

WHS Building Additions to the District Handbook

School District #145

Waverly High School, Waverly Middle School, Waverly Intermediate School, Eagle Elementary, Hamlow Elementary Family Educational Rights & Privacy

According to the Family Educational Rights & Privacy Act, School District #145 is required to inform parents/legal guardians that standard information in regard to your child can be published unless you wish to restrict information. Examples of publications include district music/sports programs, honor roll, bulletin boards, newspapers, newsletters, student directories, websites, and award listings. We do not provide addresses or telephone numbers of our students to the media. In addition, the press often covers special school events for the newspaper, television or website. School District #145 also has a website, Facebook and Twitter pages where we often post pictures of students in various activities or doing special projects. If you choose to restrict your child's name or likeness, they will not be included in press coverage or publication.

We are asking ALL parents to complete the form on the next page and return to Waverly High School. This form will be placed in the student's file and be in effect for the 2019-2020 school year. It will be up to the parent to contact the school building to redirect any of the items from the preference you have marked on the form. Thanks for your partnership in your child's education.

It is important to note that School District #145 makes every effort to safeguard the privacy of our students. We do not release student information for unofficial business. If this form is not returned, your student will be placed in the NO RESTRICTIONS category.

Yours truly,

Dr. Megan Myers
High School Principal

Student's Name _____

- No Restrictions: I do not wish to restrict the release of any directory information about my child and hereby give consent for publication of the below mentioned items.
- Restrictions: I hereby direct the school district NOT TO RELEASE the following directory information concerning my child:

Student Name/Home Address/Telephone Number/Birthdates

Restriction will *exclude* your child from class lists, music or sports programs, newsletters, newspapers, Valentine and birthday lists, bulletin boards, honor roll, award listings, student directories, scholarship listings, graduation listings, etc.

Student Photo or Video Release

Restrictions will *exclude* your child from television, newsletter, newspaper, or website coverage of school events, field trips and classroom activities. (Does not include yearbook or photo ID)

Student Work Display

Restriction will *exclude* your child's school work or art from being posted on the web, published in the paper or on television, and District #145 school displays at public buildings.

In accordance with Nebraska State Law, Section 794, 176 para (3) which states in part: "Rules for standards which form the basis for discipline shall be distributed to each student and his or her parent or guardian at the beginning of each school year or at the time of enrollment...". We request that you promptly sign and return the receipt form below:

I have read a copy of the Waverly High School Student-Parent Handbook, and understand its contents. The Student-Parent Handbook can be found on our website at www.district145.org. A hard copy will be provided upon request.

Student Signature _____

Parent/Guardian Signature _____ Date _____

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PHILOSOPHY AND PURPOSE

In a society which demands students of the new millennium to be prepared for life in a world that is greatly influenced by technology and global events, schools must provide each student with the very best possible background with which he/she can leave the secondary school setting. The students of Waverly High School will be entering a world which is ever-changing; one in which the workplace has become a moving target. Thousands of new jobs, many of which are yet to be created, will be the future for the students of today. As a result, it is imperative that each student leave high school prepared to pursue the next level of education, whether it be in post-secondary education, the military, or in life skills. Communication skills, adaptability to change, and the ability to work in a variety of settings with a variety of people will be the essentials of success for the future.

Waverly High School is dedicated to preparing students to attain the skills needed to achieve success, to be able to work independently and with others, to communicate effectively, and to acquire adaptability to change. The staff and administration of Waverly High School are committed to the promotion of academic excellence and the development of each student. No part of this handbook is purposefully in conflict with state of Nebraska rules and regulations, federal statutes, and school district policies.

COUNSELING CONFIDENTIALITY

The Waverly High School counseling team is committed to the health and safety of all students. As such, the team recognizes the importance of student confidentiality and will act in accordance with administrators, teachers and parents when appropriate.

CHILD ABUSE AND NEGLECT

School employees shall promptly report to the appropriate law enforcement agency and the principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law. This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term “promptly” means “within a 24-hour period.”

HARASSMENT

No one will be the victim of unwelcome, unwanted, or uninvited words or actions that offend, hurt, or humiliate people. Such behavior will be termed as harassment and will result in disciplinary action, including but not limited to, a verbal/written reprimand, required counseling detention time, suspension, or possible expulsion. Sexual assault, attempted sexual assault, sexual harassment, or harassment because of race, religion, or handicapping condition will be considered conduct encompassed in this particular rule. Harassment is defined as a comment, act, or gesture toward another individual or in the presence of others, which belittles or degrades someone or a group of people because of their sex, race, color, religion or beliefs, handicapping condition, or economic and/or social background. Behavior that would normally be considered derogatory in nature and beyond the commonly accepted standards of the school district or that is offensive to another individual or group of people is considered harassment.

Some examples of harassment include name-calling, teasing or taunting, insults, slurs, or derogatory names or remarks, demeaning jokes, inappropriate gestures, graffiti or inappropriate written or electronic material, visual displays, such as cartoons, posters, or electronic images, threats or intimidating or hostile conduct, physical acts of aggression, assault, or violence. Examples of conduct that may constitute sexual harassment include unwelcome sexual advances or propositions, comments about an individual’s body, sexual activity, or sexual attractiveness, or physical contact or touching of a sexual nature, including touching intimate body parts and

inappropriate patting, pinching, rubbing, or brushing against another's body.

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline.

ANTI-BULLYING POLICY

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

ALCOHOL AND ILLICIT DRUG USE PROHIBITED

The Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers, and students on school property or at any school sponsored event or activity; further, any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures. Moreover, the board authorizes and directs school administrators or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violation of this policy.

Discipline for employees may extend to a recommendation for dismissal. While the board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition of continued employment. Discipline for any adult volunteers may include removal from the volunteer position. Discipline for students may include suspension, expulsion, and/or a referral to a rehabilitative agency. Information on area agency rehabilitative services may be obtained from any of the school counselors.

DATING VIOLENCE PREVENTION

School District #145-Waverly strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

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

Incidents of dating violence including students at school, will be addressed as the administration deems appropriate, within the scope, and subject to the limits of the school district's authority.

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

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

relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the appropriate school district's handbooks or equivalent publications. Parents and legal guardians may also be informed of the dating violence policy by other means which the administration has deemed as appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal Reference: Neb. Rev. Stat. §§ 79-2,139 to 79-2,142

Policy Adopted: 6/7/2010 SCHOOL DISTRICT 145, WAVERLY, NEBRASKA

SCHOOL DISTRICT POLICY REGARDING FIREARMS

Waverly High School prohibits the possession, use, or transmission of firearms on school grounds or at school activities. For the purposes of this section, firearm means a firearm as defined in Section 18 U.S.C. 921. State law requires law enforcement officers, authorized school administrators and teachers (at their discretion) to confiscate, without warrant, firearms on school grounds or at school activities. If firearms are confiscated by school personnel, such firearms are to be delivered to a law enforcement officer as soon as practical.

CONDUCT WHICH CONSTITUTES GROUNDS FOR SHORT OR LONG TERM SUSPENSION, EXPULSION OR REASSIGNMENT

Exclusion, suspension and/or expulsion are extreme measures to be employed only when all available school resources are unable to cope constructively with the conduct of the student. The use of any of these methods as a disciplinary measure is regulated by law and a set of procedures are defined by policy to protect the rights and responsibilities of the parties involved.

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

- 1) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- 2) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- 3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- 4) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- 5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
- 6) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in Section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in Section 53-103 or being under the influence of a controlled substance or alcoholic liquor;
- 7) Public indecency as defined in Section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
- 8) Sexually assaulting or attempting to sexually assault any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of

competent jurisdiction. For purposes of this provision sexual assault shall mean sexual assault in the first or second degree or a sexual assault of a child in the first, second, or third degree, as such crimes are defined in the statutes referenced in Section 79-267(8) or from time to time as amended.

- 9) Engaging in any other activity forbidden by the laws of the State of Nebraska which actively constitutes a danger to other students or interferes with school purposes; or
- 10) A repeated violation of any rules and standards validly established pursuant to Section 79-262 if such violations constitute a substantial interference with school purposes.

Waverly High School Graduation Requirements

****One Semester = 5 Credits**

| | |
|-----------------------------|--|
| English | 40 credits - Must include English 9, 10, 11 |
| Social Studies | 30 Credits - Must include American History, World History & Constitution |
| Fine Arts | 10 credits |
| Mathematics | 30 Credits |
| Science | 30 Credits - Must include Earth/Physical Science & Biology |
| Physical Education | 15 Credits - Must include Health |
| Electives | 65 Credits |
| Total Credits Needed | 220 Credits Total |

Four-Year College Recommendations:

- 40 credits of math
- 40 credits of English (to include AP English or College Prep English)
- 30 credits of social science (social studies)
- At least 30 credits of science
- At least 20 credits (two years) -Spanish

Grade Point Average

Class rank and cumulative grade point average for each high school student will be determined using a 4.0 scale. Students will be ranked based on cumulative grade point average at the end of each semester.

Cumulative GPA 4.0 Scale: The average of all semester grades received from freshman year through senior year after all classroom grades have been given a mark point value.

| | | |
|-----------|---------------|---|
| 100 – 94% | 4 mark points | A |
| 93 – 86% | 3 mark points | B |
| 85 – 78% | 2 mark points | C |
| 77 – 70% | 1 mark points | D |

69 – 0% 0 mark points F

Students must be enrolled full-time (7 registered periods) in order to be included in class ranking during the corresponding semester...

In order to be considered in class rank a student must:

1. be concurrently enrolled in at least four courses at Waverly High School during any given semester
2. have earned 20 credits at Waverly High School the previous semester.
- 3.

Advanced Placement/Dual Credit Courses

The following grading scale is used for all Advanced Placement courses and for all dual-credit courses with Nebraska Wesleyan, Southeast Community College, and other approved institutions:

100-90 % = A

89-80 % = B

79-70 % = C

69-60 % = D

Only classes taught for dual credit or possessing the Advanced Placement label will be approved for this 10 pt. % scale. All dual-credit and/or AP students will be graded accordingly. Since many college transcripts reflect the grade that our Waverly instructor provides to the college, it is in our students' best interest to use the matching grading scale for these rigorous courses.

Students attempting to take dual-credit courses not accredited through Waverly High School must receive prior approval from high school administration for such enrollment. Waverly High School students must take courses required for graduation at Waverly High School and not concurrently with another high school or institutional equivalent without special permission.

Graduation Recognition: Graduating seniors will be recognized according to their grade point averages: A student must attend Waverly High School their junior and senior year to receive Summa cum laude, Magna cum laude and Cum laude consideration.

Summa cum laude: 4.00 cumulative grade point average

Magna cum laude: 3.75-3.999 cumulative grade point average

Cum laude: 3.50-3.749 cumulative grade point average

This honors system will be utilized for post secondary education application and scholarship opportunities. Students with identical cumulative grade point averages will share rank. All students with a 4.0 grade point average will be identified as ranking number one in the class.

Seniors qualifying for summa cum laude, magna cum laude, and cum laude will be recognized during the graduation ceremony by wearing a medallion. Summa cum laude students shall be responsible to provide a commencement address as approved by the high school principal.

Cumulative Credit Hours: 220 credits are needed to graduate from Waverly High School. Each course is worth five credit hours per semester with the exception of student assistant and occupation release, which are non-credit courses. All earned course credit hours will accumulate toward the required number of credits needed to graduate.

Credits Granted to Home School Students: Students who enroll in School District #145 after

having received part or all of their education in a home school will be granted credits in core curriculum subject matter. Elective credit will not be granted. Pass/fail grades will be assigned to those courses in which students are granted credit when they begin attending a district school. A student must attend Waverly High School their junior and senior year to receive Summa cum laude, Magna cum laude and Cum laude consideration. The grade point average will not be calculated using pass/fail credits.

Transcript: A transcript is the official record of all classes taken and the grades received each semester throughout high school. This is a permanent record used by all colleges, scholarship applications, and some employers. Note: The counseling office will not share discipline records or student discipline ratings with college admissions or other similar institutions.

Maximum Credits Earned Per Semester for GPA/Class Rank:

Any student will earn no more than 35 credits per semester with corresponding grade mark points/percentages accumulating toward class rank and grade point average. Any credits beyond 35 will be assigned a Pass/Fail notation on transcripts and will be excluded from cumulative grade point average and class rank. Administration will determine which courses are included within the 35 marked points/percentages credits.

Courses Exceeding Full-Time Enrollment:

Courses taken by Waverly High School students a) beyond the seven period day (Early Bird, 8th period, etc.), b) from other institutions (UNL Independent High School, Connections Academy, etc.), c) or through approved Waverly High School online Odysseyware programming *will be subject to the following guidelines:*

- 1) All such courses must be pre-approved through the counseling office/administration.
- 2) All such courses will be on a pass/fail system. A student who receives higher than a 70% will receive a P, while a student receiving a 69% or below will receive an F.
- 3) All such courses will not be counted in grade point average. See *Maximum Credits Earned Per Semester for GPA/Class Rank*

Courses Taken Prior to High School Entry:

Courses taken by students prior to beginning their 9th grade year at Waverly High School will be subject to the following guidelines:

- 1) All such courses will not be designated for high school credit.
- 2) All such courses will not appear on students' transcripts.
- 3) All such courses will not count in students' high school grade point averages.

Student Support Process

It is our goal to ensure student success through completion of necessary coursework. In order to ensure that success, support structures are in place to aid students when needed and to provide additional time to complete all work. Teachers and students will follow the WHS Student Support process. Teachers will directly communicate with students and parents, if needed, to ensure completion. Teachers will work directly with the student if needed. If a student needs additional support, the student will be assigned student support time after or before school, or a student may be assigned an in-school suspension in order to complete work. If the student chooses not to attend student support, they could be assigned consequences and time to complete necessary coursework by administration.

MIDTERM GRADUATION POLICIES AND PROCEDURES:

- 1) By the 1st Monday in September of the student's senior year, he/she must submit a letter to the

high school principal requesting midterm graduation, listing reasons for the request and providing any appropriate supporting documentation.

2) Once the letter is delivered to the principal, the student will then be given a Statement of Agreement for Mid-Term Graduation packet. This packet must be returned to the Counseling Office by the 3rd Monday in September. Parent/guardian permission is required.

3) The School Board will approve or deny the midterms Graduation request at their regular October meeting.

5) With the exceptions of prom and graduation ceremony, participation in all extra-curricular high school activities will be terminated at the end of the first semester.

6) Participation in class-rank (and all recognition potentially associated with that rank) will be terminated at the end of the first semester for all midterm graduates. A midterm graduate WILL NOT compete for a spot in 2nd semester class rank, for academic recognition at the graduation ceremony, or for local scholarships decided by the District #145 Scholarship Committee during 2nd semester.

7) A midterm graduate diploma will be dated with the last school day of the 1st semester of that student's senior year. A diploma will be given to the student at that time if requested. If he/she plans to participate in the graduation ceremony, then he/she will not receive the diploma until that ceremony.

8) The student shall meet all academic subject requirements as currently outlined in the Student Handbook and School Board Policies with regard to subjects and total credits required for an academic diploma.

9) The student must meet all obligations and stipulations of such an arrangement, or he or she will be asked to return to full time high school attendance. Failure to do so in that situation would jeopardize the student's goal of receiving a diploma.

RED CARD PROCEDURE

Purpose of Red Card:

The goal of this process is two-fold: 1) to have a higher academic expectation for our activity participants and 2) to better identify how to best support students who may be struggling academically. This is a cooperative process that will require teacher/student communication, ability to prioritize support needs, and provide the student with the necessary self-advocacy skills to be successful independently.

Questions that teachers will be addressing to ensure this is a quality process:

1. Are my grades current?
2. Why are these students struggling? Similarities?
3. Is student performing at or below potential?
4. Is this a recurring problem?
5. What current supports are in place?

Student Questions:

1. Why am I receiving a red card?
2. Are all my assignments completed?
3. Have I demonstrated progress in this class?
4. Am I performing at or below my academic potential?
5. What do I need to do differently in order to succeed?

6. What does my teacher need to know in order to better support me?
7. Who else might be able to help me?

If a student receives a RED CARD, they are ineligible to participate, effective immediately, in club meetings and special club events, theater shows, competitions (including Marching Band), athletic contests, field trips and other special events determined by administration. If applicable, the student is expected to attend practice sessions.

Students will not be permitted to travel with teams or organizations to events and/or contests until the activities office has cleared them.

Students will pick up red cards in activity office once they are notified. Students will then proceed to communicate with the teacher(s) to develop a plan to bring their grade up, follow through with those plans, acquire the necessary signatures from teachers, and hand their red cards back into the activities office. Students MUST have their red card signed by ALL teachers where they obtain two or more D's or one or more F's or have habitually failed to turn in work in a timely fashion.

Coaches and sponsors are expected to follow these guidelines; however, they may be more restrictive in accordance with announced rules and regulations.

The following steps are taken for Academic Eligibility Participation:

1. Grade reports will be run on Thursday morning of the scheduled date (see grade update schedule) and a spreadsheet of initial ineligible students will be populated and shared with teachers and sponsors. If a student has two D's and/or one F in a course, that student qualifies for a Red Card OR a student has demonstrated habitual disregard for deadlines and completing work on time.
2. On Friday, students and parents will be notified via email of ineligibility.
3. Students will also receive an office pass the Friday prior to the Monday, when ineligibility becomes effective. This pass will allow them to, when excused by the teacher, report to the office to physically pick up their printed red card. Students are also encouraged to pick them up in between classes, at lunch, or after school. Red cards will list all grades and give instructions on which grades need to be cleared and by which teacher(s).
4. The student will then need to communicate with specific teacher(s) regarding their grade and develop a plan for the grade to improve. If the teacher(s) and student agree to the plan of action, the teacher can sign the red card indicating the student has fulfilled their academic responsibilities. Additionally, students will be required to respond to the feedback questions printed on the red card
5. Once each teacher(s) have signed the students red card, and the student completed the reflective questions, they must physically turn in the signed red card to the Activities Office to become eligible to participate.
6. The Activities office will notify specific coaches and sponsors when each student is cleared to participate.

SCHEDULE CHANGES/COURSE WITHDRAWAL

Changing a student's schedule will only be allowed if the schedule is incomplete or is in error. All other schedule changes will require administrative approval. Students will not be allowed to withdraw from a course at any point in the semester without administrative approval.

HONOR ROLL

Each student in grades 9-12 who has a 94.0% grade point average or above and no D's or F's for a semester will be placed on the honor roll. Grade averages will be computed by the counselors' office and reviewed by the principal's office.

ACADEMIC LETTER REQUIREMENTS

To qualify for an Academic Letter, students must have maintained a cumulative semester average of at least 94%. Students may receive additional awards each year if they continue to display scholarly excellence.

ATTENDANCE

Nebraska School Law requires that every child between the ages of six and eighteen be enrolled and regularly attending school each day that such school is in session except when excused by school authorities.

- Students must be enrolled in School District 145 schools on a full-time basis.
 - Full-time basis is defined as attending classes for the full instructional day within the district system.
 - Exceptions to this full time enrollment, per School Board policy 5005, must be approved by the appropriate school district representatives.

REPORTING EXCESSIVE ABSENTEEISM TO THE COUNTY ATTORNEY

The school may report to the student's residential county attorney when the school has...

1. documented the efforts to address excessive absences
2. the collaborative plan to reduce barriers identified to improve regular attendance has not been successful
3. the student has accumulated more than twenty (20) absences per year.

The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences.

ATTENDANCE PROCEDURES

ATTENDANCE POLICY

A student who is absent from a class more than eight (8) times during a semester will forfeit credit for that class unless there are special circumstances involved. In such cases, the assistant principal and/or the Waverly High School Attendance Committee may be petitioned for a waiver. All absences will count towards a student's eight (8) days, regardless of reason, with school activities being the only exception. Nebraska State Statute indicates students shall be in school unless excused by school authorities.

Students participating in school sponsored/approved events are not counted absent. Both excused and unexcused absences count toward the student's limit of eight (8). Notification of absences will generally be sent electronically after five (5) absences have occurred in a semester. However, it is the responsibility of the student and parents to keep a reasonable record of the student's absences. A second notification will be sent electronically after eight (8) absences have occurred, informing parents/guardians that loss of credit is a possibility after the student records a ninth (9) absence.

All students who forfeit credit for missing a class more than eight (8) times during a semester are entitled to an appeal. The parent/guardian must request the appeal within ten (10) school days following receipt of the Notification of the Loss of Credit letter. The parent/guardian will be invited to meet with the Waverly High School Attendance Committee to explain extenuating circumstances.

Students with excessive absences may be denied credit, or given credit contingent upon improved attendance, and/or given credit after making up time missed beyond the eight (8) allowed absences.

A student who has accumulated five (5) or more absences during a semester may be denied permission to participate in school sponsored activities that would cause further absences from class. This decision will be made by a principal in conjunction with the activity supervisor.

ABSENCE VERIFICATION

Parents/guardians are asked to call in their son or daughter's absence to the high school office between 7:30 a.m. and 4:00 p.m. The parent/guardian should call each day of the absence. This procedure is for the family's benefit and the protection of the student.

If no call has been received from the parent/guardian, the school will attempt to call the parent to verify the absence. If parental contact is not achieved during the day, the student will be listed truant for the time missed and could face additional consequences. All medical appointments need verification from a doctor or other professional.

RETURNING TO SCHOOL AFTER AN ABSENCE

It is the responsibility of the student to obtain assignments from the teacher for the time missed. Two days will be allowed to complete make-up work for each day missed.

LEAVING DURING THE DAY

Students may not leave school during the day without proper permission. Leaving for lunch is not allowed without permission of the principal.

If a student must leave school during the day, he/she must follow these procedures:

1. Report to the office and see a principal to request permission to leave.
2. If granted, call his/her parents to get their permission.
3. Sign out of the office, indicating time and destination.
4. If returning the same day, SIGN IN at the office upon your return.

Students who become ILL at school must follow these procedures:

1. Visit the School Nurse to determine the level of illness
2. If it is necessary for them to leave the school because of illness, students are to check out through the nurse, who will notify the attendance office.
 - a. The nurse or a school official will confirm illness with the student's parent/guardian.
3. Students should NOT return to school until they have been free of fever and vomiting for 24 hours.

PLANNED ABSENCE

Parents and students should carefully consider any absence which causes school to be missed as ANY ABSENCE WILL ACCUMULATE TOWARD THE EIGHT ABSENCE LIMIT. Parents should call the school or send a note with the student indicating the dates and the reason for the absence.

ATTENDANCE PRIOR TO SCHOOL ACTIVITIES

1. Students participating in SCHOOL ACTIVITIES must be in attendance at school for at least a half day immediately prior to the scheduled activity (periods 5-7).
2. Exceptions may be made in the case of previously scheduled doctor or dental appointments or other unforeseen circumstances.
 - a. Requests for such exceptions must be made to the building administration prior to the time of the absence and the activity.
3. Exceptions will not be made for illness or working.

TARDIES

1. Students arriving late to school and/or class will be counted as tardy.
2. When a student misses more than 15 minutes of a class period, the student will be counted as absent from class.

3. Students who are tardy three (3) or more times per semester are issued a 30 minute lunch detention.
4. After six (6) tardies to class, a notification of tardiness will be sent to parents electronically.
5. Additional tardies accumulating in six (6) will result in two lunch detentions.
6. Additional tardies accumulating in nine (9) and twelve (12) will result in After Hours.

Any student who arrives late to school, regardless of the reason, must report to the office.

TRUANCY

Missing any part of the school day without parental/guardian knowledge and/or school permission is considered a truancy. Students are to be in their assigned classes each period. If ill, report to the nurse. If late leaving a class, get a pass to present to the next period's teacher. Missing any class without permission is considered a truancy and counts toward the limit of eight (8) absences.

Students who are truant will be required to make up time in detention, serve in-house suspension or receive other disciplinary action appropriate to their actions.

Students are required to complete all missed assignments during the truancy. It is the responsibility of the student to schedule make-up tests, quizzes or other assignments at the convenience of the teacher.

MAKING UP WORK BEFORE OR AFTER AN ABSENCE

It is the student's responsibility to contact his/her individual teachers for all assignments missed during an absence. When possible, students should make arrangements with their teachers for assignments in advance of the absence. In general, for each day missed, two (2) days will be allowed to complete the make up work. Tests announced prior to a student's absence will be taken on the day the student returns to school.

Students who are absent from class or school due to participation in a school activity will communicate and complete work in advance of the absence or have the work missed ready to hand in the next class day. Students who miss school for two (2) days or more, as for participation in state tournaments, will be afforded a reasonable amount of time to complete assignments.

RULES AND REGULATIONS

DETENTION

Detention is a time outside the regular school day when the student is required to be in attendance. Students will have the option to stay the day of the offense or the following day which enables students to make transportation arrangements. It will be the student's responsibility to contact parents to inform them of the detention.

Detention begins at 3:40 p.m. and ends at 4:25 p.m. Any student entering the room after 3:40 p.m. will not be given credit for serving that detention. Failure to serve a detention will result in additional detentions, Saturday School, or suspension.

IN-SCHOOL SUSPENSION

In-school suspension will be utilized for rules infractions or disruptions to the learning environment. Students who are placed in in-school suspension will report to the office prior to the beginning of the school day. In-school students are placed in a supervised setting where they will be given assignments for the day's work. All assignments normally due will be due for in-school students as though they were in class.

SATURDAY SCHOOL

Saturday School may be used in cases where detentions and suspensions have proven

ineffective. Saturday School will last for a specified period of time to be determined by the principal. Saturday School is scheduled as needed.

AFTER HOURS

After Hours sessions take place once per week. Students assigned an After Hours session must report to the appropriate area after school. Sessions will last two hours. Students who fail to report for an After Hours session or exhibit inappropriate behavior will be out-of-school suspended and be expected to complete another After Hours session.

ACADEMIC INTEGRITY

Waverly High School is an institution in which learning for a purpose takes place. Useful and lasting learning does not occur unless the process which students go through to learn is an honest process which reflects their true abilities as measured by their own efforts. Progress which is based on unsound learning, as in the case with cheating, is not genuine progress. Cheating prepares a student for failure, not for success. The faculty and the administration of Waverly High School are committed to eliminate such acts as cheating and to deal with offenses in a firm and decisive manner.

Any student who has who has violated the expectation of academic integrity will be required to re-submit any required work. Students will do so within a window of time set forth by WHS administration.

WHS teachers are expected to define and communicate expectations for academic integrity. Initial conversations concerning any academic integrity questions will be initiated by the teacher and communicated to parents. This information will be shared with WHS administration, who will follow up as necessary.

For additional information, please refer to the district's Student-Parent Handbook.

STEALING

Theft of any item of value is a violation of the law. Administration will investigate every case of theft as they deem necessary while encouraging students to protect their property by using school padlocks on their lockers. Students guilty of theft will pay restitution or return the stolen item, and face disciplinary measures which could include expulsion or out of school suspension.

FIGHTING

Fighting, either physical or verbal, is prohibited on school property or at school sponsored events. A student shall not threaten, cause, or attempt to cause physical injury to any student or school employee. Students who engage in fighting will be suspended. A student and parent conference will be held with the administration prior to the student's return to school. Multiple instances of fighting will result in mandatory reassignment or expulsion.

Students who engage in provocative language or actions which can serve to promote physical response are considered equally responsible, and may receive the same discipline as a participant in a physical fight.

PROFANITY

Profanity is not an acceptable means of expressing oneself in school. The use of profanity in the halls, classroom, or at school sponsored events will result in disciplinary action.

USE OR POSSESSION OF TOBACCO/E-CIGARETTE

Students are not permitted to smoke or chew or have in their possession any form of tobacco, look-alike tobacco, or any type of e-cigarette, at any time in the school building, on school grounds, in school buses, or at school sponsored activities. Violation of the tobacco regulation will result in parental contact and disciplinary action.

GUIDELINES FOR TOBACCO USE REGULATIONS

First Occurrence: The student will be assigned to one day (or seven class periods) of in-house suspension. Parents will be notified.

Second Occurrence: The student will be assigned to three days (or 21 class periods) of In-School Suspension. Parents will again be notified and informed of consequences for subsequent violations of the tobacco regulations.

Third occurrence: The student will be suspended-out-of-school for a period of three (3) days and a parent conference will be held prior to the student's return to school.

Fourth occurrence: Consequences will be determined by an administrator after reviewing the student's record.

DRUGS, ALCOHOL USE OR POSSESSION AT SCHOOL OR SCHOOL ACTIVITIES

Students are prohibited from consuming, regardless of quantity, any substance that would cause them to become intoxicated on school property, or at a school sponsored event. Students are also prohibited from engaging in the unlawful possession, sale, or dispensing of a controlled substance or alcoholic beverage. Violators will be suspended out-of-school, parents will be notified, and a parent/ student/administrator conference will be held to determine further courses of action.

Students possessing, consuming, or selling imitation or look-alike controlled substances will be subject to the same penalties as other chemicals.

Reference: Nebraska School Law, Sections 79-4, 170-4, 4,205

CHEMICAL PROCEDURE FOR STUDENTS REPRESENTING WHS IN ACTIVITIES

PHILOSOPHY AND PURPOSE

Health problems of youth are primarily the responsibility of the home and the community. However, schools share in that responsibility because chemical problems often interfere with school behavior, student learning, and the possible development of each student. To share this responsibility, schools nurture successful interpersonal relationships and promote skills in decision making, problem solving, and physical ability, while providing for student academic growth.

In spite of such efforts, we understand that a student may become involved with some chemicals. This involvement could create pain for the student and others; therefore, rules, consequences, and a program of education and support, encouraging a chemical-free lifestyle, is offered.

These guidelines are designed for participants and spectators for school activities and are separate from disciplinary action taken for the regular school academic program

SPECIFIC RULE

During the school year a student shall not, regardless of quantity, use or consume, have in possession, buy, sell, or give away any controlled substance (or look alike), tobacco product (or look alike), or beverage containing alcohol.

- 1) The rule applies to the entire school year and any school sponsored activity which occurs prior to or after that year.
- 2) It is not a violation for a student to be in possession of and to use controlled substance specifically prescribed for the student by his or her doctor.
- 3) Consequences shall be cumulative grades 9-12, and will be considered for each student's entire school career if applicable.

CONSEQUENCES FOR VIOLATIONS OF RULE

After confirmation of the violation, in addition to established state statutes and local school policies, the student shall be suspended from all school activities for a specified number of calendar days starting from the date of confirmation. Those students involved in a

school-sponsored activity may be expected to participate in/or attend all practice sessions during the time of suspension and may also be required to attend their scheduled activity.

Minimum consequences for violations are as follows: (All timelines are determined by calendar days rather than school days.)

First Violation: Tobacco product--seven (7) days suspension; controlled substance or alcohol--fourteen (14) day suspension; illegal substance --twenty-one (21) day suspension. In addition, the student will be required to complete an educational program endorsed by the school. The school may require the student to participate in a professional evaluation.

Second Violation: Tobacco product--fourteen (14) days suspension [or subsequent violation for tobacco products]; controlled substance or alcohol--twenty eight (28) day suspension; illegal substance -- forty-two (42) day suspension. In addition, the student will be required to show evidence in writing that he or she has sought and received counseling from a professional individual, i.e., alcohol/drug counselor, psychiatrist, psychologist. The school may require the student to participate in a professional evaluation.

Third Violation or Subsequent Violation: Tobacco, controlled substance, alcohol or illegal substance--sixty (60) days suspension. In addition, the student will be required to participate in a professional evaluation for chemical dependency. If the student becomes a participant in a chemical dependency program the student may be reinstated in school activities upon completion of the program. Verification of completion of the chemical dependency treatment program must be provided in writing by the director or counselor of the dependency center prior to reinstatement of the student.

*Sponsors are expected to follow these guidelines; however, they may be more restrictive in accordance with announced rules and regulations.

STUDENTS WHO DO NOT PARTICIPATE IN ACTIVITIES

Students who are not participants in school activities will be restricted from attendance at school activities for the same timeline as participants. Restrictions from activities will be concurrent with other disciplinary action that may be taken by the school.

SEARCH AND SEIZURE

Student lockers are the property of the school district. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and definable suspicion that a school district policy, rule, regulation or law has been violated.

The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search and turn it over to law enforcement authorities when necessary.

DISTRICT DRESS CODE POLICY

Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or

- otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

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

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

TECHNOLOGY RULES AND REGULATIONS

Please read carefully the following Terms and Conditions:

Privileges -The use of Internet, e-mail, and the district computer system is a privilege, not a right. **The district computer system should be used for educational purposes only.**

Security - Users should not expect that files stored on district servers will be private. Network storage areas are treated like school lockers. Authorized school personnel may review files, communications, and e-mail to maintain system integrity and insure that users are utilizing the system responsibly. TECHNOLOGY: Computers that are property of School District #145 may be searched at any time. Additionally, administrators reserve the right to search any technological devices that students bring to school.

Failure to abide by the following terms and conditions may result in cancellation of privileges and other disciplinary actions as provided in school policy. School officials will handle violations in accordance with due process proceedings.

Technology Ethics -Students and staff are responsible for acceptable use of all

technology resources. General school rules for behavior and communications apply. These include (but are not limited to) the following:

- 1) Be polite and use appropriate language. Do not use obscene language or profanity.
- 2) Avoid accessing, sending or displaying offensive messages or pictures.
- 3) Do not engage in making racial, gender, or other slurs. Any harassment or insult to others is prohibited.
- 4) Do not reveal a personal address or phone number, or those of students and colleagues, without written consent. Parental consent is required for students.
- 5) Users are responsible for the security of accounts. Keep passwords private and log off the network after each use. Electronic mail (E-mail) is not guaranteed to be private. If a user believes that someone has obtained unauthorized access to any accounts, notify the building system administrator immediately.
- 6) Trespassing in the work, folders, or files of others is not permitted.
- 7) Per school board policy #1102, no person is allowed to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of the person being recorded or whose image or sound is being transmitted.
- 8) Employing the network for commercial purposes is not allowed.
- 9) Playing computer games and other inappropriate uses of Internet accounts and technology are prohibited.
- 10) School District 145 will not be responsible for any financial charges incurred by an account user.
- 11) Email and chat rooms are prohibited for student use without teacher or administrator approval.
- 12) Chain letters are prohibited.

The following activities may result in cancellation of privileges and other disciplinary actions according to school policies. School officials will handle violations in accordance with due process proceedings.

Vandalism - Vandalism is defined as any willful or malicious act of destruction or an attempt to harm or destroy any hardware, software, or data belonging to the school or another user. This includes the uploading or creation of computer viruses. Vandalism will result in user paying for repair and/or technician time to restore network/equipment to previous condition.

Hacking -Hacking is defined as attempting to gain unauthorized access to computer systems.

Indirect Access - This includes using a non-district computer in a manner which results in the user gaining access to a district computer, and using a district computer to gain access to other systems.

Public Domain - Downloading or loading public domain software into the district computer system is prohibited without proper authorization from the network administrator.

Copyrighted Materials - Students shall not download copyrighted materials for use in network computers. Also the plagiarizing of another author's works shall be prohibited.

Hardware/Software - User may not:

- 1) Use unwarranted or excessive amounts of storage. (Each student is allowed 5 MB).
- 2) Print excessive copies of documents, files, images, or data.
- 3) Create, delete, alter, or log into any electronic information source, computer workstation, restricted folder or any network folder, file, or system. Theft of district hardware or software including unauthorized copying of software may result in disciplinary action.
- 4) Change ANY setting by use of extensions, control panels, scripts, or other means.
- 5) Use any type of transportable disk without authorization by the network administrator.
- 6) Connect personal (non-school) computers to the school network.

CELL PHONES AND ELECTRONIC DEVICES

Electronic devices that are not part of the course are prohibited in the classroom unless the teacher and/or principal has granted direct permission.

Cell phones need to be contained in purses, pockets, locked in lockers, in holsters, kept in backpacks or on your person in a safe manner and must never be on the audible ring mode during school hours. Use of cell phones is permitted on Waverly High School campus. Cell phones cannot be used during class without teacher permission. Texting during class time is unacceptable unless it is an expectation of the lesson and/or teacher. In addition, a student may be subject to additional disciplinary action if he/she uses a cell phone or other electronic device at school to engage in conduct, which would otherwise constitute a violation of school rules or technology usage policy. For example, if a student uses an electronic device at school for the purposes of engaging in academic dishonesty, taking or transmitting inappropriate photographs, cyber bullying, or encouraging disruptive behavior, that student will be subject to disciplinary action for such conduct and the device will be confiscated. Failure to comply with the classroom rules on cell phones or disrupting class using a cell phone will result in the confiscation of the cell phone. The cell phone will be taken and delivered to the office where a student must meet with the principal or assistant principal in order to obtain the phone.

- 1) First offense if phone is confiscated, 45 minute detention in the office.
- 2) Second offense, the student will serve 1 ½ hours and a parent/guardian will have to retrieve the phone.
- 3) Third offense, the parent/guardian will have to retrieve the phone and the student will lose the privilege of having their phone in school for the remainder of the semester.

TRANSPORTATION AND BUS CONDUCT

FIRST AND SECOND OFFENSE: A warning to the student by the bus driver with a written report will be sent to the parents. This report must be signed by the parent for the student to ride his or her next trip. In the event the infraction occurred on the student's a.m. ride, that student will be transported home.

THIRD OFFENSE: Automatic suspension of riding privileges for a minimum of five (5) school days. The length of time may depend upon the seriousness of the infraction. Certain offenses that the principal or transportation director considers to be of serious nature may result in immediate suspension or a longer suspension of bus riding privileges. All conduct suspension notices may be followed by a written report from the principal or transportation director.

- 1) Prior to loading: (On the road or at school)
 - a) Be at the designated bus stop 3-5 minutes before your assigned time.
 - b) Stay off the road at all times while waiting for the bus.
 - c) Wait until the bus comes to a full stop before attempting to load
 - d) Be careful when approaching bus stops.
 - e) Bus riders are not permitted to move toward the bus at the school loading zone until the buses have come to a complete stop.
- 2) While on the bus:
 - a) Keep hands and head inside the bus at all times.
 - b) Assist in keeping the bus safe and clean at all times.
 - c) There shall be no loud talking or noises to divert the bus driver's attention that may result in a serious accident.
 - d) Do not tamper with the bus or any of the equipment.
 - e) Do not leave books, lunches, or other materials on the bus.
 - f) Do not throw anything out the bus window.
 - g) Bus riders are not permitted to leave their seats while the bus is in motion.
 - h) "Horseplay" shall not be permitted on or around the bus.
 - i) Bus riders are expected to be courteous to everyone.

- j) Students will be instructed in Emergency Evacuation drills twice a school year.
 - k) While at railroad crossings all riders are to be quiet for the driver.
 - l) Always observe the same conduct as in the classroom.
 - m) The bus driver has authorization to assign seats.
- 3) After leaving the bus:
- a) Cross the road, when necessary, at least 12 feet in front of the bus, but only after looking to be sure no traffic is approaching from either direction.
 - b) Be alert to a danger signal from the driver. Help small children cross the road.
 - c) The driver will not discharge riders at places other than the regular bus stop, at home, or at school unless written authorization from the parent or school personnel, or prior arrangements have been made with the driver.

USE OF CARS and OTHER TRANSPORTATION

Cars may be driven only to and from school and are not to be driven during the school day. Leaving the school grounds without special permission of the principal's office constitutes truancy.

Skateboards, motorized scooters, or similar items are not allowed on Waverly High School property due to liability issues. Bicycles are permitted.

DESIGNATED PARKING AREAS

Parking at Waverly High School is a privilege not a right. Personnel at Waverly High School will conduct routine patrols of the parking lot and inspect the exterior of vehicles. Waverly High School may, without notice, inspect the interior of the student's vehicle whenever a school official has reasonable suspicion to believe that such a search will disclose evidence that school rules or the law have been or are being violated.

Students will park in the south parking lot of the high school. Students must be parked in a marked parking stall. Parking is not allowed in any other areas without permission. Students must register their vehicle with the office in order to park in the school lot.

GENERAL INFORMATION

SCHOOL HOURS

The school will open for students at 7:30 a.m. Pods will open for students at 8:00 a.m. Students may enter before that time if they are meeting with a teacher. All students are encouraged to be out of the building by 4:00 p.m. unless under the direct supervision of a teacher or sponsor.

SCHOOL DAY SCHEDULE

Waverly High School operates a 7 period day. When possible, organizational meetings will be held during the traditional school day to avoid interference with bus transportation.

LUNCH PERIOD

Waverly High School operates on a closed campus system. Students are not excused to leave school grounds during lunch periods unless they have received specific permission to do so by a principal. Students are allowed to go outside during lunch, but are confined to the south entryway that leads to the parking lot.

Students may eat the school lunch or bring their own lunch, but all will eat in the commons. Failure to observe rules of general courtesy during lunch or failure to follow the directions of school personnel will result in disciplinary action which may include assigned seating or suspension from the cafeteria. A breakfast program operates each day before school.

Students may eat lunch with a guest who has been approved. All other visitors must

remain in the office. Waverly High School participates in a free and reduced-priced lunch program and has measures in place to follow state, federal, and government guidelines.

SECURITY CAMERAS

Waverly High School is monitored by a security system. Information gathered through the use of the security cameras can and will be used in the investigation of incidents that occur on school grounds. School officials may access and review videotapes from the security cameras as they deem necessary.

DISPLAYS OF AFFECTION

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for PDA:

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- c. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parent(s) and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the PDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

ILLNESS, INJURY, FIRST AID

Any student who becomes ill at school must get a pass from a teacher to see the nurse in the high school office. First aid supplies will be kept in the health room. In case of accidents, an injury report will be completed and filed with the student's school records. Accident report forms are available from the nurse or the office staff. All accidents are reported to the principal, and the parent/guardian of the injured student is called. If the parent/guardian of the injured student is not available, emergency treatment will be provided. If in the judgment of the administration, the rescue squad is needed to transport a student to an emergency room, the rescue squad will be summoned, and the student/ parent will be responsible for the transportation costs. Automated External Defibrillators (AEDs) are centrally located and designated personnel have been trained to use them and provide CPR should that be necessary.

Insurance claim forms are available in the office for injured students carrying school insurance. Forms should be filled out and signed by the supervising instructor and sent to the office for a signature.

ALL medications are to be checked in with the nurse with the OTC-Prescription Medical Authorization Form completed. Notes from parents will be accepted for only 24 hours. After that time, a form (available in the health office or online) will be required to be signed and returned to the nurse or medication will not be given. All medications must be in the original container.

STUDENT PASSES

Any student who leaves their assigned area (classroom) will need a pass signed by a teacher, administrator or office personnel in order to do so. It is the expectation for students that they are in class receiving instruction, working on assignments, etc. Students should only leave class if it is necessary. Principals may revoke individual passing privileges as violations occur.

LOCKS/LOCKERS

Lockers will be assigned for student use per student request. There will be a \$5 charge for each missing lock. The lockers remain the property of the school district and therefore may be searched by appropriate school personnel at any time. It is the school's recommendation to keep lockers padlocked when not in use.

Physical education lockers will be assigned by the teacher. DAMAGES TO LOCKERS WILL RESULT IN A FINE FOR REPAIR OR REPLACEMENT.

MEDIA CENTER – EXPECTATIONS AND USAGE

STUDENT USE

Students who come to the Media Center from a class need to have a pass from the teacher. When the student leaves, the student should have the pass signed by the Media Center personnel.

COURTESY

The library is a quiet place to read, study and research. Students who are discourteous will be asked to leave the library. In serious cases, the student's library privileges will be taken away for a period of time.

CHECK-OUT PROCEDURES:

Books: Students may check out books for three (3) weeks. At the end of the three (3) weeks, students may renew their books. Reference books may be checked out only over night.

Vertical File: The vertical file contains newspaper and magazine articles about many topics. Five articles out of a file may be checked out for five (5) school days.

Magazines: Magazines may be read in the Media Center. Magazines may go out of the Media Center only with Media Center personnel approval. Then the student must check it out on the magazine check-out sheet and have it only for one period.

Copy Machine: Students may have four (4) copies a day on the copy machine. After four the cost is five cents for any additional copies. Copies for class reports will be done but the cost is five cents after four copies.

Overdue Materials: Students who have materials beyond three (3) weeks will have their privileges to check out materials restricted until past due materials are returned.

Computer and Technology Checkout:

Chromebook computers may be checked out from the Media Center for one period. Students must check them out on the sign out sheet provided and must abide by all other computer policies.

If keys are found to be missing when the Chromebook is returned, the student who last checked out the Chromebook is responsible for a \$5 damage fee.

If a student who has checked out an Chromebook, drops it, and the computer is damaged, that student is required to pay a fee determined by the principal.

EMERGENCY PROCEDURES

FIRE DRILL PROCEDURE

Use the exit outlined for use for the room you are in; the directions should be posted above the door in each room.

- 1) Use nearest exit if the one that is outlined for your use is blocked.
- 2) Walk at all times.
- 3) Verbal instructions may be necessary, therefore, do not make loud noise or talk. This is for your own protection.
- 4) Everyone must leave the building.

- 5) Close the doors after leaving the room.
- 6) No one may wait for coats or equipment.
- 7) Clear the building by at least 150 feet.
- 8) Do not cross the street.
- 9) Students should hold doors both on leaving and entering the building.
- 10) Do not re-enter the building until instructed to do so by the person or persons supervising the drill.

TORNADO WATCH

A tornado watch means that conditions are favorable for the formation of a tornado and residents are advised to remain alert to possible changing conditions. When it is announced that Waverly is in a "tornado watch area" the office will make the general announcement on the P.A. Teachers are to review emergency evacuation procedures with their students, evacuation routes, and destination. Regular instruction is expected to continue as normal.

TORNADO WARNING

A tornado warning means that an actual tornado has been sighted or detected. When it is announced that Waverly is in a tornado warning area, office personnel will make the general announcement over the P.A.

Teachers and students are to proceed with all deliberate speed along their evacuation routes to their destinations. Five short rings of the bell system will also be sounded at the same time to warn those who might not be contacted by the P.A. System.

Teachers are to accompany their classes to the shelter and to check to see that all are within the shelter after arrival. Teachers are responsible to supervise their students while in the shelter, while teachers who have plan period at that time are expected to assist with general supervision in and around the shelter. Each teacher will be responsible to notify students, during each class period, of the location of the shelter for that room.

The following tornado evacuation plan for the District 145 secondary school was developed in cooperation with the Lancaster County Civil Defense Office.

DESIGNATED TORNADO SHELTERS

| Location | Destination | Entrance |
|-------------------------------|---------------------|---|
| Pod 1000 | Locker Room | West Locker Room #6 |
| Pod 2000, Business, FCS | Locker Room | West Locker Room #5 (Enter Through West Gym) |
| Pod 3000 | Locker Room | East Locker Room (Girls South Entrance) |
| Pod 4000, Art, Journalism | Locker Room | East Locker Room (Boys North Entrance) |
| Band, Vocal & Vocational Wing | Locker Room | West Locker Room #6 |
| Other Classrooms | Locker Room | East Locker Room (Boys North Entrance) |
| P.E. | Nearest Locker Room | |
| Custodians | Closest Locker Room | |

SAFETY RESPONSES TO POTENTIAL THREATS:

LOCKOUT: Indicates potential threat is outside of the building. Staff and students return to the building, exterior doors secured, classroom activities continue as normal.

LOCKDOWN: Indicates potential threat is inside the building. Staff and students will secure and barricade classroom doors, turn out the lights, and get out of sight. If possible, staff and students will relocate to a safe location. Parents are asked to refrain from coming to the school and potentially blocking emergency responders from accessing the location of need.