of sensitivity or respect for others is unacceptable.
- Clothing which promotes, advocates, or advances the use of alcohol, tobacco, or illegal drugs, including dress which displays the logo or trademark of any brand(s) of alcohol, tobacco, or illegal drugs.
- Headwear and other outerwear worn to school must be kept in student lockers at all times. They may not be worn inside the building during regular school hours.

**COMMUNICABLE DISEASE** Students with rashes or other symptoms that are questionable as to whether the condition is communicable to other students are to be sent home at the discretion of school nurse or school officials. The student may return to school after the condition is identified and treated by a health professional and/or the condition is no longer present.

**ASTHMA/SYSTEMIC ALLERGIC REACTIONS** The Wahoo Public Schools, as required by NDE Rule 59, has implemented a school policy (508.12) that provides a protocol to follow by school personnel to administer EpiPen/albuterol to a student when it is determined that the student is suffering a life-threatening asthma or systemic allergic reaction while school is in session. If after reviewing the protocol, a parent/guardian does not wish to have their child receive the medication from an EpiPen or the albuterol by school personnel under the Asthma/Systemic Allergic Reactions Protocol, then the parent/guardian shall file a waiver stating such. Waivers are available from the office of the principal.

**PEANUT BASED PRODUCTS** It is the intent of Wahoo Middle/High School to not have peanut-based products in the classrooms or in the cafeteria. No peanut-based product will be served as a main menu item in our cafeteria. Students will be able to purchase peanut butter and jelly sandwiches from the ala carte menu. There will be a peanut-free table set-aside in the cafeteria; that table will be cleaned and wiped down after each lunch period.

**AREAS OF PROHIBITED STUDENT CONDUCT** Any conduct, which causes or creates a disruption or interference with any school activity, or interferes or threatens the health, safety, or the rights of other students, is prohibited. The preceding is a general statement that should be used as a guide by all students. Not all acts of misconduct can be itemized in this handbook. The following are general areas of violation of school rules: (See State Law §79-267.)

1. The use of violence, force, noise, coercion, threat, intimidation, fear, or other similar conduct toward others. **Actions prohibited could be physical, verbal or through means of social media.** This would include “hazing” of students.
2. The willful causing or attempting to cause damage to private or school property (Vandalism).
3. Stealing or attempting to steal private or school property while on school grounds.
4. Causing or attempting to cause physical injury to any student or school employee.
5. Threatening or intimidating a student for the purpose of or with the intent of obtaining money or anything of value from a student.
6. Possessing, handling, or transmitting any object, which is ordinarily or generally considered to be a weapon.
7. Engaging in the unlawful selling, using, possessing, or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substances, or look-a-like products.
8. Possessing or using drug paraphernalia, or any substance which if ingested or inhaled, impairs behavior, judgment and motor function.
9. Being under the influence of any illegal drug, misused prescription drug, or alcohol.
10. Engaging in other unlawful activity if it constitutes a danger to other students or interferes with school purposes. This would include, but not be limited to:
  - a. Gambling
  - b. Fighting
  - c. Lewdness

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11. Conviction of a felony by civil authorities.
12. Truancy or failure to attend assigned class or activity.
13. Tardiness, assigned class, or scheduled activity.
14. Willfully disobeying any reasonable written or oral request of a school employee.
15. Use of abusive or profane language.
16. Use of forged or fictitious notes for excuses, absences or tardiness.
17. Repeatedly violating school rules if such violations constitute substantial interference with school purposes. Students may be suspended or expelled for repeated or cumulative acts, a single act of which would not justify suspension or expulsion.
18. Any public physical display of affection, other than holding hands, is not permitted.
19. Disrespect by word, action, or deed directed toward teachers, school officials or other employees. This includes visiting school teams and representatives or officials of school contests.

Depending on the seriousness and related circumstances of the violation by the student, consequences may include:

1. Parent/student conference
2. Assigned detention (before or after school).
3. Short term suspension from school (1-5 school days).
4. Long-term suspension from school (6-19 school days).
5. Expulsion from school.
6. Enrollment in the Alternative School.

**ALCOHOL, DRUGS, and TOBACCO** As stated in the section under *AREAS OF PROHIBITED STUDENT CONDUCT*, any student possessing, using, or dispensing alcoholic beverages, tobacco, narcotics, drugs, or controlled substances, or products intended by appearance to replicate tobacco **or drug** products while on school property or at school sponsored activities is subject to disciplinary action.

In addition, any student in possession of or using drug paraphernalia, or any substance, which, if ingested or inhaled, impairs behavior, judgment, or motor function, is subject to disciplinary action and will be turned over to law enforcement with a referral to the Wahoo Public School's SCIP team. Any violations will also result in additional activity sanctions to be listed later in the handbook.

Any student who is in violation of the Wahoo Public Schools Drug, Alcohol and Tobacco standards of conduct will have further sanctions placed against them under the Wahoo Public Schools Activities Code if they participate in or attend extra-curricular activities, including sports, clubs, contests, performances, Homecoming, Prom, dances, and any other school sponsored events.

**FIREARMS** Federal legislation called the Gun Free Schools Act of 1994, specify that students who bring a gun on school property shall be expelled from school for one calendar year. State legislation forbids firearms in school, at a school activity, or on school grounds. Knowingly possessing, handling, transmitting, using, intimidating with, or threatening to use any object or material that is ordinarily or generally considered a firearm, explosive, or weapon, including guns, firearms, pipe bombs, fireworks, stun guns, BB guns, and pellet guns.

**OTHER WEAPONS** Using or threatening to use knives and/or chemical substances (including, but not limited to, mace, pepper guns, and bleach), and any other object/item that could be used to injure another person will result in disciplinary action against the student. The discipline action may include but not be limited to suspension and /or expulsion.

**SEXUAL HARASSMENT** The district is committed to an environment free from sexual harassment and intimidation for students and staff. Sexual harassment refers to sexual behavior that is not welcome, that is personally offensive, that debilitates morale, and that therefore interferes with the educational program of its victims and their co-students. Sexual harassment by a student may result in disciplinary action up to and including suspension and/or expulsion.

**HARASSMENT** The district is committed to an environment free from harassment for students and staff. Any intentionally hurtful, demeaning or disparaging act(s), words, symbolic representations, or behavior used by a student or students against another student or students that disrupts the educational process. This includes, but is not limited to, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering; and making derogatory remarks, demeaning jokes, disparaging drawings or notes. Harassment by a student may result in disciplinary action up to and including suspension and/or expulsion.

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**DATING VIOLENCE** Wahoo Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required for all students and staff. Dating violence will not be tolerated. For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or here dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

**BULLYING** As referenced in district policy 504.20 the district is committed to an environment free from bullying. Any intentionally hostile or offensive verbal, electronic, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, hazing, oppressing, or adversely controlling the student, and that is disruptive to the educational process. This may include, but is not limited to, verbal graphic, or written activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing or physical activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing. Bullying by a student may result in disciplinary action up to and including suspension and/or expulsion.

**THREATS** (Verbal and Written) - All threats, including those alleged to be jokes, will be taken seriously and are subject to investigation and disciplinary action. Investigation procedures for threats will be determined by the principal or designee, will take into account the age of the student and may include the following: documentation of the threat (specifics), questioning of student(s) involved, locker search and other searches, involvement of appropriate law enforcement authorities, notification of the parent or guardians (including those of the student making the threat and those of the student(s) being threatened), and determination of the sanction which may include but is not limited to parent conferences, rearrangement of schedule, detention, restriction of extracurricular activity, suspension, mandatory reassignment or expulsion.

**VANDALISM** School facilities (buildings, grounds, fields, etc.) are built and maintained by public funds and as such are deserving of the respect and care of the entire student body. Any student found defacing or vandalizing the building or district property and/or personal property will face the following possible consequences:

- Repair the damage by the student.
- Payment to replace or repair the damage.
- Suspension or expulsion of the student depending on the severity of the case

### **DETENTIONS AND SUSPENSIONS**

#### DETENTION

Students who are required to make up time after school are to report to the designated detention room by 3:35 and leave the building upon dismissal.

Students must bring something to study or read. Failure to do so may result in further disciplinary action. This consequence may be utilized for both behavioral and academic issues.

#### SHORT TERM SUSPENSIONS

Any student may be excluded immediately from Wahoo Public Schools for a period of time not to exceed five school days in the following circumstances provided that the suspension is assigned under the guidelines provided by Nebraska State Law: The days students are serving an OSS (Out of School Suspension), they may not participate in practices or attend school events for that period.

1. If the student has a dangerous communicable disease transmissible through normal school contacts.
2. If the student is infected with or can be proven to be a carrier of external parasites (such as head lice) which may be transmissible through normal school contacts which pose a threat to the safety and well-being of the school community. **The school nurse will be consulted in this matter.**
3. If the student is involved in behavior or activities that interfere with an educational function or which infringe upon rights of other students to pursue an education. Some of the activities or behavior that could result in suspension are listed under the “Areas of Prohibited Student Conduct”.

Short-term suspension shall mean exclusion from classes and school activities for the specified number of days. Students will not be considered absent.

Course work must be completed upon their return to class. It is the student’s responsibility to get the assignments from the teachers. Procedures, which will be followed in these cases, are:

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1. The principal will investigate the incident.
2. The student will receive oral or written notice of the charges and reasons for suspension.
3. The student will be told the evidence used to make the decision.
4. The student will be given an opportunity to present his/her version of the incident.
5. Parents will be notified of any action within 24 hours.
6. The principal will attempt to hold a conference with the parents before or at the time the student returns to school.

### LONG-TERM SUSPENSION

Long-term suspension means the exclusion of a student from Wahoo Public Schools classes and school activities for a period ranging from 6-19 school days.

The day's students are serving an OSS; they may not participate in practices or attend school events.

If the school administrator feels that an action on the part of the student results in a condition that calls for an exclusion from school beyond the short-term suspension, the following procedure shall be adhered to:

1. On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the Superintendent. The school shall, within two school days of the decision send written notice by registered or certified mail to the student, the student's parents or guardian informing them of the rights established under this act.
2. Such written 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.
  - b. The penalty, if any, which the principal has recommended in the charge, and any other penalty to which the student may be subject.
  - c. A statement that before long-term suspension or expulsion for disciplinary purposes can be invoked, the student shall have a right to a hearing upon request on the specific charges.
  - d. A description of the hearing procedures provided by this act, along with procedures for appealing any decision rendered at the hearing.
  - e. A statement that the Principal, legal counsel for the school, 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 right to know the identity of the witnesses to appear at the hearing.
  - f. A form on which the student, student's parents, or guardians may request a hearing to be signed by such parties and delivered to the Principal or Superintendent in person or by registered or certified mail.
  - g. Nothing in this act shall preclude the student, the student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage. If a hearing shall be requested within five days of the receipt of the written notice by the student, the student's parents, or guardian as described in these rules and regulations, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska Statutes which relate to such a hearing shall be adhered to.

### EXPULSION OR MANDATORY REASSIGNMENT

Expulsion shall mean exclusion from attendance at Wahoo Public Schools for a period of time not to exceed the remainder of the semester in which it took

effect. Mandatory reassignment shall mean the student would no longer attend regular classes, but could instead be assigned to Alternative School.

Continuation of disruptive activities that resulted in short-term suspension shall constitute grounds for a long-term suspension, mandatory reassignment, or

expulsion subject to the procedural rights of Nebraska State Law. A student who has been expelled from school will forfeit any credit for courses attended

during the semester. Action to expel or reassign will be managed through the same process as identified for long-term suspension.

### **SATURDAY SCHOOL**

Saturday School has been created as a consequence for misbehavior to replace some in-school suspensions and to serve as an option for some out-of-school suspensions. It is the goal of Saturday School to deter disruptive behavior and encourage academic improvement.

#### **Responsibilities of the Saturday School Student:**

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- Students will follow all expectations and rules as described in the Student Handbook (dress code, etc.) and Saturday School Student Expectations. Saturday School Sessions may be videotaped.
- Attendance
  - Absence from Saturday School will only be considered "excused" for the following reasons:
  - 1) family emergency; 2) illness; 3) prior administrative approval. \*\*Work is not an excused absence.
- Have all materials and be in the scheduled designated area by 8:00 AM.
- Students will have material with them. "Appropriate" material includes assigned classroom work, textbook reading and assigned reading material. Non-assigned material, such as magazines or personal books are not appropriate. If no work material is brought to the room, the student will be assigned prepared work by the supervisor.
- If a student has work assigned by the supervisor during the session that work is due at the end of the session. This work must be completed to the satisfaction of the supervisor. The student will not be given credit for attending Saturday School if the work is not completed on time and satisfactorily.
- Students will not leave the room without permission.
- Students will not bring food, candy, gum or drink into the room.
- Students will conduct themselves in a manner not to cause dismissal from the session.
- Students will not talk or make noises.
- Students may not sleep.
- Students who may be late and denied admittance or dismissed from the session will leave the building and school grounds immediately and without argument. Students who are argumentative, disrespectful or refuse to leave will be suspended .

### Saturday School Schedule

7:50 AM -Students are allowed to enter the building

8:00 AM -Students are required to have all books and study materials ready

9:30 AM -Students allowed 10 min. restroom/drink break and supervisor calls parents of absent students

11:00 am -Supervisor will dismiss students and reports to administration

### Consequences for Inappropriate Behavior at Saturday School Session:

1. Any inappropriate behavior will result in administrative discipline.
2. Skipping Saturday School may result in additional disciplinary action from administration up to Out of School Suspension.

### **LUNCH GUIDELINES**

These guidelines are to be followed by all students during the lunch period at Wahoo High/Middle School:

1. Students may not leave campus for lunch. Students may eat a school lunch or bring a sack lunch from home. **Fast food lunches are not allowed without administrative permission.**
2. Students will be issued a code to access their funds in the lunch program. Extra lunches or additional items can be purchased using your money in your lunch account.
3. All students who dine at school are to eat in the cafeteria.
4. The last fifteen minutes of the lunch period, the lunch personnel will determine if students can be in blacktop area by the faculty lot or in the gym.
5. No food is to be taken outside of the cafeteria.
6. Each student will have an account on the lunchroom computer. Any student in the family may be designated by the parents to bring payments to the account.
7. Middle School and High School lunches are \$2.75 per day. The computer will keep track of how much money you have on account, and subtract \$2.75 from your account each time you buy lunch. It will also subtract the appropriate amounts for extras such as juice, second portions, etc. The computer will warn you as you go through the lunch line that your account is low. High School and Middle School breakfast price is \$1.75.
8. Students may not borrow from each other's account, nor may they run a "negative balance" (borrow from the school).
9. Students on reduced lunch and free lunch will go through the line the same as all other students. The only difference is that the computer will only subtract the reduced rate from the account of students who qualify for reduced lunch prices, and those who qualify for free lunch will not have any money taken from the account for a regular school lunch. However, free lunch students may keep a balance in their account for juice and extra portions if they would like.



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10. Students will be issued a code number for lunch. Each student will punch his or her code into the computer at the end of the line. The account will appear on the computer screen for the lunch cashier. The cashier will then punch in the price of the lunch and/or extra items.
11. If a student needs to buy a cash lunch, or buy a second portion or ice cream with cash, he or she must go to the end of the line. Cash sales will be transacted after the other students have gone through the line so as not to hold up the line.
12. Students will check to make sure the area is left clean. Place trays, plates, bowls, utensils and trash in the proper containers and areas.

### NONDISCRIMINATION STATEMENT

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

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

To file a program complaint of discrimination, complete the USDA program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

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

**TELEPHONES AND ELECTRONIC DEVICES** Classroom telephones are for staff or emergency use only. All personal electronic devices should be kept out of sight or stored in a teacher provided location during classroom instructional time. Students are permitted to possess and use electronic devices before school hours, at lunch time, during passing periods and after school hours, provided that the student does not commit any abusive use of the device. Administration has the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate. Students who violate the *electronic device* expectations will have *those devices* confiscated *and consequences assigned*.

**COUNSELING SERVICES** The school district employs counselor(s) of the purposes of assisting students with, but not limited to, district testing, individual educational planning, scheduling, college and career planning, and discussing personal or social situations that impact a student's academic or personal success.

**FAMILY SERVICE LINCOLN** Wahoo Public Schools partners with Family Service Lincoln to provide additional therapy resources to the district's students and families. Individual and family therapy services are provided within the school setting to assist individuals and families in dealing with life stressors that impact their behaviors and relationships at school or home. Prior to a student or family meeting with a Family Service Lincoln behavioral health therapist, the student's parent or guardian will be contacted and consent for services documentation and other intake information will be collected.

**SCIP (SCHOOL COMMUNITY INTERVENTION PROGRAM)** Because of our commitment to the education of students, we at Wahoo Public Schools will participate in School Community Intervention Program to provide a means of assistance for students demonstrating behaviors interfering with their education that may be related to the use of alcohol and other drugs. Wahoo Public Schools partners with Blue Valley Behavioral Health (BVBH) to provide appropriate, school-based support services. A Blue Valley Behavioral Health counselor may be contacted by the school counselor to provide services to the student through the Youth Assistance Program (YAP). Before a student receives YAP services, the student's parent or guardian will be contacted and consent for services documentation and other intake information will be collected. YAP is not therapeutic treatment and no treatment services will be provided as YAP is a short-term assessment and early intervention based program. All YAP sessions will occur at school unless otherwise prearranged and agreed upon.

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**LOCKERS** Lockers will be assigned the first week of school. The lockers belong to the school and may be inspected by the principal or his designee whenever it is deemed necessary to do so. Time between classes may not permit frequent stops at your locker so plan accordingly. The combination to your locker is confidential; do not share this information with any other student. Lockers are to be locked at all times. Keep your locker clean.

Students are to use the lockers that are assigned to them. Also, be reminded that the school will not be responsible for items that are lost or stolen from lockers that have been “rigged” to stay open. Students are responsible for any damages to their locker(s) during the school year. Fines may be assessed for damaged lockers. Students are encouraged to report any damages to their locker(s) that may occur during the school year. The combination lock is to provide security for student's materials and possessions left in the locker.

**\*\*All lockers will be cleaned prior to checking out the last day of school.**

**LOCKS AND LOCKER ROOM ASSIGNMENTS** Lockers will be assigned the first week of school. The lockers belong to the school and may be inspected by the principal or his designee whenever it is deemed necessary to do so. Time between classes may not permit frequent stops at your locker so plan accordingly. The combination to your locker is confidential; do not share this information with any other student. Lockers are to be locked at all times. Keep your locker clean. Students are to use the lockers that are assigned to them. Also, be reminded that the school will not be responsible for items that are lost or stolen from lockers that have been “rigged” to stay open. Students are responsible for any damages to their locker(s) during the school year. Fines may be assessed for damaged lockers. Students are encouraged to report any damages to their locker(s) that may occur during the school year. The combination lock is to provide security for student's materials and possessions left in the locker. **\*\*All lockers will be cleaned prior to checking out the last day of school.**

**BAGS/BACKPACKS** Students will be allowed to carry a string bag or backpack that is small enough to not cause a safety concern in the hallway or classroom. Students are encouraged to not bring valuables to school. Wahoo School administrators will reserve the authority to request that a student leave his/her book bag, string bag or backpack in the student's school assigned locker.

**STUDENT PARKING** All motor vehicles driven by students will be parked in assigned areas. *Any vehicle driven to school will be considered to be on school property.*

The parking lot is off limits to students during the day without permission from the office. Reckless driving on school property will not be permitted. Violators are subject to disciplinary action by school officials and/or law enforcement officers.

Consequences for violation of the above rules may include suspension or loss of driving privileges. Students who violate the rules continually will be notified in writing that any further violations of parking procedures can result in the vehicle being towed at the expense of the student.

**SEARCH AND SEIZURE** School lockers are the exclusive property of the district. School lockers may be opened or searched by certificated staff members without notice and without student consent. Students' possessions including, but not limited to, purses, bags and automobiles, may be searched whenever there is a reasonable suspicion that the student possesses any illegal substance or object which is in violation of law or District Policy, or which could cause bodily harm or damage to property. As part of the district's effort to keep the high school safe and free from illegal drugs, the school administration may authorize the use of law enforcement drug detection dogs to search school lockers and cars parked in the school parking lot. The refusal of a student to consent or submit to a reasonable search and/or to surrender objects or substances found, as a result of such search may be grounds for discipline.

**HALL PASSES** A hall pass will be issued by a staff member and is required whenever a student leaves a classroom or a study hall. Students without passes in the halls during class periods will be subject to disciplinary action.

**EMERGENCY PROCEDURES** Nebraska State Law requires fire and tornado drills. Each room will have posted the route for students to take when the fire alarm is sounded. Each teacher will inform you as to the route the occupants take from that room which will take you to the nearest exit. Proceed in a quiet orderly manner out of the building.

### WAHOO HIGH/MIDDLE SCHOOL STORM AND DISASTER PLAN

Should there be a need to evacuate the classrooms for some form of disaster other than fire, the following Standard Response Protocol (SRP) will apply:

1. A general announcement will be given via the intercom system to evacuate all students directly to a designated area. Staff and students are to proceed to predefined areas. (A specific description of the school's storm and disaster plan is available, upon request, from the building principal.)

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2. Teachers are responsible for all students in their charge at the time of the evacuation. Any teachers without students at that time will help keep order and pick up any students not with a group. Students and teachers must stay together as a class. No talking, running, or misconduct will be tolerated.
3. Each teacher must bring along a grade book or class list and take roll at the destination. After roll is taken, missing students or staff will be reported to a building administrator. Teachers also must bring along a flashlight.
4. An all-clear announcement will be given to return to classes.

**THE HEALTH PROGRAM** Each year the school nurse may provide for an examination of students. The examination may include weight and measurement, dental inspection, vision screening, hearing test, and a blood pressure reading. Parents will be notified of revealing defects found as a result of the screening examinations. These routine inspections are not intended to replace regular medical and dental check-ups. We would like parents to inform the school of any changes or problems in their child's general health that might affect the educational or activity program.

If a student becomes ill during the school day, or has an accident, it must be reported to the principal, the secretary, or one of the teachers. A student is never to leave the building without permission. Parents will be notified if an accident or illness appears serious. The school will keep written reports concerning all elements of the health program.

Students must have a complete immunization record before they may begin school. Waivers will only be granted if signed by a medical doctor or a clergy from a recognized church.

**MEDICATION** If a student must receive medication during school hours, the parent must contact the school so that a time can be set for the parent and the principal or designee to review the Board of Education policies and procedures concerning the use of medication during school hours. All prescription medication will be left in the office. Student medication will be dispensed from the office as stated on the physician's prescription and done so by the school nurse or a designee. Medication must be in its original container and have the prescribed dosage included. **A Medical Action Plan must be on file in the school nurse's office prior to a medicine being dispensed; the plan form can be picked up at the school office or requested from the school nurse.** Any student distributing medication or supplements may be subject to disciplinary action. *\*The school nurse should be notified of any supplements taken for workouts or pre-workouts during school hours.*

**SCHOOL BUS TRANSPORTATION** The following statements pertain to students using school bus transportation services within the city of Wahoo, while on school sponsored trips, and students living outside of Wahoo traveling to and from school.

1. Be on time at the designated bus stops
2. Stay off the road while waiting for the bus
3. Conduct yourself in a safe manner while waiting
4. Wait at a safe distance until the bus is completely stopped
5. Keep hands and head inside bus at all times
6. Help keep the bus clean and safe
7. Stay seated while the bus is in motion
8. Keep the aisles clear
9. Be absolutely quiet when approaching railroad crossings
10. Be courteous to fellow riders and to the driver
11. Inform driver when rider will be absent
12. Abide by rules and regulations and requests from the driver and the sponsor.

**Failure to comply with the above rules may result in consequences that are not limited to, but could include, removal from the bus.**

Students **who** attend school-sponsored activities, for which the school provides transportation, are required to ride both to and from the activity on the school bus. Exceptions may be granted when arrangements are made with the sponsor or principal prior to the event. To release students at the end of the activity, parents must be there to talk to the sponsor and sign a release form.

**LIBRARY/MEDIA CENTER** The Library/Media Center is open to students daily from 7:45 a.m. - 4:00 p.m. The library/media center is a quiet place for individual study, research, chess or leisure reading. Books, periodicals, audio/visual materials, and reference materials (both print and digital) are provided. In addition, numerous computers are also available for student use. All district computer usage policies outlined in this handbook will be strictly enforced.

Most materials (with the exception of reference books, current magazines, and some oversized books) are available for student checkout. All books may be checked out by students for a two-week period, and renewed once for another two-week period. All

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audio/visual materials may be checked out on an overnight basis. An overdue fine of five (5) cents per day will be assessed for each overdue item. It is the student's responsibility to keep track of due dates. Students are able to log into their Destiny library accounts at any time to access a list of checked out items and fines due. An updated list of all overdue materials will always be posted, and emailed to teachers as well. Students with overdue materials will not be allowed to check out additional items until the overdue items are returned. Charges for book repairs will be assessed depending on the level of damage. There will be a \$20 replacement charge for all lost books. Students who owe money from overdue fines or lost/damaged materials will not receive grade reports and will have their PowerSchool access limited until all fines are paid.

Food will not be allowed in the library/media center at any time.

All Wahoo Middle and High School students have access to eBooks via a consortium purchase with Educational Service Unit #2 in Fremont, NE. The middle/high school eBook database is easily accessible on the district website ([www.wahooschools.org](http://www.wahooschools.org)) by clicking "Quick Links" and the "Middle/High eBooks" button. Students are able to access these eBooks on their iPads using Blio, a free app available in the Apple Store. Students may also read eBooks on numerous other electronic tablet devices. Please see media center staff if you have questions.

Students have access to a national interlibrary loan program. Through this program, students can have books and other materials not owned by the Wahoo Public Schools library sent to them from other libraries. To use this service, students should submit the requested title, author, and publication information (if available) to media center staff. Media center staff will then submit this information to the Nebraska Library Commission, who will in turn locate a library somewhere in the country that is willing to loan out the item(s). The requested item(s) will be shipped directly to the school and given to the student to borrow for a period of 30 days. Students should pay close attention to due dates for interlibrary loan items, as an overdue fine of \$1.00 per day will be assessed for all overdue interlibrary loan items. Renewals may be requested to media center staff at least three (3) days prior to the due date. The approval of a renewal will be determined by the library, which has agreed to the interlibrary loan. This service is especially useful for students conducting classroom research. For suggestions on how to locate resources to submit to interlibrary loan, please see Mr. Privett.

The library/media center strives to make its collection development as relevant and useful as possible to the staff and student body. Students are always encouraged to make recommendations of specific books or other items they would like to see purchased for the library/media center. These suggestions should be submitted in writing to library/media center staff.

Please note: because we have a combined middle and high school library, we have a large number of books and eBooks that some middle school parents may feel is inappropriate for younger students. These books are classified as "YA" (which stands for "Young Adult"). These books tend to have higher reading levels and may contain some risqué language and content pertaining to more mature themes (including relationships, sex, alcohol/drug use, abuse, etc.). Because of this, parents are asked to monitor their children's library usage, and work with them to select appropriate materials, both print and digital. The district's electronic collection database can always be accessed online at <https://wahoo.follettdestiny.com>. If you have any questions, please contact WPS Media Director David Privett at (402) 443-4332, ext. 3232, or email [dprivett@esu2.org](mailto:dprivett@esu2.org).

**SCHOOL CLOSING INFORMATION** School closing information will be broadcasted on Channel 7 Omaha (KETV), Channel 10 Lincoln (KOLN/KGIN), and KFAB 1110 AM. The information will be released as soon as the decision to close school is made. The media will carry the messages early in the morning or as needed.

### **HIGH SCHOOL DANCE ELIGIBILITY**

#### **SCHOOL DANCES**

Our **high school** dances are sponsored for the benefit of Wahoo students. The dances are for ninth through twelfth graders **ONLY** unless otherwise stated.

Out-of-class or out-of-school dates **MUST** be accompanied by a Wahoo student and must be at least a ninth grader and under the age of 21. ALL out-of-school dates must be signed up in the office on the last school day before the dance.

**ANY** student leaving the dance for any reason before the dance is over will not be readmitted.

**NO** student will be allowed to enter the dance after the stated closed-door time without prior approval.

**ANY** student caught using, possessing, or under the influence of alcohol or drugs will have their parents contacted and the appropriate action taken by the school (see Alcohol, Drugs).

Please make note of the dress code: **Girls:** Dresses may not be too short, too revealing, or too tight; no cut outs around waist or chest.

**Boys:** Wear a collared shirt & slacks. **All:** No jeans or shorts. No hats, headwear or masks.

Qualifications for Homecoming Court eligibility:

**“INSPIRING OUR STUDENTS TO THRIVE!”**

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1. MUST HAVE COMPLETED JUNIOR YEAR AND IS ENROLLED SENIOR YEAR AT WAHOO HIGH SCHOOL.
2. DEMONSTRATES ACADEMIC PROFICIENCY
3. MEETS ATTENDANCE REQUIREMENTS
4. FOLLOWS WAHOO HIGH SCHOOL CODE OF CONDUCT
5. INVOLVED IN AT LEAST ONE SCHOOL ACTIVITY DURING THEIR JUNIOR YEAR

Qualifications for Prom Court eligibility:

1. MUST HAVE COMPLETED JUNIOR YEAR AND IS ENROLLED SENIOR YEAR AT WAHOO HIGH SCHOOL.
2. DEMONSTRATES ACADEMIC PROFICIENCY
3. MEETS ATTENDANCE REQUIREMENTS
4. FOLLOWS WAHOO HIGH SCHOOL CODE OF CONDUCT

**COMPUTER USAGE** Access to the Internet will be provided on most school devices. Use of the Internet provides great educational benefits to students. Unfortunately some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people.

The use of the Internet, school email, and the district computer network is a privilege, not a right. The Internet and district network shall be used for educational purposes only.

Students are responsible for good behavior on the Internet just as they are in the school building. Generally, school rules for behavior and communications apply.

Network storage areas will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. All user files will be public and the property of Wahoo Public Schools.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Computer/internet gaming
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging or altering computers, computer systems, or computer networks
- Violating copyright laws
- Using another student's username/password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources, including the use of "chain letters" and messages broadcasted to mailing lists or individuals
- Employing the network for commercial purposes or business gain
- Revealing the personal address or phone number of yourself or any other person without permission from your teacher
- Adding, deleting, or changing programs on school computers without permission
- Printing or downloading information not related to the school curriculum
- Accessing any proxy sites designed to bypass district security/filtering software

Violation may result in a loss of access as well as other disciplinary or legal action.

The district reserves the right to monitor any usage of the district network, including but not limited to, accessing browser logs, e-mail logs, and any other history of use.

**VIDEO & AUDIO RECORDING** Wahoo High/Middle School uses video and audio recording devices at school and on busses. Students who are recorded exhibiting inappropriate behavior can be disciplined as though a staff member witnessed the act.

POLICY - WAHOO PUBLIC SCHOOLS  
UNITED STATES CIVIL RIGHTS ACT  
TITLE IX, TITLE VI, SECTION 504

NO PERSON, INCLUDING STUDENTS, MAY BE TREATED IN A MANNER WHICH DISCRIMINATES BASED ON SEX, RACE, COLOR, CREED, RELIGION, AGE, NATIONAL ORIGIN, HANDICAP OR MARITAL STATUS. ANY GRIEVANCE SHALL BE TAKEN UP FOR SETTLEMENT UNDER THE FOLLOWING PROCEDURE:

### STEP I

The grievance shall be presented to the building principal.

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### STEP II

If a satisfactory adjustment of such grievance shall not thereby be reached within three school days thereafter, it may be presented in writing to the building principal that will within five days thereafter present a decision in writing to the grievant.

### STEP III

If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented in writing to the Grievance Coordinator, the high school guidance counselor, who will within five days thereafter present a decision in writing to the grievant.

### STEP IV

If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented in writing to the Superintendent of Schools who will within five days present a decision in writing to the grievant.

### STEP VI

If a satisfactory adjustment of such grievance is not thereby reached, appeal may be made to the Office of Civil Rights, Kansas City, MO.

BOARD OF EDUCATION POLICIES 4012 & 6145

STUDENTS: CIVIL & LEGAL RIGHT

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**Child Find:** The Wahoo Public Schools requests your help in locating handicapped children. The schools implement the Federal Handicapped Children's Act (PL-94-142), which guarantees a free appropriate educational program for all children between the ages of 0 and 21 years. If you have a student or know of any young person with special needs between 0-21 years of age who is not enrolled in an appropriate educational program, please call (402) 443-4250 ext. 1032, or write to WPS Special Education Advisor Shelley Maass at the address above.

The Wahoo Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person(s) has/have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination:

**Title:** Brandon Lavaley, Superintendent Or Shelley Maass, Special Education Dir.

**Address:** 2201 N Locust St.– Wahoo, NE 68066

**Phone #:** 402-443-3051

**If you have problems contact:**

**Office for Civil Rights**  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114  
816-268-0550  
FAX: 816-823-1404; TDD: 800-437-0833

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### TITLE IX

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

#### 1. **Title IX Coordinator**

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the “**Title IX Coordinator.**” The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

#### 2. **Definitions.** As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

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- 2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual’s participation in unwelcome sexual conduct;
- 2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district’s education program or activity;
- 2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
  - 2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
    - 2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
    - 2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
    - 2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
    - 2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
  - 2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
    - 2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
    - 2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent
- 2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—
  - 2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - 2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - 2.6.4.2.1. The length of the relationship.
    - 2.6.4.2.2. The type of relationship.
    - 2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.



2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### 3. **Discrimination Not Involving Sexual Harassment.**

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure.

4. **Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment.**

5.1. **General Requirements.**

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district’s education program or activity. Remedies may include the same individualized services described in subsection 2.7 as “supportive measures”; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

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- 5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person’s status as a complainant, respondent, or witness.
- 5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- 5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.
- 5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.
- 5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:
- 5.1.4.2.1. The definition of sexual harassment in subsection 2.6;
- 5.1.4.2.2. The scope of the district’s education program or activity;
- 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
- 5.1.4.2.4. How to serve impartially, including by avoiding prejudice of the facts at issue, conflicts of interest, and bias.
- 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.
- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

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- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- 5.2. **Notice of Allegations.**
- 5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
- 5.2.1.1. A copy of this policy.
- 5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- 5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.
- 5.3. **Dismissal of Formal Complaint.**
- 5.3.1. The district will investigate the allegations in a formal complaint.
- 5.3.2. **Mandatory Dismissals.** The district **must** dismiss a format complaint if the conduct alleged in the formal complaint:
- 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
- 5.3.2.2. Did not occur in the district's education program or activity; or
- 5.3.2.3. Did not occur against a person in the United States.
- 5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
- 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

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- 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or
- 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district’s code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular “party,” “complainant,” or “respondent” include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district’s investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party’s voluntary, written consent to do so for a grievance process under this section (if a party is not an “eligible student,” as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a “parent,” as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence

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upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

### 5.7. **Determination Regarding Responsibility**

- 5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

- 5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

- 5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

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5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

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- 5.9.1.1. The allegations;
- 5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- 5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
- 5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- 5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and
- 5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

### 5.10. **Recordkeeping.**

- 5.10.1. The district will maintain for a period of seven years records of:
  - 5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
  - 5.10.1.2. Any appeal and the result therefrom;
  - 5.10.1.3. Any informal resolution and the result therefrom; and
  - 5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
- 5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

### 7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.



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- 7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.
- 7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.
- 7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.
- 7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

### 10.1. **Specific Circumstances.**

- 10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.
- 10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

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**Wahoo Public Schools – Parent/Student Activities Handbook**



**INTRODUCTION** - Wahoo High School and Middle School is proud of the students and coaches who contribute to make the activities program a positive experience for its participants. Success in activities cannot always be measured by the wins and losses of each program, but must also be measured by the satisfaction and educational experiences received by the participants. The activities program at Wahoo High School and Middle School provides experiences to help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point that it does not determine the nature of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests.

Our coaching staff at all levels believes that participation in activities, both as a player and as a student spectator, is an integral part of the student’s educational experiences. Such participation is a privilege that carries with it responsibility to the school, to the team, to the student body, to the community, and to the students themselves. In their participation and in their conduct, they are representing all these groups. Such experiences contribute to the knowledge, skill, and emotional patterns that they possess, thereby making them better people and better citizens.

**SPORTS BY SEASONS (\*\*Middle School Grades 7 & 8 )**

<b>SEASON</b>	<b>BOYS</b>	<b>GIRLS</b>
<b>Fall</b>	Cross-Country	Cross-Country
	Football	Volleyball
	Unified Bowling *HS ONLY	Softball *HS ONLY
		Unified Bowling *HS ONLY
<b>Winter</b>	Basketball	Basketball
	Wrestling	Wrestling
<b>Spring</b>	Baseball *HS ONLY	Track & Field
	Boys Golf *HS ONLY	Unified Track & Field *HS ONLY
	Track & Field	
	Unified Track & Field *HS ONLY	

**ACTIVITIES PHILOSOPHY** We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of a student’s educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to other students, to the community and to the athletes themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to achieve maximum benefit from his or her education.

Wahoo High School and Middle School student activities are considered a supplement to the school’s academic program, which strives to provide experiences that will help to develop students physically, mentally, socially, and emotionally.

At parent meetings, Head Coaches will voice the Wahoo Activities Philosophy that we will encourage athletes to be multi-sport participants. There will be no mention of Club, off-season, all-star, or select teams that may be available for them to play either during or after their season.

Teachers are encouraged to have students with missing assignments stay after school to complete those assignments. These students will need to have the teacher write a pass for them to take to practice indicating when the teacher released them. **\*\*\*\*Students that are failing a class, or multiple classes, may be withheld from**

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**practices and competition until that student is no longer failing.**

**ATTENDANCE** Attendance requirements for all activities have the same basic philosophy. Students may miss practices/contests for one of the following reasons; **Immediate Family, Church or another School Activity (only)**. Missing practices for any other reason would fall into the “unexcused” category. This includes missing practice for another “club” or off-season activity. **\*\*All absences must be communicated to the coach or sponsor.**

**ACADEMIC ELIGIBILITY PROCEDURES FOR ACTIVITIES (Grades 7-12)** If a student is failing two or more classes for two consecutive weeks that student will be considered ineligible. The first ineligible list will run on the 4<sup>th</sup> week of the semester in the HS and quarter in the MS. Ineligible students will be unable to participate in competition or performance for 1 full week. **\*\*If the administration, through discussion with the STUDENT and affected teacher(s), determines that the student has not had sufficient opportunity to get off the failing list and/or the student has made acceptable progress related to their Academic Plan, the coach/sponsor may allow the student to participate.**

Students on the ICU list for more than three (3) missing assignments, will not be allowed to travel with the team, if the team is dismissed during the school day. If the team travels after the school day has concluded, those students will be allowed to travel at the discretion of the head coach of their specific program and/or administration.

**ACADEMIC REQUIREMENT FOR COLLEGE ATHLETIC PARTICIPATION** Please consult the school counselor for the most current information.

**ACTIVITIES CODE** The Wahoo Public Schools activities program is before the public eye throughout the entire year. The activities program functions on an extracurricular basis therefore student participation is completely voluntary. This code is a MINIMUM of our expectations. Each coach/sponsor has permission to enact a stronger code of conduct for their individual activity.

People judge the school system by the way students who participate in or attend the various activities conduct themselves. It is imperative that quality standards of conduct, dress, grooming and training are established as a part of the activities.

The administration and coaching staff of Wahoo Middle/High School feel that it is very important that our activity participants are portrayed in a positive way, and will work to promote an image that is highly regarded and respected. To produce these ideals, the following guidelines and standards are in effect:

- 1. Dress:** Individual coaches and sponsors may request certain dress on days of events and trips.
- 2. Grooming:** The variations in the physical features of different individuals create a need on the part of the coaches and sponsors to be flexible when evaluating a participant’s grooming habits. Essentially, the students should be neat and clean in appearance. Hair should be of such length that it does not create a health or safety problem. In addition, it is left to the coaches and sponsors discretion regarding appropriate hair length for their particular activity season.
- 3. Training:** Participants are to demonstrate acceptable standards of conduct and training at all times. These standards of conduct and training shall be maintained in season as well as throughout the calendar year. Under activities training rules, the standards of conduct prohibit **AT ALL TIMES**, the possession, procurement, use, or distribution of alcohol, drugs, tobacco (smoking or chewing), look-alike drugs, look-alike tobacco, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia.
- 4. Attendance:** **\*\*Students MUST** be in attendance at school for one-half (1/2) day in order to participate or attend a practice or event that day. The administration retains the right to grant participation or attendance.

NOTE: Exceptions may be made in the case of previously scheduled professional appointments (medical/dental), school related activities, or other unforeseen circumstances. Violations of these standards of conduct by activities participants shall result in the imposition of the sanctions outlined in the Student Handbook, and/or below. Due Process procedures outlined in the Student Handbook will be followed.

- 5. Enforcement:** Any student who is in violation of the Wahoo Public Schools Drug, Alcohol and Tobacco standards of conduct will have further sanctions placed against them under the Wahoo Public Schools Activities Code if they participate in or attend extra-curricular activities, including sports, clubs, contests, performances, Homecoming, Prom, dances, and any other school sponsored events.

### **CODE OF CONDUCT**

#### EXPECTATIONS/PROCEDURES/VIOLATIONS

As representatives of Wahoo Middle/High School, participants and attendees are expected to conduct themselves in a manner which exemplifies good sportsmanship and good citizenship at home and away contests, in-season and off season, and while either on or off campus.

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Activity participants and attendees should note that a Violation of the Activities Code could occur through **improper activities related to poor conduct choices**. Such poor conduct choices may include but are not limited to the following:

1. When a student is cited by law enforcement.
2. When a student is convicted of a criminal offense.
3. Any students who have violated student handbook rules and receive suspension or expulsion.
4. Failure to comply with any rule established by the Nebraska Schools Activities Association, including, but not limited to, the rules relating to eligibility.
5. The use of social media language, written or oral, pictures, or gestures, which is profane or abusive to a school employee, school volunteer, student, other schools, groups, or organization which is commonly understood and intended to be derogatory toward a group or individual.
6. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

The MS/HS Administration will deal with poor conduct choices on an independent basis, will weigh the severity and repetitiveness of poor conduct choices, and will place sanctions after completing their investigation on all conduct violations.

\*\*\*\*Notice is hereby provided to activity participants and attendees and/or parents that the activity code is interpreted broadly interpreted. In the event any activity participant or attendee or parent is uncertain related to the codes and their application to specific conduct, the student should contact the Activities Director and/or Middle/High School Principal for an official interpretation.

### DRUG/ALCOHOL/TOBACCO Violations:

The banned substances for WPS participants are: tobacco, alcohol, illegal drugs, and inhalants or controlled substances (except under authorized prescription), including look-alike substances of this nature. The use or possession of such substances, or procuring such substances for others, is a violation of the Wahoo Public Schools Code of Conduct for extra-curricular and co-curricular activity participation. Possession for purposes of the Code of Conduct has a less strict meaning and is much broader than possession under criminal laws. It includes actual, constructive and other types of possession as defined herein. It includes situations where, for example: (1) alcohol or the substance is in a vehicle in which a participant is present—the participant is considered to be in possession if the participant is aware that the alcohol or substance is in the vehicle, even though the participant has not touched or consumed the alcohol or substance, provided that the alcohol or substance is not in the control of a parent or guardian or other responsible adult (age 21 or older) and (2) alcohol or the substance is present at a party attended by the participant—the participant is considered to be in possession if the participant is aware that alcohol or substance is at the party, even though the participant has not touched or consumed the alcohol or substance, provided that the alcohol is not in the control of a parent or guardian or other responsible adult (age 21 or older). In addition, WPS participants are expected to not engage in violation of the criminal laws. A student convicted of a criminal offense shall be considered to be in violation of the Wahoo Public Schools Code of Conduct for extra-curricular and co-curricular activity participation. Students charged with a violation of criminal law may be subject to restricted participation in extra-curricular and co-curricular activities in the event school officials determine a violation of the Code of Conduct has occurred.

### MINIMUM SANCTIONS

(First Offense) Minimum two week suspension **and minimum of one contest missed** from interscholastic contests, performances or activities including dances, Prom and club activities. However, the student may return to competition after a suspension is issued by the administration provided the student has self-reported the violation within 24 hours of the violation to their head coach or school administration. Students are reminded and encouraged to self-report any violation that is applicable to the Activities Handbook. The benefit to the student is immediate onset of their consequence timeline. As a learned behavior, this is a positive step by the activity participant. \*This reduction in penalty is only available once during a student's four years (8 semesters) of eligibility.

\*All suspensions will begin immediately following notification from administration.

While on suspension:

**\*The student will continue to be a member of a team or squad, the student must continue to attend and participate in all practices during the suspension period.**

**\*The student shall change roles on the team/squad from active participant, to “helper/manager” during contests, and will complete all duties as assigned by the sponsor or coach.**

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**\*Students will be permitted to travel and/or attend game competitions with the team while under suspension provided the student is in good academic standing and has been meeting the above expectations. The student shall not be in uniform while on suspension during contests.**

(Second Offense) Minimum of 90 school days and minimum of four contests missed from interscholastic contests, performances or activities including dances, Prom and club activities. *For drug and alcohol offenses, the student will be required to participate in the Youth Assistance Program (YAP) before becoming eligible for the next season.*

\*All suspensions will begin immediately following notification from administration.

(Third Offense) Forfeiture of all privileges of activity participation including practices for the remainder of high school eligibility.

\*All suspensions will begin immediately following notification from administration.

### ADDITION SANCTION INFORMATION

1. Students are reminded that if you are suspended from activities due to a violation of the school's participation rules, this means you are ineligible for ALL school activities during this time period. This includes being a spectator at contests if your team is not participating.

2. Once an activity participant accumulates a first offense sanction, the participant will carry the first offense with them for the remainder of their high school career. Once a middle school activity participant accumulates a first offense sanction, that participant will carry the sanction with him/her for the remainder of the middle school career. Sanctions begin new once a student enters high school.

3. The code of conduct is a minimum standard in regard to participation sanctions. Coaches may implement additional sanctions for their sport by informing their athletes at their pre-season meeting.

4. A student with a code of conduct violation may apply to have the code of conduct removed from their record. An appeal of this provision may be made 90 school calendar days after the sanction is issued and upon request to a committee of coaches/sponsors. The committee will be comprised of coaches who are or were coaches of the participant as well as the HS Principal and Activities Director. A student may make only 1 code of conduct removal request during their time of activities eligibility or 4 years (8 semesters).

**RANDOM DRUG TESTING PROGRAM & PROCEDURES** Wahoo HS Students ONLY: The WPS random drug testing program and procedural information is located on the Wahoo Public Schools website under "Activities" <http://www.wahooschools.org/vnews/display.v/SEC/Activities%7CRandom%20Drug%20Testing>

**SUSPENSIONS** Suspension(s) shall be made only after the administration has made an investigation of the alleged conduct/violation and has determined that the participant is in violation of the Wahoo Public School's Activities Code of Conduct. Before a suspension shall take effect, a student shall be given an oral or written notice against him/her and an explanation of the evidence the authorities have, and the sanctions against the student that will be enforced. A student shall have an opportunity to present his/her version of the incident. The administration shall, as soon as is reasonably possible following the suspension, send a written statement to the student and their parents/guardians describing the violation, and procedures that will be followed by the school system.

### DUE PROCESS PROCEDURE FOR TWO-WEEK SUSPENSION

The administration will hold a conference with the student involved reviewing the general training and participation rules for all sports and the specific rule which the athlete is suspected of having violated. If the infraction is substantiated, disciplinary action applicable will be put into effect.

### DUE PROCESS PROCEDURE FOR SEASON OR YEAR LONG SUSPENSION

1. The administration will hold a conference with the student involved reviewing the general training and participation rules for all sports/activities and the rule which the athlete is suspected of having violated. If the infraction is substantiated, disciplinary action applicable will be put into effect.
2. Parents will be notified immediately by phone by the administration of the decision.
3. Within 24 hours following the decision for suspension, the administration will send a written certified statement to the student and student's parents or guardian describing the student's conduct or violation of rule(s) and inform them of the right to appeal. (If this appeal is made, the student will remain suspended until the appeal committee makes a decision.)
4. The student and parent/guardian may appeal to a two-person committee composed of the Superintendent of Schools and an impartial lay person from the community (selected by the Superintendent) within 10 calendar days of the dismissal or suspension. Legal counsel may represent the student and have witnesses appear in his/her behalf before the Appeal Committee.
5. The Appeal Committee will arrive at their decision within 3 school days. They will inform the student, student's parents or guardian of their decision by letter.

**PERSONAL ELECTRONIC DEVICES & SOCIAL MEDIA** Students are reminded that anytime you share information electronically, it is **NO LONGER PRIVATE INFORMATION!!** Examples may include, but are not limited to: Twitter, Facebook or other social media websites, computers, cell phones (including text messages), personal blogs, and any/all other electronic devices. Students are thus notified that school administration, while not personally involved in securing information in the sharing process of information, **WILL** follow normal investigative procedures if a possible school violation and/or activity suspension may be involved.

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The use of cell phones and other personal electronic devices are permissible during extracurricular activities at the coaches/sponsors discretion. Violation of this rule shall result in confiscation of the device. The coach/activity sponsor shall hold the confiscated device until such time that the parent or guardian can pick it up at their convenience. If a student athlete/activity participant refuses to give up the cell phone or other electronic device to a coach/sponsor when a violation occurs, this constitutes insubordination and may result in suspension from the sport/activity as well as other school consequences. If pictures/videos are taken and used to intimidate, embarrass, or harass any person (staff, student, or otherwise) consequences may range from confiscation of the phone to suspension and possible law enforcement contact if privacy issues are violated.

Additionally, student athletes/activity participants who use social media to intimidate, embarrass, or harass any person (staff, student, or otherwise) may be subjected to a code of conduct suspension.

**WAHOO MIDDLE SCHOOL ACTIVITY GUIDELINES** The administration, coaches, and staff of Wahoo Middle School want the activities program to be a positive learning experience for all students who choose to participate. Students who represent their school in an activity must learn the rules of behavior and sportsmanship, which will make them successful in school, activities, and life. Therefore, any student participating in one of the Wahoo Middle School activities will follow school expectations and procedures. These rules apply during the duration of the season, in which the student is participating. The season begins with the first team meeting.

- Any student serving a one-half day ISS will lose participation in no less than one-half of the next contest.
- Any student serving a one-day ISS will lose participation in the next contest.
- Any student serving a two-day ISS will lose participation in the next two contests.

**PERFORMANCE ENHANCING DRUGS** Students should be aware that steroids, a performance-enhancing stimulant, are illegal by law. State law 79-296 specifically addresses students taking, using, or having possession of anabolic steroids, or illegal performance enhancing drugs.

**AWARDS-LETTERS** Those athletes who have achieved the requirements for lettering in their sport will receive a varsity letter. The head coaches determine the requirements for each sport.

**CLEARANCE TO PARTICIPATE** Each athlete must obtain clearance from the Activities Director's office before the sport season begins. To obtain clearance, the athlete must have a current **Physical Exam Form**, and **Parent Consent Form**. In addition, every participant is required to complete baseline concussion testing. Activities Offices will then forward an updated clearance list to the head coach of each sport before the first day of practice. No Athlete will be able to participate in practice until these two forms are turned into the A.D. offices. **Physical and Parental Consent forms are available through the school offices and school website.**

All of the necessary signatures must be completed before these forms can be accepted.

**EQUIPMENT** The activities department will furnish equipment needed for each program, except for shoes, or any equipment needed of a personal nature. All equipment checked out to a participant is his/her responsibility. Upon completion of the season, the equipment will be checked in. If there is an item missing or damaged, it must be paid for by the athlete.

**FACILITY USE** No one is allowed to be in the building or to use the activities facilities without a coach/sponsor present. In-season programs have first priority; off-season programs have second priority. There should be no interruption of ongoing practices by other groups waiting to use the facility.

### QUITTING OR BEING REMOVED FROM A SPORT

Any athlete who quits a sport or who is removed from a team (kicked-off) automatically forfeits any letter he/she has earned during that season for that sport.

### OFF-SEASON SPORT SPECIFIC PROGRAMS

Off-season programs are activities that the high school provides for the purpose of conditioning during a different sport season. Participants should be aware of the NSAA rules regarding off-season programs so they do not lose eligibility.

#### There must be adherence to the following rules:

1. All NSAA guidelines for practices/athletes must be followed.
2. No off-season program may begin until the Monday after the first week of competition for the sports in season (NSAA Calendar).
3. Off-season programs must be supervised by the coaching staff.
4. Athletes in off-season programs should not interrupt practice for in-season sports.

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**GENERAL CONDITIONING PROGRAM/GENERAL USE OF WEIGHTROOM** A general conditioning program is available via the coaching staff at Wahoo High School. General conditioning is open to all students, and is not specific in nature by sport. Supervision in the weight room is required.

**WEIGHT ROOM /FITNESS CENTER** The weight room will be opened and supervised by a school staff member. A member of the coaching staff must supervise any athlete using the weight room. The equipment is not to be handled roughly or removed from the weight room. The weight room/fitness center is open Monday-Friday at 7:00 AM for morning use before school. Strength and fitness classes are offered during the school day for our current students. The weight room/fitness center will be closed at 9:00 PM for the day to all users.

1. Current students of the school district (must be supervised by a Wahoo Public Schools Staff Member)
2. Staff members & immediate family members
3. Alumni that are current collegiate student athletes

**TIME-OFF BETWEEN SEASONS** Multi-sport athletes, who's seasons run together, will not be required to attend practice for 5 calendar days from the date of the last contest (in the preceding season). An athlete may begin practice before the 5-day rest concludes if he/she obtains the approval of his/her parents, coach, and the Activities Director.

**OLYMPIC DEVELOPMENT PROGRAMS & OUTSIDE PARTICIPATION** Participants within the Wahoo Public Schools must follow all NSAA guidelines regarding outside participation. The NSAA does allow participation in Olympic Development programs that insure that the participants only attend these practices for training purposes (no contests or scrimmages). Athletes should be sure they are aware of the NSAA guidelines, so they do not jeopardize their eligibility.

While playing for outside teams/clubs can allow a player to gain valuable experience outside the school athletic program, neither participant nor parents should count on this type of participation as a guarantee that the participant will be selected for their high school team/squad.

Students should be aware of the NSAA policies regarding outside participation to ensure that there is no loss of eligibility for participation in these activities. **Please contact your Head Coach and visit with them regarding outside participation BEFORE signing up to practice/play in any groups outside the Wahoo Public Schools.**

**ATHLETIC TRAINING ROOM** Athletic training services will be provided by Saunders Medical Center. If any injury occurs, it should be reported to the Head Coach at once. The athletic trainer or medical physician must clear him/her before returning to practice or games.

**TRANSPORTATION** The school district will provide transportation to all contests. Team members will be expected to travel to away contests as a unit/team under the coach/sponsors direction, unless special provisions are made through the Head Coach/Sponsor and administration. Such provisions may include: family emergencies, medical appointments, attending a funeral, etc... Parents and students must provide written documentation or communicate to the Activities Director and/or the building principal stating the need to take personal transportation.

The Activities Director and/or the building principal must approve special provisions. Team members may travel home with parents/guardians if a parent/guardian signs the WPS release form located on the bus and/or vehicle being used for transportation AND a parent/guardian makes personal contact with the coach prior to leaving. Students are only allowed to travel with their own parent/guardian from away events. Athletes that are attending school-sponsored events/contests during the school day will be marked as excused for school activities. If an athlete leaves with a parent/guardian from a contest/event during the school day and does not return to school, the parent/guardian must call into the school office to communicate intentions. If the athlete does not return to school, the absence will be changed from a school activity absence to an excused or unexcused absence.

In cooperative agreements with other schools, it is the responsibility of each participating school to arrange for the transportation of their students to all practices and contests. The transportation arrangements will be communicated to both the head coach and athletic director of Wahoo Public Schools prior to each practice and/or contest.

**EXTRA-CURRICULAR TRIPS** Sponsors/Coaches of activity groups may feel it is necessary to insure the safety of participants by checking a student's luggage and bags before or during an activity trip. It is the responsibility of the student to make sure that there is nothing illegal in their possession while representing Wahoo Public Schools.

**DISMISSAL FROM SCHOOL/TEAMS** Students who are immediate members of the team or identified as part of the **official traveling party** by the coach will be dismissed from the school day with the team and will travel on provided school transportation with the coaching staff as their sponsors. Any other members out for that sport, but not a member of the **official traveling party** would be going simply to watch the contest, and would be considered spectators. These students can still be excused via a parent release/call (permission), would be one of their 20 days allowed, but they would not travel with the team. Students on the ICU list for more than three (3) missing assignments, will not be allowed to travel with the team, if the team is dismissed during the school day. If the team travels after the school day has concluded, those students will be allowed to travel at the discretion of the head coach of their specific program and/or administration.

- This allows coaches some flexibility to take statisticians, student managers, trainers, helpers, etc. that are going to actively help upon arrival at the site.
- All students in the official traveling party will be placed on the release list in the daily bulletin so teachers are notified.
- Students that are INELIGIBLE according to NSAA or WPS guidelines will not be allowed to miss school time for extracurricular events.



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### **ACTIVITIES, CLUBS & ORGANIZATIONS OFFERED**

#### **CHEERLEADING & DANCE**

The Cheerleading and Dance teams are open to all students with an interest in participating in cheerleading and dance. There is a try-out that takes place each spring. The cheerleading team participates at Varsity home and away events. The dance team performs at Varsity home events and outside of district events.

#### **NATIONAL HONOR SOCIETY**

The Wahoo Chapter of the National Honor Society is open to juniors and seniors with a cumulative grade point average of at least 3.5. Eligible students must also demonstrate excellence in the areas of service, leadership and character. In the fall of each school year, academically qualified students will be asked to submit documentation of service and leadership activities. Character is measured through a vote of the faculty. Membership into the NHS is considered and determined by the faculty and administration.

#### **STUDENT COUNCIL (HS & MS)**

The Student Council functions in an advisory capacity to the administration and performs regulatory functions for the student body and organizations of the school. The students and council members' benefit elect the membership by learning and experiencing aspects of government.

#### **SHOW CHOIR/SHOW BAND**

Show Choir and Show Band are extracurricular performance groups. Members of Show Choir do not need to be members of Concert Choir. Students must maintain good academic standing and must attend all rehearsals, performances and contests.

#### **SPEECH TEAM**

The Speech Team is open to all students with an interest in competing in individual/small group speaking events. Students attend numerous speech meets, performing in front of judges and in competition with students from other schools.

#### **ONE ACT PLAY PRODUCTION**

Participation in this activity is open to all students at Wahoo High School. This one-act production is performed before judges and students at conference and district competitions. Tryouts for the play are held in the fall, with competitions beginning in November.

#### **FAMILY, CAREER, & COMMUNITY LEADERS OF AMERICA (FCCLA)**

This organization functions through the home economics department. State and national organizations are a large part of the group's activities. This is a service organization and our students do participate in the state convention.

#### **FUTURE BUSINESS LEADERS OF AMERICA (FBLA)**

This organization functions through the business department. Its activities are geared toward the business world and state and national organizations provide workshops and competitions.

#### **ROBOTICS CLUB**

The Robotics Club competes in VEX EDR which is focused on Robotics (not other types of environmental programs) and is a program for students in middle school through high school. This club is in partnership with Calvary and meets periodically throughout the school year. Additional information may be obtained from building principals.

#### **W CLUB/BLUE CRUE**

This is the pep organization that supports the athletic teams of our school. It is open to all students and provides the vehicle for displaying leadership and enthusiasm for our programs. Additional details may be obtained through the Activities Directors office.

#### **SKILLS USA**

Functions through the Skilled and Technical Sciences Department. SkillsUSA is a partnership of students, teachers & industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. We provide educational programs, events and competitions that support career and technical education (CTE) in the nation's classrooms.

#### **CIRCLE OF FRIENDS**

Circle of Friends (COF) is a group of peer mentors who are good social role models, chosen to interact with a socially challenged student on a regular basis. Peer mentors develop understanding, empathy, and respect for the individual differences of others. COF peer mentors are the eyes and ears in place of adults in the locker room, hallways, cafeteria, on the bus - places where inappropriate social interactions are likely to take place. Classroom teachers typically recommend peer mentors. These students should be respected by their peers, confident, and not afraid to reach out to others. Circle of Friends typically meets weekly or every other week at the beginning of the school year and then as the school year goes on the group meets at least once a month.

#### **CLOSE UP**

Close Up is a weeklong trip to Washington D.C. (during the Spring) that coincides with the learning in Honors American Government. Through the Close Up experience, students get an experiential education by witnessing our nation's capital and federal government in person. Furthermore, students are part of cooperative learning experience as they learn alongside students from other states. Students get the opportunity to explore the issues impacting our government. The ultimate goal of Close Up is to inform, inspire, and empower students to exercise the rights and accept the responsibilities of citizens in a democracy.

#### **SPANISH CLUB**

We do many activities to understand the Hispanic culture and language more. We also practice speaking Spanish and we listen to authentic music. It is also important for us to experience authentic foods and to learn about different traditions and customs of the Spanish-speaking communities across the globe.

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### ACADEMIC DECATHLON

The Academic Decathlon is a national, ten-event scholastic competition for teams of high school students. Each high school team will consist of six students: two Honors students ("A" GPA), two Scholastic students ("B" GPA), and two Varsity students ("C" or below GPA).

### CHESS CLUB

Chess club meets on Tuesday nights after school in the cafeteria. Students play chess from 3:30 to 4:15. Chess club is for beginners to advanced chess players. Students will have the option to play in meets on Saturdays against students from other schools that are at their ability level, or students can just join a chess club to play after school. Students are allowed to miss the chess club for other activities and then show up for chess club gain when the other activity ends. The goal of the chess club is to have fun, socialize, and play chess.

### LOUDER THAN A BOMB

Louder Than a Bomb is for students who love to write poetry. Students write their own poems and share them with the group. They also have the chance to perform their poems in poetry slams in Lincoln or Omaha.

### MULTICULTURAL CLUB

A club designed to promote and experience cultures from around the world through movies, food, sports, pen pals and more!

### JR. MATES

Jr. Mates is a mentoring program, in which a high school student (mentor) works one-on-one with an elementary or middle school student (mentee). The mentor meets with their mentee weekly throughout the school year. During this time together, they work on different activities, such as playing board games, playing on the playground, doing art projects, playing sports, helping with academics, or just talking.

### STUDENT & PARENT EXPECTATIONS

1. In each program, a coach and/or coaches are hired by the school district to be responsible for the team selection. Criteria for selection are established by the head coach; possibly with input from the entire coaching staff. This may be a highly subjective process. Team selection, practices, and decisions regarding game situations are the responsibility of the coaching staff.
2. Our experience in athletics reveals there are many "select teams" sponsored by many different organizations. Each coach looks for something different in his or her players. Participation on a "select team" DOES NOT guarantee any player a spot on another "select team", nor does it guarantee the athlete a spot on a high school team at Wahoo High School. While we believe players can gain valuable experience outside of the school athletic program, neither parents nor students should count on this type of participation to guarantee or assist them to gain an advantage, or to secure them a spot on a high school team.
3. Selection of teams is usually based on talent, and how the player will fit into the overall scheme of the team. See your son(s)/daughter(s) head coach for a more accurate description of this philosophy.
4. Starting positions and playing time are not guaranteed to seniors making a team; or anyone else for that matter. Each member of the team is a valuable asset to the team's overall progress. Some members may play a great deal of time in a contest, while others may not see what a parent would consider to be significant or equal playing time. Each student should have personal improvement as one of his or her goals.
5. Being a member of a team, regardless of time spent in actual competition, will hopefully teach them valuable lessons to be applied later in life. Among them would be citizenship, sportsmanship, appreciating a good play by a teammate or opponent, working together to meet team goals, responsibility, commitment to their team and school, loyalty, placing the team above their personal goals, learning to accept instruction and criticism, respect for others, winning and losing with dignity, self-control, and being responsible for their own actions.

### CHAIN OF COMMUNICATION

It is very difficult to accept your child not playing as much as you had hoped. WPS Coaches are professionals. They make decisions based on what they believe to be best for all student-athletes involved. There are certain issues that can be and should be discussed with your child's coach.

The three items listed below **will not** be discussed:

1. Playing time, positioning, and event entry.
2. Team strategies, game tactics, play calling.
3. Any discussion about other student-athletes.

There are situations that may require a conference between the coach and player, or coach and parent. These conferences are encouraged. We also strongly encourage a discussion between the parent and player. A parent having the same expectations as the player is crucial. It is also important that all parties involved have a clear understanding of the other person's position.

When a conference is necessary, the following procedures should be used to help resolve any concerns:

1. Student-Coach: Open-door policy for all coaches
2. Parent-Coach-Student: Done by appointment (email or phone).

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If you have a concern to discuss with a coach, the procedure you should follow is:

1. Contact the coach to schedule an appointment (email or phone).
2. Appointments or meetings should take place either over the phone or at the school.

***\*Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature usually do not promote positive resolutions.***

### THE NEXT STEP:

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

- Call and schedule an appointment with Wahoo High School's or Wahoo Middle School's AD or Principal to discuss the situation.

At this meeting the appropriate next step can be determined, if necessary.

***\*\*Both students and parents should be aware of the above information to insure they have done all they can to make participation in one of our activity programs a worthwhile and positive experience.***

**SCOUTING SERVICES/ATHLETE PROMOTIONS** Students and parents should be advised that there are numerous private companies that are in the business of providing services to families seeking potential college scholarships. Wahoo High School does not get involved with the solicitation of athletes. These services are up to parents to decide if they want to pursue them.

**FIELD TRIP/ACTIVITY TRIP PROTOCOL** Staff/Sponsors will use the following guidelines to insure that student supervision and accountability occurs for all trips leaving Wahoo Public School facilities.

- Staff/Sponsor will submit a list of students to be gone from school to the building secretary in charge of attendance. This list is to be sent via email or hard copy, allowing teachers to know who is excused from classes.
- Staff/Sponsor should have with them, a list of students that are riding on each bus, for each bus trip. If parents are asked to chaperone a bus, an applicable list should be supplied to the person supervising.
- (Coaches/sponsors who take the same students for away games, or have the same students for multiple events, can submit one list for their season).

**SUMMARY OF ATHLETIC FORM INFORMATION** Student athletes will be responsible for the following "Articles of Information". Student athletes and parents should read the following information pertinent to participation in the Extra-Curricular programs available at Wahoo Public Schools.

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### ARTICLE 1

#### NSAA ELIGIBILITY REQUIREMENTS

##### (High School Student-Athletes ONLY)

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules set forth by the Nebraska School Activities Association. If you do not understand any of the rules stated below, consult the high school principal or activities director.

1. Student must be an undergraduate.
2. After a student's initial enrollment in grade nine, they shall be ineligible after eight semesters of school membership beginning with their enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school they wish to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours in school the immediate preceding semester.
7. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eight, or ninth grade student, they have established their eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, they shall be ineligible for ninety school days.

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9. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
10. If the parents moved during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school they have been attending and retain eligibility.
11. If a student has been attending the same high school since initial enrollment in grade nine, they may remain at that high school and retain eligibility, or they are eligible at a high school located in the school district where their parents established their domicile.
12. If the parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.
13. Transfer students who have their Enrollment Option applications signed and filed prior to May 1 shall be eligible immediately in the fall. Those students who do not have their Enrollment Option applications signed and filed prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
14. Other non-enrollment option transfer students must have signed and delivered all forms necessary to make such transfer to the school in which they intend to enroll for the upcoming school year prior to the preceding May 1<sup>st</sup>. For the student to be eligible, the school to which the transfer is being made must have notified the NSAA office in writing, postmarked not later than May 1<sup>st</sup> of the preceding school year. The student would, however, become ineligible for ninety school days the next fall if the student were to change their mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to their former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1<sup>st</sup>, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
15. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by their school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
16. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school.
17. A student shall not participate on an all-star team while a high school undergraduate.
18. A student must maintain his/her amateur status.

### ARTICLE 2

#### ACADEMIC/ACTIVITIES RELEASE OF INFORMATION

##### (High School Student-Athletes Only)

At different times of the year, the Wahoo Public Schools are asked to release various academic and activities information to the news media. This information may include, but are not limited to: students G.P.A., Class Rank, Credentials/Grades, National Honor Society, Honor Roll, academic teams, activities/academic photos, or specific athletic statistics.

The Wahoo Public Schools WILL NOT release private or confidential information that would be included in the students guidance department school file.

With your signature on the form called “Handbook Acknowledgement Form”, you the parent/guardian grant permission for the Wahoo Public Schools to release this information to the media. (Example: Academic All-Conference or Academic All-State Awards).

### ARTICLE 3

#### STUDENT PARTICIPATION AND PARENTAL PERMISSION FORM

##### (High School and Middle School Student-Athletes)

This application to compete in interscholastic athletics and activities for WAHOO HIGH SCHOOL AND MIDDLE SCHOOL is entirely voluntary on my part and is made with the understanding that I have not violated any of the eligibility rules and regulations of the State Association.

With my signature on the “Parental Consent Form”, I hereby give my consent for my son/daughter (1) to represent his/her school in activities, except those crossed out on the physical form by the examining health care provider, provided that such activities are approved by the State Association; (2) to accompany any school team of which he/she is a member on any of its local or out-of-town trips. I acknowledge that I have selected the health care provider who has examined the student and assume full responsibility for the selection of such an examiner. I authorize the school to obtain, through a physician of its choice, any emergency medical care that may become reasonably necessary for the student in the course of such activities or travel. I also agree not to hold the school or anyone acting on its behalf responsible for any injury occurring to the above-named student in the course of such activities or such travel.

#### PARENT’S OR GUARDIAN’S CONSENT & WARNING!

The purpose of this WARNING is to bring to your attention the existence of potential dangers associated with your sons/daughters activities participation. Participation in any activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the

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body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries of the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death.

\*Even with the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility.

**\*I have read this WARNING and understand the potential risk of injury.**

Knowing the risk, I hereby give my permission for my son/daughter to practice and compete for Wahoo High and Middle School and will indicate this by signing the "Handbook Acknowledgement Form".

### ARTICLE 4

#### ACTIVITIES PASS FEE

**(High School and Middle School Student-Athletes)**

Any student who participates in the district's activities programs (grades 7-12) will be required to purchase an activity ticket. **The fee is \$40.00, payable to Wahoo Public Schools. The fee should be paid prior to the first practice and submitted along with the Activities Department Contract.** A student will be required to pay this fee only once per year even though a student may participate in multiple activities. A student who qualifies for free/reduced lunch will have the activities fee waived. The activities fee will be charged to all participants of the district's 7-12 football, softball, volleyball, golf, cross-country, unified sports, basketball, wrestling, track & field, baseball, one act play production, speech, band and music programs .

**\*\*PLEASE NOTE: These passes are NOT good at Conference Tournaments, District, or State level contests.**

### ARTICLE 5

#### STUDENT-ATHLETE INJURY INFORMATION

**(High School and Middle School Student-Athletes)**

In the event an injury would occur to your son/daughter, Wahoo Public School's requests your permission to grant us the right to administer care by the athletic trainer, coaches, or certified personnel. By signing the document called the "Handbook Acknowledgement Form" you the parent/guardian grant permission for Wahoo Public Schools to provide care for the injured person. This would also include any care deemed necessary at a hospital, assuming the parents cannot be contacted for immediate permission.

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**\*\*To be completed for students participating in all NSAA activities.**

**NEBRASKA SCHOOL ACTIVITIES ASSOCIATION (NSAA)  
Student and Parent Consent Form**

School Year: 20\_\_\_\_-20\_\_\_\_ Member School: \_\_\_\_\_  
Name of Student: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

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

The Parent and Student hereby:

(1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;  
(2) Understand and agree that (a) by this Consent Form the NSAA has provided to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury or illness of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; (d) the severity of an illness, including contagious diseases such as the COVID 19 virus, and bacterial infections may be so severe as to result in disability and death; and, (e) even the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility;

(3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student is participating; and,

(4) Consent and agree to (a) the disclosure by the Member School at which the Student is enrolled to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student, including the student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of as a member of athletic teams, degrees, honors and awards received, statistics regarding performance, records or documentation related to eligibility for NSAA sponsored activities, medical records, and any other information related to the Student's participation in NSAA sponsored activities; and, (b) the Student being photographed, video recorded, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings

(5) Consent and agree to authorize licensed sports injury personnel to evaluate and treat any injury or illness that occurs during the student's participation in NSAA activities. This includes all reasonable and necessary preventive care, treatment and rehabilitation for these injuries. This would also include transportation of the student to a medical facility if necessary. Such licensed sports injury personnel are independent providers and are not employed by the NSAA.

(6) Acknowledge that Parents are obligated to pay for professional medical and/or related services; the NSAA shall not be liable for payment of such services. We give permission to any and all of the Student's health care providers and the NSAA and its employees, staff, agents, and consultants to release and discuss all records and information about the Student including otherwise confidential medical information and records. We understand that this release has been requested and may be used for the purpose of determining eligibility pertaining to activities participation, fitness, injury, injury status, or emergency.

I acknowledge that I have read paragraphs (1) through (6) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities.

DATED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Name of Student [Print Name]

\_\_\_\_\_  
Student Signature

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

DATED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Parent [Print Name]

\_\_\_\_\_  
Parent Signature

2021 – 2022 Wahoo HS/MS Student Handbook

\*Both Mother and Father must sign, unless parents are divorced, the custodial parent must sign, or if the student is not living with parents, the student’s legal guardian.

Baseball	Basketball	Bowling	Cross Country	Debate	Football
Golf	Journalism	Music	Play Production	Soccer	Softball
Speech	Swim/Dive	Tennis	Track & Field	Unified Bowling	Unified Track & Field

Volleyball	Wrestling	Girls Wrestling			
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## WHS Drug Testing Authorization and Certification of Understanding

Wahoo Public Schools- Wahoo, Nebraska

### CERTIFICATION OF UNDERSTANDING

I have read and understand the contents of the WPS Mandatory Drug Testing Policy for Students Involved in Extracurricular Activities as found on the Wahoo Schools website on the activities page. I understand by signing this document that I will abide by the these terms and conditions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_ I am volunteering to be placed in the testing pool

### GENERAL AUTHORIZATION

I understand that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the policies, standards, rules and regulations set forth by Wahoo Public Schools. I authorize the Wahoo Public School District to conduct breath/saliva tests or urinalysis to test for drug and/or alcohol use. I also authorize the Wahoo Public School District to conduct random tests. I also authorize the release of information concerning the results of such a test to the Wahoo Public School District, designated MRO and to the parents/guardians of the student. This shall be deemed a consent pursuant to the Family Education Right to Privacy for the release of above information to the parties named above.

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

Grade \_\_\_\_\_

Sport/Activity \_\_\_\_\_