

# **West Point-Beemer Jr./Sr. High School**



**Cadet**

Student Handbook

2009-2010

In accordance with Nebraska State Law, Section 79-4, 176 para (3) which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment . . . ". Parents or guardians and students are requested to sign and return the receipt form below:

I have received a copy of the West Point-Beemer Jr-Sr High School Student Handbook.

---

Parent or Guardian's Signature

---

**Student Name Printed    Grade**

---

Student Signature

---

Date

# **FORWARD**

This handbook has been prepared so that it will be a useful guide for all West Point-Beemer Jr-Sr High School students. Each year a great deal of valuable time is lost when students attempt to adjust themselves to new surroundings and privileges. A large part of this wasted time may be eliminated through the use of this student handbook which contains definite descriptions of school policy, activities and calendar dates.

Students will find this book a useful reference throughout the coming school year. Everyone must understand our school policy if our school is to function smoothly and efficiently.

All students are expected to know the provisions of this handbook. Please take time to read it as soon as you can.

## **Notice of Nondiscrimination**

Students, their parents and employees of West Point Public Schools are hereby notified that this school district does not discriminate on the basis of color, sex, race, national origin, or handicap in its programs and activities. Any person having inquiries concerning West Point Public Schools compliance with Title IX and Section 504 and Title VI is directed to contact the school principal at West Point-Beemer Jr./Sr. High School, P.O. Box 188, West Point, NE 68788 (402-372-5546).

## **Aviso del Nondiscrimination**

Notifican a los estudiantes, a sus padres y a los empleados de las escuelas públicas del punto del oeste por este medio que este distrito de la escuela no discrimina en base de color, de sexo, de la raza, del origen nacional, o de la desventaja en sus programas y actividades. Ordenan a cualquier persona que tiene investigaciones referentes a conformidad de las escuelas públicas del punto del oeste con el título IX y la sección 504 y el título VI entrar en contacto con el principal de escuela en el Punto-Beemer del oeste Jr./Sr. High School secundaria, caja 188, punto del oeste, NE 68788 (402-372-5546)

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## I. ATTENDANCE INFORMATION

It is the professional opinion of the West Point Public Schools that a student's educational process is greatly hampered if he/she is not in class. Therefore, to a large degree students need to be in class for a number of reasons, i.e. introduction of materials, testing, student-student and student-teacher interaction, and group work, to mention only a few.

The following Attendance Policy has been adopted for all students at West Point-Beemer Jr./Sr. High School taking courses for credit and is intended to emphasize to all students how very important good attendance and punctuality is, not only at school but also all facets of life.

Please study this policy carefully. **For the vast majority of students this policy will not affect you**, but for those who have attendance problems, keep this policy in mind. The Nebraska School Law 79-201 requires that all pupils be in school during all days and hours that school is in session. Pupils who must be out due to reasons of health or family emergency may be returned to school on a statement from parents or guardian to the Principal's office.

### ATTENDANCE POLICY:

1. **LIMITATION ON ABSENCE:** More than ten (10) absences from a class during any one semester will constitute justification for the loss of credit for that semester in the class or classes missed. For the purpose of this rule, students who are out of the classroom for school related reasons such as athletic events, field trips, or school sponsored activities under faculty supervision are considered to be in attendance. However, if a student uses the Health Room due to illness during the school day, each class missed may be counted as an absence. A doctor's statement or parent letter noting the date(s) and specific reason for absence may be required.
2. **ADVISORY PROCEDURE:** After a student has been absent three (3) class periods from the same class, the student will be counseled, and a letter will be sent to the student's parent(s)/guardian(s) explaining the attendance situation and a reminder that students may accumulate ten (10) absences from class without loss of credit. However, continued absences, resulting in more than ten (10), will result in the loss of credit for the classes missed.
3. **ABSENCE-PROCEDURE:** Parents should stress the importance of schoolwork and the value of daily attendance. Attendance is an important part of your school record.
  - a. Please call the school office (372-5546) before 8:10 a.m. if your son or daughter is absent.
  - b. Absences from school **must be accompanied by a note** indicating parental awareness and permission. Absences without parental and school permission will be considered as truancy from school and dealt with according to the established policy concerning truancy.
  - c. Excused absences: Make up work will be permitted for illness of the student, illness in the family, death in the family, medical appointments which of necessity cannot be otherwise arranged. School missed due to co-curricular activities conducted during the school day will not be considered school time missed.
4. **APPEAL PROCEDURES FOR LOSS OF CREDIT**
  - a. It is the responsibility of the parents to notify the school within 5 working days after receiving the "credit loss" notification for absences to request an appeal with the high school Principal or Assistant Principal
  - b. Upon receipt of a request to appeal, the school will set up a meeting between the parents, student, and the Attendance Advisory Committee within ten working days. At this meeting the parents shall have opportunity to bring all relevant information to the attention of the committee.
  - c. The results of the Committee's findings may be appealed to the Principal, the Superintendent, and the Board of Education in that order.

### *ADMITS TO CLASS*

A student who has been absent from school or leave during a school day must bring a note to school upon returning

from an absence, signed by a parent or guardian, stating the reason for the student's absence. These notes are to be turned in to the main office prior to the student's going to class. An administrator or designee will contact these students and notify them that, should a note not be turned in by 8:15 a.m. the following day, detentions or in-school suspension may be assigned. The responsibility for turning in notes rests with the student. Forged or fraudulent notes will be considered as truancy from school and discipline administered in a like manner. Questions concerning class absences should be directed to administration

#### *APPOINTMENTS DURING SCHOOL HOURS*

Pupils should try to make dental and doctor appointments, or other engagements of like nature, for after school hours. They should make sure that these engagements do not interfere in any way with their school duties. If a special situation calls for an appointment during school hours, students should bring a statement from the doctor's office verifying the appointment.

#### *LEAVING SCHOOL DURING SESSION*

Any student needing to leave school is required to check out with the principal or designated representative. Time missed may be considered as an absence and required to be made up. The student needs to give name, time of leaving, and a written note for the absence. In case of illness, a call to parent or guardian will be made to insure proper attention to the health of the student. Failure to check out properly will result in disciplinary action.

#### *MAKE-UP WORK*

The make-up work of students will be counted for course credit when satisfactorily completed according to the guidelines stated below or such other guidelines as approved by the Principal.

- a. The teacher will provide materials and assistance to a student who is making up work due to absences. To receive credit for work missed due to absences (e.g., parent requested prearranged absence, personal illness, bereavement or emergency in the family or **participation in an approved school activity**), the student, upon returning to school, is responsible:
  - 1) for requesting assignments for make-up work and
  - 2) for completing the make-up work on his/her own initiative by the due date.
- b. Students will be given two days for each day missed, at a minimum, unless other arrangements are agreed upon between the student and teacher.
- c. Students who plan to miss school due to a parent requested, prearranged absence may request assignments and make arrangements to complete part or all of the work prior to the absence.
- d. School missed due to school activities, students must have a make-up slip completed and turned in to the office .
  - a) Students are expected to have assignments completed as indicated on the make-up sheet.
  - b) If no assignments are indicated for class, the students shall have two days to make up the work missed

Assignments should be requested through the office for those students absent for an extended period of time. For work missed because of absence at the end of a marking period, an incomplete grade will be given for work not completed.

When a parent/guardian knows in advance that a student must miss school, a signed written note should be sent to the office stating the reason for the absence and signed by the parent as soon as possible prior to the date of absence.

#### *SCHOOL SPONSORED ACTIVITIES & ATTENDANCE*

Students must be in attendance for a full day of school in order to take part in any school sponsored activity (practice or performance) scheduled that same day, unless the absence has been excused in advance. If the activity is scheduled during the school day, a student must be in attendance that part of the day preceding the activity unless excused in advance. (Reminder; after 8:25 a.m. = absent, before 8:25 a.m. = tardy)

#### *SCHOOL POLICIES AT SCHOOL SPONSORED EVENTS*

Whether you are a spectator or participant, school policies apply at all school sponsored events. Co-curricular activities are an extension of the school program; therefore, all school policies will be strictly enforced.

#### *SNEAK DAYS*

West Point-Beemer Jr-Sr High School will not sponsor any kind of "sneak day" activity on the part of a class or individuals of a class. It is the philosophy of the West Point-Beemer Jr-Sr High School that these types of activities

have no real school purpose.

*TARDINESS*

Students late to their first period class will be considered tardy until 8:24. At 8:25 the student will be considered tardy and absent and the attendance policy for absences will be followed. Students late/tardy for any period (periods 1-8) may face disciplinary action.

*TRUANCY*

Absences without parental and school authority and consent will be considered truancy. The penalty may be detention, suspension, or expulsion from school.

## II. STUDENT HEALTH INFORMATION

The following are required by the State of Nebraska for admission to all schools. Students entering and attending West Point-Beemer Jr-Sr High School for the first time are required to complete the items listed below before attending school. Information concerning these requirements can be obtained by contacting the school principal's office.

*BIRTH CERTIFICATES*

**All seventh graders and all students new to the school system must have a valid birth certificate on file in the Guidance Counselor's office.**

*IMMUNIZATIONS*

According to State Law effective July 2001, all students enrolled in school are required to have the following immunizations:

DTP/DT/Td: 3 doses – One given on or after the 4<sup>th</sup> birthday

Polio: 3 doses

MMR (Measles, Mumps, Rubella): 2 doses given on or after 12 months of age and separated by at least one month.

Hepatitis B – 3 doses

1 Dose of varicella (Chickenpox) or MMRV if given on or after 12 months of age and prior to 13 years of age. If given at or over 13 years of age, 2 doses of varicella (no MMRV), separated by at least one month.

Written documentation (Including year) of varicella disease from parent, guardian, or health care provider will be accepted. (For the 2008-2009 school year this includes students in grades kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>, plus all out of state transfer students).

Any student who does not comply with the immunization requirements SHALL NOT be permitted to attend school. If an un-immunized child begins the immunization process, the law provides for a provisional admission when the immunizations have been given appropriately and the student is in the waiting period for the next dosage.

Immunizations may be waived for medical or religious reasons. The appropriate forms can be obtained from the principal or school nurse.

- **New students must present their immunization record prior to enrollment.**

*INJURIES*

Any injury incurred at school or in a school-sponsored activity should be reported to a teacher, coach, principal, nurse, or secretary immediately, regardless of whether or not you have school insurance. Notify the nurse or high school office immediately if you are injured or become ill during school. The school is not responsible for any medical bills as a result of injuries sustained at school or school-sponsored activities.

*PHYSICALS AND VISION EXAMS*

Evidence of a physical examination by a qualified physician, physician assistant, or nurse practitioner **within 6 months prior to the entrance of the child into the beginner grade and the 7<sup>th</sup> grade, or in the case of a transfer from out-of-state to any other grade. All seventh graders and all students new to the school system must have a physical.** This will also cover any requirements for sports. Sports physicals are mandatory for any student to participate in the sport of his/her choice. Physical forms may be obtained from the front office. The cost of the

physical examination and immunizations shall be the responsibility of the parents. A parent or guardian who objects to a physical examination may submit a physical waiver form.

#### *MEDICATION (BOE Policy # 5024)*

It is required that all medications to be taken during the school day are to be reported to the front office for review by the school nurse and principal. **Students are not to keep medication in their locker unless permission has been granted via a medication permission slip given by the school nurse or principal.** All medication should be accompanied by a note of parent permission for the student to have the medication. Prescription medications should be in a prescription bottle properly labeled with the student's name, the name and dosage of the medication as well as instructions for administration. Over-the-counter medication should also be in the original container and have the student's name on the container. Medication that is not in an appropriate container labeled with the above information will not be given.

**\*\* If the medication is a controlled substance, the school nurse in conjunction with the principal reserves the right to keep the medication locked up in the nurse's office.**

**\*\* The school will not provide aspirin, Tylenol, cough drops, etc. for the student. All medications must come from home.**

#### *CONTAGIOUS OR INFECTIOUS DISEASES*

Children showing any signs or symptoms of a contagious or infectious disease are required by law to be sent home immediately or as soon as safe and proper conveyance can be found (NDE Rule 55)

#### *MEDICAL EMERGENCIES*

**In any emergency, fear, panic, and confusion will occur, but a good responder will remain calm and provide vital supportive care. If the victim is unconscious:**

- Make sure the airway is open:
- Check breathing and pulse; and
- Call building administrator for assistance.

If you find a problem and the victim needs life-saving measures like cardiopulmonary resuscitation (CPR), immediately summon someone qualified. You should always call or yell for help anytime you think an emergency is beyond your skills.

Any medication assistance given should be authorized and in accordance with school policy. Similarly, the assistance in the use of catheters and tube feeders should be handled only as authorized and in accordance with school policy, which is generally under the direction of a school nurse.

Included in this section are common emergency items related to asthma attacks, situations associated with people with known diabetic conditions, and responses to people having a seizure. In addition, this section also has a few definitions used to describe these types of incidents.

#### **a. Asthma Emergencies**

Asthma is a gradual or sudden narrowing of the airway bronchial tubes in the lungs. Asthma often is triggered by an allergy and makes breathing very difficult.

The symptoms of an asthma attack are:

- Difficulty exhaling, usually with a whistling or wheezing sound;
- Coughing that may be either frothy or dry;
- Grasping for breath with flaring nostrils;
- Anxiety, fear, panic; or
- A bluish tint to the skin from lack of oxygen.

If you suspect an asthma attack:

- Ask the victim if he or she has asthma;
- Look for a medical alert tag;
- Keep the victim upright;
- Don't give food or drink; and
- Talk with the person in an attempt to relax and focus victim's attention. Summon medical help immediately, and follow the EpiPEN protocol if you see the following danger signals:

- Failure to improve with medication;
- Breathing that becomes very quiet;
- Bluish skin tone;
- Inability to cough; and
- A fast pulse, over 120 beats per minute.

If the victim tries to pull up his or her shoulders and chin to breathe, get to a hospital at once. This signals a dire medical emergency that can lead to death.

b. **Diabetic Emergencies:**

Diabetes is a condition where the proper balance of sugar in the body is difficult to maintain.

There are two types of diabetic emergencies:

1. **Hyperglycemia** – too much sugar in the blood. Hyperglycemia comes on slowly and can lead to diabetic coma and death. The symptoms are:

- Thirst;
- Frequent urination;
- Vomiting;
- Fruity breath; and
- Confused or combative behavior.

Treatment for hyperglycemia is:

- Immediate Insulin or diabetes medication; and
- Immediate medical attention.

2. **Hypoglycemia** – too little sugar in the blood. Hypoglycemia comes on quickly and can lead to insulin shock, which is life threatening. The symptoms are:

- Hunger;
- Pale skin;
- Sweating;
- Poor coordination;
- Disoriented behavior; and
- Possible seizures.

Treatment for hypoglycemia is:

- Give the victim something sweet like fruit juice, candy, or a sugar cube. Improvement should be almost immediate.
- 

If you suspect a diabetic emergency:

- Ask the victim what to do;
- Look for a medical alert tag;
- Help the victim administer insulin or locate a sweet snack;
- Don't leave the victim alone; and
- Summon medical assistance if the victim does not improve soon after insulin or a sweet snack.

c. **Seizure Emergencies**

A seizure is a sudden, involuntary muscle contraction, usually caused by uncontrolled electrical activity in the brain. A seizure can affect the entire body or just part of the body.

Seizures can be caused by epilepsy, poisoning, heat stroke, fever, brain disorders, or imbalances of sugar or minerals in the body.

During a seizure:

- Do not restrain the victim;
- Do not move the victim except to prevent injury or falling;
- Loosen tight clothing, especially around the neck;
- Check for a medical alert tag;
- Do not place anything between the teeth;
- Do not try to make the victim stop the seizure by shaking or yelling at them;
- Do not perform rescue breathing; and
- Do not try to give the victim anything to eat or drink until fully awake.

Call for medical help immediately if:

- There is no prior history of seizures;
- There are repeated seizures; and
- A seizure lasts longer than two minutes.

d. **Common Medical Terminology:**

Defibrillators – an automated external defibrillator, or AED, is used to shock a heart back into normal rhythm. An AED delivers an electric shock that helps restore normal heart rhythm. It is only used when the victim has no pulse.

Heimlich maneuver – first-aid for a conscious choking victim, which involves repeated abdominal compressions to force the object out of the airway.

#### *STUDENT INSURANCE*

West Point-Beemer Jr-Sr High School maintains a group accident insurance policy. This insurance is available to all members of the student body at a nominal cost and is sold soon after school starts in the fall. This student insurance policy is not intended to replace other insurance coverage. It is designed as a supplement to your existing insurance coverage.

### **III. TRANSPORTATION INFORMATION**

#### *AUTOMOBILES & PARKING*

Student parking at West Point-Beemer Jr-Sr High School is located in the lot on the east side of the building. (See appendix B - Student Parking Diagram) Students must obey all traffic signs posted and adhere strictly to the 20 m.p.h. speed limit in the parking lot. Students who abuse this privilege may forfeit the right to park in the parking lot and face disciplinary action.

Students are to park their cars immediately upon arrival at school and are not allowed to leave once they arrive without permission from school personnel and parents. Students who disregard this policy are subject to disciplinary action. The principal or assistant principal shall be the authority in determining who may drive a vehicle during the day. Improper parking in the rows will result in appropriate disciplinary action. All students should also remember that the curb lane parking spaces, closest to the building, are reserved for staff.

#### *BUS OPERATION GUIDELINES*

**The following six (6) areas are our operating guidelines for the transportation of our students. Generally, they are good guidelines to follow in all areas of school as well.**

##### *PUPIL BEHAVIOR*

On the regular morning and afternoon bus trips to and from school, the bus driver is the supervisor. Regular school conduct is required of all students. Any violations or cases of misbehavior will be reported to the Principal's Office and dealt with the same as any other school misbehavior and can result in prohibiting the student from riding the school bus.

The following are the rules of conduct to be upheld by students while riding a bus:

- Obey the bus driver (supervisor)
- Treat bus equipment with respect
- Do not distract the driver
- Be courteous to fellow students and the driver
- Keep the bus clean and sanitary
- Windows may be opened with driver approval
- No objects of any nature should pass through the windows
- Noise should be kept to a minimum
- Report altered or damaged equipment to the driver
- Do not bring dangerous or prohibited items on the bus
- All school rules apply to buses
- Be on time

If possible, the driver should handle his or her problems as they occur on the bus, the driver should report any problems to the transportation director or building principal.

In cases involving serious acts of pupil misbehavior, the driver should:

- Select a safe place to pull off the roadway;
- Restore order; and

- Report the misbehavior to the transportation administrator or building principal.

#### *MECHANICAL BREAKDOWNS*

**Report all needed repairs to the transportation administrator as soon as possible. Continue reporting defects until it is repaired.**

In cases involving in-route breakdowns, the driver should:

- Select a safe place to pull off the roadway;
- Restore order; and
- Report situation to transportation administrator or building principal.

#### *SEVERE WEATHER*

**School vehicle operations shall be limited when atmospheric conditions reduce visibility on the roadway to unsafe conditions (200 feet or less). Activity vehicle transportation drivers shall have the authority to discontinue vehicle operation whenever they determine that it is unsafe to continue operation because of reduced visibility. A driver must immediately contact the transportation administrator or building principal if such action is taken.**

In cases where transportation is discontinued, the driver should:

- Select a safe place to pull off the roadway (at least 10 feet from any lane or travel);
- Report situation to transportation administrator or building principal.

#### *WEAPONS*

**NDE Title 92, Rule 91 states that pupil transportation vehicles shall not transport any items, animals, materials, weapons, or look-a-like weapons, or equipment which in any way would endanger the lives, health, or safety of the children, and other passengers and drivers. Look-a-like weapons associated with a school-sponsored or approved activity may be transported with written permission of an administrator of the school district.**

The definition of a weapon on a school bus is the same as any definition used in the district's policies regarding possession of such weapons on school grounds. The district administrator will hand out action against any offender, although the bus driver has the authority to refuse transportation if observing any pupil possessing a weapon before they enter onto the bus. Notice of any such occurrence should be forwarded to the transportation administrator or building principal at the earliest convenience.

If possession is noticed after the pupil has boarded the bus, the driver needs to evaluate the situation and should notify the transportation administrator or building principal. The administrator should be on site upon arrival of the bus to confront the student.

#### *TERRORISTIC THREATS*

**There are many kinds of threats (verbal, written, and physical gestures and/or contacts), people see and hear each day. When these threats occur on a school bus, the driver has a special responsibility to evaluate them and take action if necessary. Most of the time, threats on a school bus are spoken out of frustration and do not amount to anything. Sometimes the threat is an early warning of a problem. Try to determine the cause of the threat. School officials, to lessen the possibility of violence, should investigate each threat.**

Any written notes or letters should be saved and given to the school officials. With verbal or physical threats, the driver should write a statement as soon as possible about what was said and done. Give as much detail as possible. Some questions to answer are:

- How was the threat made?
- Who made the threat?
- To who was the threat directed?
- When would the threat be carried out?
- Why was the threat issued?
- Was there mention of a weapon(s)?

The age of the student making the threat may be a factor in how seriously it is taken. Younger students may not be able to carry out a threat, however, a parent, relative or friend may be willing to carry out the threat. An older student may have both the means and the ability to carry out on their own. A parent may make a threat against the driver or another student.

The police should be contacted any time a driver and school officials fear there may be a conflict on the bus or at a bus stop in which the driver is unable to handle. Often the presence of a police officer is enough to deter someone from taking action.

*HAZARDOUS MATERIALS*

**Coming in contact with hazardous material can occur while in route, on location of school premises, in the bus, or near the bus. Such examples as an Agri-Chemical cloud or an anhydrous ammonia tank are a few examples of hazards, which a bus may encounter while in route. Such occurrences may reduce visibility, cause illness, or present more serious health threats to the bus occupants.**

Extreme caution should also be observed when coming upon any situation, which exposes the pupils to undue risks. Immediate notification to the transportation administrator or building principal should occur whenever any hazardous incident exposure has occurred.

If a school bus should encounter an anhydrous ammonia cloud or other unknown hazardous substance (which may be odorless or otherwise unobservable to the naked eye), the most important item to remember is **GET OUT OF THE AREA IMMEDIATELY.**

<b>MORNING ROUTES</b>	<b>AFTERNOON ROUTES</b>
<p><b><u>Route 1 Red Route</u></b></p> <p>7:35 – Assembly of God Church 7:50 Grace Lutheran</p>	<p><b><u>Route 1 Red Route</u></b></p> <p>3:45 Depart for Grace Lutheran Return to HS 4:00 Depart for Assembly of God Church</p>
<p><b><u>Route 2 Purple Route</u></b></p> <p>7:30 Beemer 7:40 Baptist Church 7:45 Trinity Church 7:47 – 7:50 Grace Lutheran</p>	<p><b><u>Route 2 Purple Route</u></b></p> <p>3:45 Depart for Grace Lutheran Return to HS 3:50 Depart for Baptist Church - Depart for Trinity Church 4:10 Depart for Beemer</p>
<p><b><u>Route 3 Black Route</u></b></p> <p>7:30 Shuetze Transportation 7:35 Sherman and Farrogut 7:50 Neligh Park</p>	<p><b><u>Route 3 Black Route</u></b></p> <p>3:45 Depart for Neligh Park 3:55 Depart for Shuetze Transportation Return to HS 4:05 Depart for Sherman and Farragut</p>

**IV. STUDENT USE OF BUILDING**

There is little need for students to enter the building before 8:00 a.m. We feel that it is your responsibility to judge what time you should leave home. Students entering the building before 8:00 a.m. may go to their locker prior to 8:00 a.m. and then go to the commons area and remain until 8:05 a.m. Do not loiter in the halls; go directly to the classroom or commons. Leave the building when school is out each afternoon unless you are staying for some special purpose. Students are not allowed in the gym or locker rooms without appropriate sponsorship from a teacher. Individuals or groups using areas of the building must be accompanied by a faculty sponsor.

Athletes, take your books, coats, or anything that you plan to take home with you to the locker room. Do not plan to return to the building after practice. If you must return to the building after practice, permission must be granted by a coach.

No students should remain in the building after 4:11 p.m. unless under the direct supervision of a faculty member.

Violation of this policy may result in disciplinary action.

#### *CARE OF PERSONAL PROPERTY*

Students are encouraged to bring only a minimum amount of money and NOT to carry large sums of money while attending school or school activities. **Valuables are not to be left in student lockers, dressing rooms, P.E. lockers or classrooms.** They should be checked in at the Principal's office, P.E. and Coaches' office or with a teacher. **The school will not be responsible for lost or stolen articles.** This is your responsibility.

#### *CELL PHONES AND OTHER PERSONAL DEVICES*

All electronic equipment (music, video, cell phones, and beepers, etc...) should be turned off and in their locker or pocket (out of sight) if brought into the school (it is recommended to leave at home or in car). You may not listen to music from cell phones. **MP3 and other similar devices are not allowed to be in use except for before/after school or during the student's lunch time.** It may be confiscated and disciplinary action may result. If found on, the following action will be taken:

The **First Offense**—the device will be confiscated by school personnel and turned into the office. student may pick it up after school.  
**Second Offense**—the device will be confiscated by school personnel and turned into the office. The student's parents may pick it up after school.  
**Third Offense and Beyond** - the device will be confiscated by school personnel and turned into the office. The student's parents may pick it up after school. In addition, the student will serve a ½ day of In-School Suspension. Subsequent offense will result in an increase in the severity of the disciplinary action taken.

#### *CARE OF SCHOOL PROPERTY*

Chairs, tables, or other equipment or furniture must never be removed from any room without consulting the teacher in charge of the classroom.

A teacher's desk and its contents are his/her personal property and should never be touched by any student.

Students are responsible for all equipment checked out to them and will be held responsible for any lost articles plus a possible fine for any damage beyond normal wear. Students responsible for damage to school equipment or property through negligence will be held liable to pay for the damages.

Although the physical features of any school do not determine its effectiveness, attractive surroundings contribute to the well being and happiness of the pupils. One cannot help but look with disfavor upon the person who is careless and thoughtless about the school building and grounds. To destroy flowers and shrubs, to mar the desks by writing or cutting, to deface the walls of the building is to bring discredit upon our student body.

School pride and appreciation for the invested money of the taxpayers, our parents, demands the effort of every pupil for the careful preservation of the building and school property. Why not make it a point to take good care of it? Attempt to develop pride in keeping both the building and equipment as neat as possible since you are only using it temporarily.

In order to effectively discourage lack of respect and improper care of school property, a record is made at the beginning of the year of all property assigned to each pupil, textbooks, band and athletic property, etc. For any property which shows excessive wear or abuse, a fine is assessed and must be paid before school records will be cleared.

Counters, desks, and tables are made to work on, not to sit on. Students who are seen doing so will be disciplined accordingly. The same is true of propping feet on chairs and/or tables.

#### *CLOSED CAMPUS*

West Point-Beemer Jr-Sr High operates under a closed-campus policy. Students are not allowed to leave the building during the school day, 8:10 a.m. until 3:38 p.m. without permission of a student's parents or legal guardians and the principal. All students leaving the building (for any reason) must receive permission from administration to do so. Students leaving without permission will be considered truant and dealt with accordingly. If you become ill,

go immediately to the nurses office.

### *HALLS*

The practice of courtesy in the halls will result in orderly passing to and from classes and at dismissals. Running, pushing, shouting, whistling, and loafing are examples of poor conduct and crude manners. Walk rapidly, keeping to the right. Talk in a subdued voice. Teachers will supervise the halls before school, between classes, and after school.

### *FIRE DRILLS AND TORNADO DRILLS*

Fire drills and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obey orders promptly and clear the building or take cover by the prescribed route as quickly as possible. The teacher in each classroom will give the students instruction. Fire and tornado drill instructions are posted in each classroom. Make it a point to familiarize yourself with these instructions.

The fire alarm, which is a steady bell from the fire alarm system, is a signal for all pupils and teachers to make a quick, quiet, and orderly exit from the building. When you are out of the building, you should stand at least 100 feet from it. The students will be notified by administrative personnel to return to the building. Students should follow the designated evacuation plans for as posted in each classroom.

A tornado drill will be announced on the school intercom. Again, take cover in designated areas quickly and quietly in an orderly fashion. An announcement on the intercom will return students to class following the drill.

### *LOCKERS*

Each student is assigned a locker for the storage of books and equipment. Do not trade lockers with another student. You are responsible for the locker that you have been assigned. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition.

Periodic locker checks may be conducted throughout the year by the staff in order to see that lockers are clean and neat and in good repair.

Lockers are the property of the school and are in the building for the use of the students. No student 7-12 will be allowed to sit by his/her locker at any time during the school day 7:45 a.m. to 4:11 p.m.

Although a student may have control of his school locker as against fellow students, his/her possession is not exclusive against the school and its officials. A school does not supply its students with lockers for illicit use in harboring pilfered property or harmful substances. It is the proper function of school authorities to inspect the lockers under their control and to prevent their use in illicit ways or for illegal purposes.

Students will not be allowed to tape pictures in their locker bearing wording or insignias of alcoholic beverages, drugs, tobacco, profanity, suggestive inscriptions, or photos deemed to be inappropriate.

Personal padlocks may be used if desired by students. A duplicate key or combination must be given to the principal.

Students requiring a PE locker will be issued a lock for their lockers. **Students are responsible to keep their PE locker locked at all times.** Access doors to hallway or outside are not required to be locked; therefore, students must keep lockers locked at all times to prevent theft of any items. **No valuables should be stored in any school locker.**

### *MEDIA CENTER*

Open 7:45 a.m. to 4:11 p.m.

#### **MEDIA CENTER RULES**

1. The MC is open for student and faculty reading and research from 7:45 a.m. to 4:11 p.m. Students will leave study hall with a pass at the beginning of each study hall. They will remain in the MC for the remainder of the period. All students must have a pass from another teacher to come to the MC at any other time.
2. Students will sign-in on the sign-in sheet at the circulation desk when they come to the MC from any area other than study hall.

3. Students will bring needed supplies when they come to the MC. No passes will be issued from the MC to lockers, etc.
4. The Media Center is designated as a quiet study area for research, typing, and reading. No social visiting or group studying is allowed without permission from the Media Director or Designee.
5. Chairs will not be moved. The lounge chairs are to be used for reading only. Any pencil or pen work needs to be done at the tables.
6. All equipment used during each period will be returned before the bell rings unless arrangements to continue to the next period have been made with the Media Director or Designee. Tables should be cleared and chairs put in place. Encyclopedia and dictionaries should be returned to the shelves. Books are to be put in the book return bin. Newspapers and magazines are to be returned neatly to their designated places.
7. Students using the computers in MC must sign in on the form their name, the number of the computer they will use, and what they will be using the computer for (Word Processing, SIRS, Card Catalog, Internet, etc.) They need to check before school to see if one will be available and sign up.
8. Students needing to view a video tape during the day must make arrangements at the beginning of the day with the Media Director or Designee.
9. If a student misbehaves or disrupts the MC, he or she will be suspended from the MC for 1 week for the first offense. A student's second offense will result in the loss of the privilege of coming to the MC for the remainder of the semester.
10. Request materials needed at the circulation desk. Books, periodicals, and vertical files are checked out for a 2 week period. Reserve materials are checked out for overnight or for periods designated.
11. Book stacks are open for browsing. The Media Director or student librarians are available for help in locating materials. Periodicals are in closed stacks and must be requested at the circulation desk on the correct form. Only designated people may get materials from the closed stacks.

#### *POSTERS*

During the school year there always seems to be a great deal of confusion concerning the putting up of posters. Therefore, the following guidelines are for the purpose of clarifying the situation:

1. All posters must be approved by the administration.
2. For the sake of eliminating confusion during the school day, posters should be put up before or after school only.
3. Posters may be placed only in designated areas. Check with the office.
4. No sign or poster of any size will be taped to any door or wall.
5. REMEMBER - Anyone putting up a poster has the responsibility of taking it down.

#### *TELEPHONE REGULATIONS*

The school telephones in all office areas are for the purpose of conducting school business, not for private calls made by students. Students will not be called out of class to answer phone calls except in emergencies or with office approval.

#### *VISITORS*

**All visitors are to check in with the main office and receive a "visitor's pass."** This pass should be carried at all times when visiting in the building. No one is to enter a class in session without the principal's permission. We encourage parent visitation of classes and often allow others to observe classes. However, interruption of classroom processes to confer with a teacher or a student is forbidden without proper authorization. It is strongly recommended that students refrain from bringing guests to school because they work a hardship on both teachers and students.

## V. MISCELLANEOUS STUDENT INFORMATION

### *ASSEMBLIES*

From time to time, the school body will assemble for lectures, entertainment, and other purposes. Pupils are asked to act so that visitors will feel welcome. The more appreciative the audience, the easier it is to hold good programs. Please show your appreciation for programs at the proper time.

### *BULLETINS AND ANNOUNCEMENTS*

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced in the daily bulletins. Pupils responsible for putting notices in this daily bulletin must have their notices approved by their advisor/or administrator and in the main office the day preceding the notice.

### *COMPLAINT PROCEDURE POLICY*

The West Point Public School District has adopted a Complaint Procedure Policy (BOE Policy #- 2006). The district recognizes the importance of good communication and the ability to resolve disagreements and misunderstandings in a timely and appropriate manner. The district encourages a person or persons with a complaint to follow appropriate channels by first communicating with the person you are dissatisfied. The second step is to communicate with the building principal, then to the superintendent of schools if you feel the situation has not been resolved to your satisfaction.

West Point Elementary School-	402.372.5507
Beemer Elementary School-	402.528.3232
West Point-Beemer Jr/Sr High School-	402.372.5546
West Point Public Schools District Office-	402.372.5860

### *DANCE RULES*

1. All students who come to the dance are to stay in the designated areas.
2. If any student leaves, he/she will not be allowed to re-enter the dance and are to leave the premises.
3. All outside dates must be registered through the assistant principal's office. Registration slips will be turned over to the activity sponsor to check as they come in at the door. You must enter with the date you have registered. Proper identification will be required.
4. Non-registered visiting students will not be permitted in the building.
5. Time for dances will be established by the school and announced prior to the event. No dances are allowed during the week Monday through Thursday.
6. No student will be admitted to the dance later than 30 minutes after it starts.
7. All school rules apply to dances since this is a school-sponsored activity.
8. Junior High dances will be restricted to 7th and 8th grade students only. Junior High students are not allowed to attend high school dances.
9. All outside dates must be in 9<sup>th</sup> grade and no older than 20 years old.

### *DRESS AND GENERAL APPEARANCE*

General: The appearance and dress of West Point students shall be that style which is consistently in good taste, socially acceptable, and does not endanger the health, welfare, or safety of the students.

- Dress -
- 1) Students will not be allowed to wear clothing bearing wording, insignias, or patches of alcoholic beverages, drugs, tobacco, profanity or suggestive inscriptions. (Examples: Co-Ed Naked, Big Johnson, Hooter's, Beavis and Butt Head, etc.)
  - 2) Shorts can be worn during the school day provided they of acceptable length and design.
  - 3) No tank tops (2"), WPPS athletic practice or game attire, cut off shirts that expose more than the shoulders, unless approved by the Activities Director, are to be worn during the school day.
  - 4) No exposed midriffs will be allowed and mesh tops can only be worn if another solid shirt is worn

under it (the guideline for shirt length is the ability of the shirt to be “tucked”).

5) All students will hang all hats, caps, coats, jackets, and book or gym bags in their respective lockers. These items will be kept in lockers for the entire school day.

6) School personal may ask students to either change their attire or be sent to the office for clarification if the attire is questionable. In case of extreme or undesirable dress or appearance, the student may be given articles from school or they may be asked to go home to change and time missed may be considered an absence and required to be made up. Violations of this dress code may result in disciplinary action.

#### *EMBLEM, COLORS*

The official emblem or mascot for the school is the Cadet. The Cadet is depicted in many forms on uniforms, banners, book covers, etc.

The official school colors are Scarlet and Cream accented with Black. These colors are used in various combinations on school uniforms, decorations, etc.

#### *HELP 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. Most pupils welcome this opportunity and voluntarily take advantage of it, but if it seems advisable for the welfare of the pupil, teachers have the authority to require pupils to come in for an extra session of supervised study. When this is found advisable, every effort will be made to best fit the mutual convenience of the pupil and teacher.

#### *LOST AND FOUND*

All articles that are found should be taken to the main office, and it is there that you should inquire for anything that you have lost.

#### *PARENT CONFERENCES*

It is the view of the West Point-Beemer Junior/Senior High School Administrative Team that parents and students must have a direct line of communication with their teachers. If you have any questions or concerns you need to contact the teacher as soon as possible. Parents may make appointments for conferences with teachers, the counselor, or the principal at any time by telephoning the school office (372-5546). If you have further questions or concerns after visiting with the teacher, please feel free to contact the administrative team. We encourage parents to communicate with us on items of concern, interests, etc. Take an active interest in your child's education. It is very important that he/she know that you are interested and concerned.

Parent-Teacher Conferences will during first and second semesters. At this time the parents will be given a chance to visit with their student's teachers to discuss their academic progress.

#### *PHYSICAL EDUCATION*

***Physical Education is required in grades 7-9, and all students will be required to wear appropriate P.E. dress as determined by the instructor.*** Students will be issued a lock for their locker. A fee of \$5.00 is assessed if the lock is lost. Students are responsible to keep their PE lockers locked at all times. Access doors to hallway or outside are not required to be locked; therefore, student PE lockers must remain locked at all times to prevent theft of any item. No valuables should be stored in any school locker.

All senior high boys and girls not involved in physical education but are out for athletics will be assigned a lock and locker.

Students must have written permission, signed and dated to be excused from P.E. that day. After 3 days a note from a doctor may be required or loss of participation points will be enforced. Note needs to be specific as to what activities the student may or may not do during class or athletic events.

#### *SCHOOL CLOSING*

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over KWPN 107.9 the Bull (West Point). Reports in the morning will be between 6:30 a.m. and 8:00 a.m. If no report is heard, it can be assumed that school will be in session. Bus schedule runs accordingly.

#### *SCHOOL DAY*

West Point-Beemer Jr-Sr High School is on an 8-period day. Students are required to fill eight periods with classes. Students are encouraged not to be in the building before 8:00 a.m. and must leave before 4:11 p.m. Students may be in the building after school for teacher-student conference or school activities. Band students may enter the building at 7:20 a.m. and go to the band room at 7:30 a.m. Students who find it necessary to arrive prior to 8:00 a.m. due to their rides must report to the commons until 8:00 a.m. (See appendix B for bell schedule)

#### *STUDENT PLANNERS/PASSES*

Students are issued Student Planners at the beginning of the school year (**there is a \$5.00 charge for replacement planners**). Organizational skills and personal responsibility are important for success in any endeavor. We are committed to the promotion of organization and responsibility for each student. **These planners are also used for hallway passes.** Passes are needed whenever a student is traveling in the halls other than passing periods. If a student needs to go to a particular teacher's room during Homeroom, then they must secure a pass from that teacher prior. Have the pass ready to present to the homeroom teacher before the hour begins. Students are never excused from classes to leave school without the approval of the office.

When a student is detained after class, he/she should present a pass to the teacher of his next class signed by the teacher who detained him.

Students wanting to leave the building are to request a permit from the principal in order to do so.

Students are expected to go directly to the destination stated on the pass and follow the same procedures when returning.

#### *SUPPLIES*

Each pupil is expected to supply himself with paper, notebooks, pencils, pens, books necessary and special properties required in specific classes. The pupil must make it his/her business to have their properties where and when needed. This will greatly facilitate the operation of all classes and assure the pupils greater success in all their school work.

#### *TEXTBOOKS*

Your books are loaned to you by the taxpayers of the school district without cost. Please use book covers and take care of them. All items being loaned to a student are loaned at the student's risk. If the item is not returned in good condition, a fine will be assessed by the school. Since most textbooks in the West Point Schools are replaced every 7 years, the replacement cost of the text will be charged in the event of loss or severe damage.

## **VI. COMPUTER SYSTEM USE POLICY**

### **Rules and Regulations for the Use of School District's Computer System**

#### *PURPOSE*

The purpose of these rules and regulations is to provide guidance for District employees in using the school district's computer system. Using the West Point Public School's computer system shall constitute an agreement on behalf of the user to abide by the provisions of these rules and regulations.

#### *DEFINITIONS*

- "User" shall mean but is not limited to: any non employee of West Point Public Schools.
- "Computer System" shall mean but is not limited to: hardware, software, network, servers and data.
- "Network" shall mean but is not limited to: video, voice and data networks and their components.
- "Data" shall mean but is not limited to: any electronic file or hardcopy.

#### *GENERAL*

All users must act honestly and responsibly. Users are responsible for the integrity of these information resources. Users must respect the rights of other computer users, respect the integrity of the physical facilities and controls, and respect all pertinent licenses and contractual agreements related to West Point Public School's computer system. Users shall act in accordance with these rules and regulations and the relevant local, state and federal laws and regulations.

West Point Public Schools may restrict or prohibit the use of its computer system in the response to any violation of District policies or state or federal laws. Failure to conduct one self in compliance with these rules and regulations may result in denial of access of West Point Public School's computer system or other disciplinary action.

*PERMITTED USE*

West Point Public School's computer system is to be used predominately for District related business. Personal use is permitted as an employee benefit. Personal use should not interfere with school operations or performance of employee's duties. All materials created on the District's computer system shall remain property of the District.

*INAPPROPRIATE USE*

Inappropriate use of West Point Public School's computer system is prohibited. Inappropriate use includes, but is not limited to the following:

- violating local, state or federal regulation
- accessing or using pornographic or sexually explicit materials
- using sexual overtones or sexually harassing content
- promoting or opposing any political candidate or issue
- using for person/business financial gain
- advertising or solicitation for personal/business financial gain
- violating or infringing upon the right of others
- submitting, publishing, or displaying any defamatory, inaccurate, abusive or illegal material
- using any fraudulent electronic communication
- violating any license or copyright
- using for any unauthorized purpose
- academic dishonesty
- accessing unauthorized files or systems
- accessing another users files or ID and password without permission
- providing an ID or password to another
- modifying or removing computer equipment, software, or peripherals without proper authorization
- intentional damage or destruction

*COURSE OF ACTION*

Failure to abide by these rules and regulations regarding the use of the District's computer system may result in the imposition of one of more or more of the following courses of action:

- loss of computing privileges
- disciplinary action
- civil action
- criminal prosecution

*PRIVACY*

The computer system is the property of West Point Public Schools and may be subject to being retrieved and viewed by authorized personnel at any time for any reason connected with official School District business.

West Point Schools cannot guarantee user privacy; therefore users should be continuously aware of this fact.

Materials stored on the District computer system may be subpoenaed if it deemed relevant to any school related legal action or hearing.

## **VII. NUTRITION SERVICES**

West Point-Beemer Jr/Sr High School offers both a breakfast and lunch program, which is available to all students. Breakfast is available at the Jr/Sr High building from 7:40 a.m. until 8:05 a.m. Offer versus serve methods of serving are offered at breakfast and lunch. This method requires students to take three of the five foods offered for a complete reimbursable meal as required by federal regulation.

West-Point Jr/Sr High School operates under a closed lunch period, which means all students must eat their lunches in the school cafeteria. Students are allowed 30 minutes for lunch during this extended class period. There will be a bell sounded at the beginning and end of each 30 minute period. Appropriate behavior is expected at all times the students are in the lunchroom area.

#### *PIN NUMBERS*

Students are required to use their assigned lunch account PIN when going thru the line for either breakfast or lunch. Use of the lunch account PIN is required. This number is used only to access the breakfast/lunch account; it is not used for any other purpose in the school. If the student has no PIN, he/she must report to the Jr/Sr High office to acquire one. PIN's are unique to each student, and sharing of these numbers is not to be encouraged.

#### *MONEY ADDED TO ACCOUNTS*

No cash is accepted in the line to buy food during lunch. Money can be added to accounts before school (7:40 a.m.- 8:10 a.m.) in the cafeteria. If money is to be added during the lunch serving time(s), it must be taken to the office. Students and staff will be issued a receipt for the money, which will be shown to the cashier in the cafeteria.

#### *INSUFFICIENT FUNDS*

Students will receive a printed notice from the computer system when the account balance goes below \$5.00. If the account falls below \$0.00, students and staff may charge up to \$3.00 for meals only; this does not include extra mains, ala carte items or extra milk. Administrative approval is required for charges over \$3.00 for any lunch account. Snacks, second mains, and/or extra beverage(s) cannot be charged to any account that has insufficient funds. No one will be denied lunch due to insufficient funds, however, the lunch will consist of a peanut butter and jelly sandwich and a container of milk for a \$0.60 charge to the account.

#### *FOOD BROUGHT TO SCHOOL*

The School Wellness Policy required by USDA for compliance to federal regulations prohibits foods of little or no nutritional value being offered to students. Food/beverage items from sources other than the students' homes (i.e., purchased on the way to school) are to be consumed prior to entering the building. Food/beverage items purchased from other establishments may not be brought into the building for student consumption. All sack lunches brought to the school during the school day by a parent or guardian must be taken to the office. The secretary will then notify the student to come to the office to get his/her sack lunch.

#### *NON-DISCRIMINATION STATEMENT*

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-6382 or 1-800-795-3272 (TTY). USDA is an equal opportunity provider and employer.

#### *FOOD AND DRINK REGULATIONS*

Students may have food and drink in the Commons/Cafeteria area both before and after school. Beverages may only be purchased from machines in Commons/Cafeteria. No food and beverages are to be on any carpeted areas of the building. Beverages stored in lockers are prohibited and may result in disciplinary action. Water is an acceptable exception to our beverage policy.

Under no circumstances are students allowed to use the food and drink machines located in the teacher lounge without direct supervision by a teacher.

## **VIII. SPECIAL PROGRAMS**

#### *Student Assistance Team*

To ensure all students are successful in school, students may be referred to the Student Assistance Team. The referral can come from a teacher, parent, or counselor. The Student Assistance Team will identify strategies to try to help the student be more successful. Parents will be included in the meeting and students may be asked to attend the meeting.

### *Special Education*

Services for special needs are available to students after proper evaluations have been administered. Special needs might include: learning disabilities, speech, occupational therapy, etc. The evaluation results are explained to the parents and program guides established at the Individual Education Program (IEP) meeting.

West Point Public Schools requests your help in locating handicapped children. The District implements 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 of age. If you have a student or know of any young person with special needs between 0-21 years of age that is not enrolled in an appropriate education program, please contact the special education director.

### *High Ability Learner*

In compliance with Rule 3 from the Nebraska Department of Education, you have the opportunity to nominate your child for identification as a learner with high ability. The State of Nebraska and the West Point Public Schools defines a learner with high ability as "a student who gives evidence of high performance capability in such areas as intellectual, creative, or artistic capacity or in specific academic fields and who require services or activities not ordinarily provided by the school in order to develop those capabilities fully" [as defined in Nebraska Revised Statute Sec. 79-4002 (s)].

Your completion of a nomination form is completely voluntary; however, if you feel that your child is gifted, please take the time to complete the appropriate form and return it to your building administrator by September 15. In addition, if you believe your child demonstrates high ability in the creative/artistic area, you and your child need to be prepared to share examples of his/her performance in these areas prior to determination of identification. Complete information, Parent Nomination forms and Student Self-Nomination forms are available in the Principal's office.

While identification of High Ability Students is the only requirement of Rule 3, the West Point Public Schools currently provides opportunities for students who excel academically. The district offers an Elementary program of Math and Reading. In addition, the Jr-Sr High School offers continued accelerated learning experiences in Math, as well as providing a number of courses that allow students the opportunity to gain college credit while in high school.

The ability of West Point Public Schools to maintain and/or increase these specialized course offerings will be dependent upon the impact of recent budget restrictions enacted by the legislature in LB 299, LB 806, and LB 1114.

## **IX. Discipline & Legal Responsibilities**

### *NOTE TO PARENTS*

Good discipline originates in the home. The parent is the first teacher of his child and should develop in him good behavior habits and proper attitudes toward school. A parent should:

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Teach the child respect for law, authority, the rights of others, and private and public property.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the school in carrying out recommendations made in the best interest of the child, including discipline.
5. Talk with the child about school activities; show an active interest in his/her report cards and progress.
6. If you have concerns about any situations at school, please discuss these with the teachers as soon as possible

### *CODE OF CONDUCT*

The school board policy concerning student behavior is as follows: School students at all levels have a basic responsibility toward school to conduct themselves at all times so as to reflect credit on their school and themselves. **This basic responsibility is to apply not only to school hours but to other times, especially while attending school activities at home and away. This code of conduct governs all students participation/attendance at all school sponsored activities.**

Student attendance at school is a mandatory charge to parents for those children under eighteen years of age and continues as a privilege beyond that age. However, such attendance at any age level carries with it an obligation for the student to conduct himself/herself within the framework of accepted school behavior. Failure to fulfill the obligation can result in the loss of the right and the privilege of public schooling for those under eighteen as well as those eighteen and over.

Each student must be responsible for his or her own behavior. If it is felt that the behavior pattern is detrimental to your learning or to your classmates, you may be suspended and a parent conference held. In other extreme situations a student may be suspended or expelled from school by the principal or superintendent on the basis of evidence that strongly indicates that the pupil has committed any offense contrary to school policies. ***Examples of offenses that might result in detentions, suspension, or expulsion of a student at West Point-Beemer Jr-Sr High are:***

The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds.

1. Disobedience--A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other school personnel during any period of time when the student is properly under the authority of the school personnel.
2. Unsportsmanlike conduct involving an opposing school's team or delegation or a student's own school team or delegation. Unsportsmanlike conduct directed at representatives of an opposing school or the officials of a school contest.
3. General inappropriate conduct as; spitballing, water-pistols, water balloons, firecrackers, snowballing, eating candy, playing cards or games, etc.
4. Behavior that seriously interferes with class work or the activities of the school, such as:
  - a. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
  - b. Gambling
  - c. Willful use of violence, force, noise, coercion, threat, intimidation, fear, inappropriate material such as pornography and nudity or similar conduct to any student or school employee in a manner that constitutes an interference with school purposes.
  - d. Sexual assault or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at an educational function or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in S28-319 and S28-320, as such sections now provide or may hereafter from time to time be amended.
  - e. 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 on school grounds or during an educational function or event off school grounds.
  - f. 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 paragraph, and shall not result in expulsion.

1. On the school grounds during and immediately before or immediately after school hours, at any time when the school is being used by a school group, or
  2. Off the school grounds at an educational function or event.
- g. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
  - h. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or which is a firearm as defined by 18 U.S.C. 921.
  - i. Engaging in the unlawful selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia.
  - j. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-801, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
  - k. Truancy or failure to attend assigned classes or assigned activities.
  - l. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
  - m. Public indecency as defined in Nebraska statues, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age.
  - n. Repeated violation of any of the rules adopted by the school district or the school if such violations constitute a substantial interference with school purposes.
  - o. Engaging in any unlawful activity as determined by the United States or the State of Nebraska, which constitutes a danger to other students or interferes with school purposes.
  - p. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and educational process.
  - q. Theft - the taking or possessing of that which belongs to the school or another student without prior consent of the school or individual.
  - r. Displays of Affection - Public demonstrations of kissing, embracing, or other intimate contact will not be allowed.
  - s. Interference with other students' opportunity to learn.
  - t. Inappropriate use of the school's computers and network.
5. In addition a student may be suspended (short-term or long-term), expelled, or mandatory reassigned for sexual assault or attempted sexual assault of 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.
  6. All of the proceeding are general standards and rules that should be used as a guide by all students. Not all acts of misconduct can be itemized. Students who question whether particular conduct violates school standards or rules should consult with the school's administration. Any conduct which causes, or which creates a reasonable likelihood that it will cause, a substantial disruption in, or a material interference with any school function, activity or purpose, or that interferes or creates a reasonable likelihood that it will

interfere with the health, safety, well-being, or the rights of students themselves or others, or which interferes with the educational environment is prohibited.

7. Any suspension or expulsion of a special education student must comply with the requirements of state and federal law.
8. Firearms - Any student knowingly and intentionally possessing, using, or transmitting a firearm as defined by 18 U.S.C. 921, as that statute existed on January 1, 1995, to expel such student for a period of not less than one year if such student conduct occurred on school grounds, in a school owned vehicle being used for school purpose, or at a school sponsored activity or athletic event. The superintendent may modify such one year expulsion requirement on a case-by-case basis.

NOTE: Students cannot, at any time, bring firearms onto school grounds in a private owned vehicle even if the firearm is unloaded, encased, or in a locked gun rack. Any student openly displaying firearms or other dangerous weapons in private-owned vehicles will be subject to the above student disciplinary standards listed above.

DEFINITION OF "FIREARMS": Any weapon which is designed to or may readily be converted to expel any projectile by the action of an explosive or frame or receiver of any such weapon.

EXAMPLES - Rifle, shotgun, starter pistol, BB gun, pellet gun, potato gun, any other type of weapon recognized suitable for sporting purposes, etc.

OTHER DANGEROUS WEAPONS MAY BE DEFINED AS "DESTRUCTIVE DEVICES" - such as explosives, knives, any instrument capable of inflicting cutting, stabbing, or tearing wounds, brass or iron knuckles, etc.

Disciplinary procedures shall mean administrative or teacher actions reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such administrative actions may include counseling of student, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, requirements that a student receive counseling or restriction of co-curricular activity.

Disciplinary action may be given to students for a variety of behaviors. Normally, students are given ample warnings or indications that their behavior is not appropriate. If they fail to respond adequately or their behavior requires an immediate response, then disciplinary action will be issued. Students receiving disciplinary action from teachers will serve with that teacher at the teacher's discretion. Failure to serve with teacher may result with further disciplinary action from the administration. In addition, students not responding appropriately to these measures, suspensions may be in order.

A. **DISCIPLINARY ACTION GIVEN BY TEACHERS:**

Disciplinary action issued by a teacher is to be served with that teacher.

Failure to comply with a teacher's disciplinary action will result in disciplinary action from the administration.

B. **DISCIPLINARY ACTION GIVE BY ADMINISTRATION**

Disciplinary actions issued by the office will be served from 3:41 - 4:11 in the Media Center. If you cannot serve your detention in the afternoon, you may see the administration to arrange morning detentions. (7:45-8:07—in the office). Failure to make the necessary arrangements will result in DNS (did not serve) detentions being issued. It is the responsibility of the student to make these arrangements prior to the issuance of the DNS detentions.

- a. Being late for detention will result in no credit given for the detention.
- b. **Failure to serve a disciplinary action will result in another detention being issued.** If a student accumulates 5 DNS (did not serve) detentions, they will serve In-School Suspensions until they begin serving the detentions accumulated. Out-of-School suspension may result for recurring incidents of DNS (note: suspensions do not erase the accumulated detentions).

- c. Excuses from detentions may only be secured from the administration.
- d. When a student has both a disciplinary action and is asked to stay after school for a classroom teacher, he or she will serve first with the classroom teacher and secure a pass from that teacher and present it to the supervisor in the media center. Further disciplinary action will not be added.

## *SUSPENSIONS & EXPULSIONS*

### B. Short-Term Suspension

Students may be excluded by the principal or the principal's designee from school or any school function for a period of up to five school days and law enforcement agencies will be contacted when city or state ordinances are violated (for example: assault/fighting, firearms, and tobacco/drugs). Students suspended from school (Full Day) are ineligible to participate or attend any school activities or practice during the period of suspension

1. Conduct constituting grounds for suspension as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative staff of the school.
3. The following process will apply to short-term suspension:
  - a) The party considering the short-term suspension shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
  - b) Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.
  - c) The student shall be afforded an opportunity to explain the student's version of the facts to the person affecting the short-term suspension.
  - d) Within 24 hours or such additional time as is reasonable necessary following the suspension, the principal or administrator shall either phone or send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the principal or administrator ordering the short-term suspension before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian shall attend the conference.
4. Students that are serving a short-term suspension will do so at the discretion of the administration. It may be either of the following:
  - a) **In-School Suspension (ISS)** - Students serving an ISS will be attending school from 8:10 am until 4:11 pm in the room assigned. They are responsible for all work required and are expected to complete and turn in all assignments as directed by their teachers. They will receive credit for the work they complete while serving the suspension, provide they are turned in a timely manner. Inappropriate behavior while serving a suspension will result in further disciplinary action.
  - b) **Out of School Suspension (OSS)** - Students serving an OSS will not be attending school. However, they will be afforded the opportunity to make-up their work missed. It is the responsibility of the student to obtain the assignments from their teachers.

### C. Long-Term Suspension

Long term suspension shall mean the exclusion of a student from attendance in all schools and grounds

within the system for a period exceeding five school days but less than 20 school days.

D. Expulsion

Expulsion shall mean exclusion from attendance in all schools within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct in which the penalty is specified, the expulsion shall remain in effect for the period specified for such conduct. Such action may be modified or terminated by the school district at any time during the expulsion period.

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

2. Suspension of Expulsion Period. In the event the district has expelled the student, such expulsion may be suspended from enforcement for a period of not more than one full semester in addition to the balance of the semester in which the expulsion took effect. The district may, as a condition of such suspended action, assign the student to a school, class, or alternative educational program, which the school district deems appropriate for rehabilitation of the student. Effective January 1, 1997, it shall be the policy of the district, in lieu of any programs that the district may offer as a community centered classroom which may include experiences for the student as an observer or aid in governmental functions, as an on the job trainee, or as a participant in specialized tutorial experiences or individual prescribed educational and counseling programs, to have an alternative school, class, or educational program available or in operation for all students expelled or whose expulsion has been suspended pursuant to this policy. Such alternative educational program, may unless specifically prohibited by any rules and regulations relating to alternative schools, classes and educational programs which may be developed by the State Department of Education pursuant to lawful authority.

3. Maximum Length of Expulsion.

a. In General.

Except as herein otherwise provided, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which the expulsion took effect. However, if the misconduct occurred within 10 school days prior to the end of the first semester, the expulsion may remain in effect through the second semester. If the misconduct occurred within 10 school days prior to the end of the second semester, the expulsion may remain in effect for summer school and for the first semester of the following year.

b. Expulsion for Causing Personal Injury or For Possessing a Dangerous Weapon Other Than a Firearm.

If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, or for knowingly and intentionally possessing or transmitting a dangerous weapon other than a firearm, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year.

c. Automatic review of Expulsions Which Continue During The First Semester Of The

Following Year.

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Examiner before the beginning school year. The review shall take place after the Hearing Examiner has given notice of the review to the student and the student's parent or guardian. The review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. If there is no such evidence the Hearing Examiner need not provide a hearing in order to complete his or her review. The Hearing Examiner may make a recommendation that the student be readmitted for the upcoming school year. The student may be readmitted by action of the Superintendent unless the School Board or Board of Education took the final action to expel the student. Under such circumstances, the student may be readmitted only by action of the board.

d. Use of Force.

The expulsion of a student for (a) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or a student, or (b) the knowing and intentional possession, use, or transmission of a dangerous weapon shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following year. Such action may be modified or terminated by the school district at any time during the expulsion period.

e. Firearms.

It shall be the policy of the district when a student is determined to have knowingly and intentionally possessed, used, or transmitted a firearm as defined by 18 U. S. C. 921, as that statute existed on January 1, 1995, to expel such student for a period of not less than one year if such student conduct occurred on school grounds, in a school owned vehicle being used for school purpose, or at a school sponsored activity or athletic event. Nothing in this policy, however, shall prohibit the superintendent of schools of the board of education from modifying such required expulsion on an individual basis. This policy shall not apply to the issuance of firearms to or possession of firearms by members of the reserve officer training corp., or to firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

4. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer pursuant to the order of the District Court, County Court, Juvenile Court, who chooses to meet conditions of probation by attending school, and who have previously been expelled from school, the Superintendent or Superintendent's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student shall, upon such return, be screened by the school for possible disabilities and if the screening so indicates, be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

- E. Mandatory Reassignment. Mandatory reassignment shall mean the involuntary transfer of a student to another school in connection with any disciplinary action.

F. Procedure for Long-Term Suspension, Expulsion, or Mandatory Reassignments

The student and student's parent/guardian will receive written notice by registered or certified mail of the Long-Term Suspension, Expulsion or Mandatory Reassignment. The notice will include the rule or

standard of conduct allegedly violated, the acts of the student which constitute cause for Long-Term Suspension or Expulsion, a summary of the evidence to be presented against the student, the penalty the principal has recommended, and any other penalty to which the student may be subject, a statement that the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony. The notice shall be accompanied by a form upon which the student, student's parent or guardian and appropriate school personnel may discuss and settle the matter prior to the hearing stage. All above procedures will be in accordance with Board of Education policy 5131.1 dated February 12, 1996.

#### *NOTE TO 19-YEAR OLDS*

Many marvelous things happen when you become 19, and some things that aren't so marvelous. You are a legal adult. You can vote, you can apply for a license to sell real estate. You can apply for a loan at the bank-but now you have to pay it back - it doesn't go back on Dad if you can't make the payments. You can be sued for damages you do to other people or things, you can own and manage real estate. In general, you have the same freedoms - and responsibilities - as any adult in the community.

State law requires school, however, to enforce the same rules on all students, regardless of their age.

Please make sure you read and follow all the school policies set forth in this handbook. Remember, being 19 does not ever exempt you from school rules.

## **X. Guidance & Counseling Services**

As an integral part of the total program, guidance and counseling services are concerned with the study, understanding, and adjustment of every student attending West Point-Beemer Jr-Sr High School. The services are designed to assist students in developing their individual potentials and to assist school personnel, parents, and the community in providing opportunities to students to obtain an education best suited to their potential and goals. These basic services include:

1. Individual and group counseling
2. Educational and occupational planning
3. Pupil appraisal
4. College and job placement
5. Parent and staff conferences
6. Referrals
7. Follow-up and local research
8. Student registration and scheduling
9. Alcohol and other drug education

The counseling department is organized for the purpose of helping each student adjust to present environments, to enjoy all educational opportunities that meet interests and learning capacities, and to aid in becoming increasingly and wisely self-directive individuals.

The guidance counselor, with the cooperation of all other faculty members, carries on the work of this department. Any student may use the services provided by the counselor for aid or advice on whatever problem occurs or any faculty member may refer a student to this department for necessary aid and advice.

If a student is seeking the help from a school counselor, arrangements should be made with the teacher to make an appointment with the counselor for a conference.

#### *CHECKING OUT - DROP*

Any student leaving school permanently, must obtain a check-out sheet from the principal's office. This sheet will be signed by each teacher involved when all books and materials have been returned. It will also indicate that the student's locker has been cleaned and checked, and it will show that all fines and assessments have been paid. This sheet will be returned to the principal's office upon completion of checking out.

#### *CHANGE OF ADDRESS*

Any change in address or phone number of you and/or your parents or guardians must be reported to the office immediately.

*DROP AND ADD INFORMATION*

All drops and adds to the student schedule will be initiated through the counselor's office.

Students will be allowed to add classes to their schedule before the semester begins. After this time, additions will not be made without an exceptionally good reason for the add. All adds must have the signature of the parent, instructor, counselor, and principal.

Students will be allowed to drop classes for a period of one week following the start of the semester. All drops must show a reason for the drop and parent, instructor, counselor, and principal signature. After this time, any student who is dropped or removed from a class will receive a grade of "F" for the class unless otherwise directed by the principal.

*GRADE CLASSIFICATION*

Students at West Point-Beemer Jr-Sr High School are classified as to grade level according to the number of credits earned toward graduation. In high school, a student must have 50 hours to be classified as a sophomore, 100 hours to be classified a junior and 150 hours to be classified as a senior.

*GRADUATION REQUIREMENTS FOR WEST POINT-BEEMER JR-SR HIGH SCHOOL*

Graduation requirements for West Point-Beemer Jr-Sr High School have undergone revisions during the last few years. This upgrading of the essentials needed for graduation will not only provide students with a more intensive study in several critical curriculum areas but also more thoroughly prepare each student for the future after their high school years.

A student will need a total of 230 credit hours, in order to graduate. The requirement will include: English to 35 hours (to include Speech), 5 hours of Computers, 30 hours of Math (to include Algebra I or Algebra A and Algebra B) and seven semesters of attendance in order to be eligible for a High School Diploma.

**GENERAL PROGRAM**

(230 Hours Class Credit)

(See course credit check list for specific classes)

English (to include Speech) .....	35 Hours
Math (to include Algebra I, or Algebra A and Algebra B).....	30 Hours
Science.....	20 Hours
Social Studies.....	30 Hours
Computer Applications .....	5 Hours
P.E. and Health .....	10 Hours
Additional Electives.....	100 Hours

(Total Credit Hours = 230)

**\*7 semesters of attendance option available to those who meet all other requirements**

*GRADUATION/COMMENCEMENT EXERCISES*

All seniors receiving a diploma must have completed all requirements as established by the principal in order to be allowed to participate in graduation/commencement exercises.

*HOMEBOUND PROGRAM*

Students who are physically unable to attend regular academic school programs due to a medical disability may apply to be served by this program. Generally speaking, a student must be in need of home or hospital services for a period of at least 2 weeks. A student or his parents or guardians must present a note to the school from a doctor stating that the student is medically unable to attend classes for this period. Homebound instruction will be coordinated through the counseling office and the Director of Guidance. Students who are enrolled in a homebound program are eligible to receive a waiver of attendance under the Attendance Policy.

*HOMEWORK ASSIGNMENTS*

Students who wish to have their homework assignments picked up due to illness need to call the school before 9:00 a.m. in order for the teachers to have adequate time to get assignments ready. Assignments can be picked up in the office after school unless other arrangements are made.

*ORIENTATION OF NEW STUDENTS*

Each year students entering the West Point-Beemer Jr-Sr High School from our feeder schools will spend some time in the Junior-Senior High School learning the routine of the school through an organized and cooperative program by the Elementary School counselor and the Junior-Senior High counselor. This program allows the students to visit the various classrooms and meet the teachers.

In addition, all new students to the community visit with the counselor and are introduced to the student handbook, have any questions answered and are given a tour of the building by the counselor or a student representing their grade level in school.

Just prior to the start of the school year, an orientation session for both students and parents will be held for new seventh grade students and all new students to West Point-Beemer Jr-Sr High in order to more fully familiarize them with their new school setting.

### *REGISTRATION AND SCHEDULING*

In order to provide sufficient supplies and to determine teacher assignments, the school must know each student's subject selections for next year. Because we cannot allow many changes in the fall, careful consideration of the selection of subjects should be given by both students and parents. In making your choice, keep in mind four things:

1. Fulfillment of graduation requirements
2. A high school program as broad and beneficial as possible
3. Vocational plans for the future
4. College entrance requirements

All students are required to register for at least 7 class periods each day, unless otherwise directed by the principal.

Students who have established the goal of continuing their education after high school should take extra time in preparing their academic schedule. As the catalogs of each individual college will show, all college admission requirements are not the same; as some require a foreign language, others may require additional math or science classes, etc. The catalogs from the various colleges should be studied to determine the courses which will meet these specific requirements and which will be acceptable for college admission. These catalogs are available in the counselor's office. As a general rule math courses including Algebra, Geometry and Advanced Algebra, four years of English, two years of lab science and three years of Social Studies would be the minimum course requirements recommended for those planning to attend college. Students should also consider foreign language. Some institutions require or recommend this for their incoming students.

### *RETENTION GUIDELINES FOR GRADES 7-8*

Students who do not perform to their capabilities may repeat courses or may be retained. The following rules will be utilized:

1. At the end of the first semester, a letter will be sent to the parents of the students failing a core subject. (This includes Social Studies, English-Literature, Science and Mathematics.) This letter will indicate possible retaking of that course.
2. At this time, the counselor will sit down with the student to inform him/her of what is taking place.
3. Student progress will be checked at the end of the third quarter and five weeks before school is concluded.
4. A committee made up of the teacher, counselor, and principal will review the student's grades, attendance, achievement scores, discipline records, and teacher recommendations.

Following the staffing, a final decision will be made by the principal to the student's parents regarding the student passing the course or the requirement to retake the course. Should retaking the course be required, the Guidance Counselor or Principal will notify the student's parents.

### *SCHOLARSHIPS*

Outstanding seniors are eligible for scholarships which are offered by colleges, universities, trade and technical schools. The Nebraska Regents, state colleges, and many local organizations have scholarships available. For more information about these scholarships, such as eligibility requirements see your counselor as soon as possible.

### *STUDENT CONTESTS AND ACTIVITIES*

West Point-Beemer Jr-Sr High School endorses and participates only in those activities approved and sanctioned by the National Association of Secondary School Principals and listed in their annual publication "National Advisory

List of Contests and Activities."

Generally speaking these are activities that are conducted on a national scale. West Point-Beemer Jr-Sr High School does not endorse or nominate students for "Who's Who" type recognition programs as these are not approved by the NASSP nor do they have any validation standards.

A complete listing of these contests and activities may be found in the guidance office or the principal's office.

### *STUDENT RECORDS*

In 1974, the Congress passed the Family Educational Rights and Privacy Act. This law gives you, if you are "an eligible student," or your parent or guardian if you are not, certain rights regarding your educational records. An eligible student is one who has reached the age of 18 or is attending any school after graduation from high school. The law requires that schools receiving Federal Funds must:

1. Allow the parents or eligible student to review and inspect the student's record. This rule does not apply to records made and kept by one person, such as a psychologist or social worker, which is not shared with anyone but a substitute for that person.
2. Give the parent or eligible student the chance to challenge the records in a hearing to make sure that they are not misleading or inaccurate.
3. A copy of your student's files or records (including discipline) shall be provided at no charge, upon request, to any public or private school to which the student transfers.
4. Obtain written permission from the parent or eligible student before revealing the records to other persons.
5. Notify parents or eligible students of their rights under this law.

West Point-Beemer Jr-Sr High School does not release any student information without the prior consent of the student and/or their parents. Likewise, student lists are not released to any persons or groups unless those listed are used for honor rolls, sports, or play programs. These lists are then released to the public. Should any parent or eligible student wish to have his name deleted from these types of lists, they should contact the principal's office.

### *TESTING*

Included in the testing program at West Point-Beemer Jr-Sr High School are measures of mental ability, interest, and achievement. The value of these tests is the objective information they provide in regard to student progress and in identifying student strengths and weaknesses. These test results are summarized and may be interpreted to student and parents in order that a realistic and effective program of courses and activities may be arranged to meet student needs.

Since these tests are very important in planning an academic program for each student, along with identifying individual ability and achievement, students grades seven through eleven will be required to complete those tests administered by the West Point Public Schools. Students missing school on the days tests are administered may be required to schedule extra time before and after school to complete these. Students should make every effort possible to attend school on those days tests are administered.

Grades eight and nine will take the EXPLORE test.

Grade ten students will take the PLAN test.

Grade eleven students will take the (ASVAB) Armed Service Vocational Aptitude Battery. Those eleventh grade students planning to attend college are encouraged to take the PSAT/NMSQT in the fall.

Students in the eleventh and twelfth grade are encouraged to take the ACT, SAT, and COMPASS as needed for college entrance.

Important testing dates will be made available through student bulletins to those senior and junior students who will be involved in testing for post high school programs and scholarship applications.

Test scores are attached to each student's transcript. Our SAT and ACT Code number is 282530.

### *TITLE IX*

The West Point-Beemer Jr-Sr High School is in compliance with the Title IX Act of 1972. A copy of the grievance procedures is located at the principal's office.

### *TRANSCRIPTS*

The transcript of a student's credits will be sent, on request and authorization, to colleges, technical schools, or any other authorized institution through the counselor's office.

### *TRANSFERRING*

If you must transfer to another school, have your parents or guardian write a note or call stating the reason you wish to check out of school. This should be done a day or two before you wish to leave so that proper check out procedures can be followed.

If transferring to another school, requests for transcripts by the new school will be honored when a parental permission slip has been signed and the student has completed all check out procedures.

### *VISITING POST-SECONDARY SCHOOL*

Students who wish to make campus visits are encouraged to make arrangements through the counseling office. The following procedure should be used for campus visits:

1. See the counselor to arrange an appointment to the school to be visited.
2. Pick up a sign out sheet and return it to the main office by noon of the day prior to the visit.
3. College visits will be the responsibility of parent and student and day(s) absent will be counted as part of the accumulated classes missed per semester as stated in the attendance policy. If counselor arranges visit, it will not be against the student.

### *Work Release Program*

#### **Purpose:**

We believe learning takes place in a variety of settings. We believe the workplace is a setting in which many valuable experiences can be enjoyed by both the students and their prospective employers. These experiences can enhance the career awareness of the student and will help them to make more informed career choices about their future. By being involved in this program, the student may have a better idea of what type of education or training to undertake after graduation.

Students can also learn many valuable skills in the workplace such as: time management and meeting deadlines, following directions, problem-solving, interpersonal communication, working on a team, and leadership. A work experience can also provide the student the opportunity to apply the knowledge and skills they have learned in school. Not only can this program be extremely beneficial to the student, but it can also provide the community with a skilled and knowledgeable pool of candidates to choose from in the future.

#### **Criteria for Placement:**

The students eligible for this program are those students who are seniors and are on track to meet graduation and/or post-secondary school entrance requirements by their scheduled graduation. The following criteria will be essential for the student to be considered for this program:

1. The student must be in good academic standing and be on track for graduation with their class.
2. The student should identify his/her goal(s) for participation in the early-release program, and should state how the employment will be beneficial to the student.
3. Agreement from the worksite provider to ensure a safe workplace that meets the goals of the student.
4. The student's dismissal time from school will be based on their start time of their workday and approval by school administration.
5. The student is not employed in a hazardous occupation, as defined by the Federal Fair Labor Standards Act (FLSA)
6. A signed agreement from the parent/guardian.

**Program Expectations:**

- The student will work a minimum of one (1) or two (2) hours per day (M-F)
- The student will provide documentation of tax-withholding (copy of W-4, 1099 forms) and number of hours worked (from pay stubs, and/or time cards).
- The student will be employed during the time he/she would normally be in school.
- The school will provide to the student credit toward graduation not to exceed five (5) credits per semester based on pass/fail grading.
- The student will keep a journal that will detail the following information:
  - Number of hours worked each day
  - Summary of the activities/duties performed
  - Summary of your learning for each time period (to be determined by the work release supervisor)
- The employer will complete evaluations of the student’s performance at work.
- The student will complete a final project displaying their learning from the semester.
- There will be site visitations from school personnel to the student’s workplace.

**Process for Admittance:**

- Letter of Application from the student that states their goals and desired outcomes from being in the program.
- Letter of support from parent or guardians supporting the student’s participation in the work release program.
- Employer's worksite information form that states: name of business, business address, business contact person, student’s position, business telephone and fax numbers, and contact person’s E-mail address.

**XI. Grading Procedures**

*GRADING*

A serious attempt is made at all times to evaluate in the best possible manner the progress of students. The following grading system has been devised for that purpose:

A --	(92.0-100).	B --	(85-91.9)	C --	(77.0-84.9)
D --	(70-76.9)	F --	(Below 70)		

*INCOMPLETES*

Incompletes are assigned in cases where the student's work is incomplete at the end of a grading period. This may be due to absence because of illness, etc. Students will have one week to make-up incomplete grades, unless other arrangements are made with the Principal.

The grading system for West Point-Beemer Jr-Sr High School shall be based on percent with 70 % to receive academic credit and 100 being the highest possible. See the chart below for conversion to percent and letter grade scale.

100	4.0	A+	89	3.0	B	78	1.67	C-
99	4.0	A+	88	3.0	B	77	1.67	C-
98	4.0	A+	87	3.0	B	76	1.33	D+
97	4.0	A+	86	2.67	B-	75	1.33	D+
96	4.0	A+	85	2.67	B-	74	1.0	D
95	3.83	A	84	2.33	C+	73	1.0	D
94	3.83	A	83	2.33	C+	72	1.0	D
93	3.67	A-	82	2.0	C	71	.67	D-
92	3.67	A-	81	2.0	C	70	.67	D-
91	3.33	B+	80	2.0	C	69v	0.0	F
90	3.33	B+	79	2.0	C			

### *CHEATING*

Students who are cheating on tests or helping other students cheat will not be tolerated. This applies for daily work as well. Plagiarism or claiming others work as your own is considered as cheating and dealt with accordingly. Students learn by doing their own work. Specific penalties for cheating will be assigned by the principal based on the recommendation of the teacher and may be reflected in a student's final grade for the course.

### *FAILING GRADES*

A FAILING GRADE AT THE END OF THE SEMESTER MEANS A LOSS OF CREDIT. If during your four years in high school, you have failed a required subject, **it is your responsibility to register for the course again.** The course or courses will be taken as soon as they can be worked into your schedule in order that you meet the full requirements for graduation.

### *HONOR ROLL*

To be eligible for Honor Roll status at West Point-Beemer Jr-Sr High School, a student must maintain an 87% GPA for the grading period. The Honor Roll is divided into three parts.

87 - 89.99 % will be named to the Honorable Mention Honor Roll

90 - 93.99 % GPA are considered to be on the Honor Roll

94 – 100 % GPA will be named to the Principal's Honor Roll

All students must complete at least 30 credit hours of course work during a semester or be enrolled in a minimum of 30 credit hours of course work during a quarter to be eligible for Honor Roll status.

### *ACADEMIC PROGRESS REPORTS*

This is a general report that teachers can send or parents and/or students may request at any time during the academic year. It can address either satisfactory or unsatisfactory progress.

### *REPORT CARDS*

Report cards are issued four times during the school year, once each quarter. The first and third quarter report cards are distributed during parent-teacher conferences.

### *RANK IN CLASS*

Rank in class is based on the GPA and compares the student's relative rank with all other students in their class. Scholastic class rank is figured at the end of each semester for each student in the High School. Student Class Rank shall be determined by using a numeric grade point average (GPA) derived from all classes on a numeric basis. To be included in the class ranking, a student must receive a numeric grade for each class in which they were enrolled. Successful completion of credit recovery course does not exclude a student in the final class rank. Students must be enrolled a minimum of two semesters to be eligible to be included in the class ranking. The students' final class standing and grade point average is determined after 8 semesters of high school attendance. First semester graduates will have a final GPA rank following the spring semester or 8th semester for the senior class. This class rank and grade point average is very important as part of each individual's requirement for college entrance and scholarship application. With this in mind, each student should strive to maintain the best possible average and class standing.

## **XII. Extra-Curricular Activities Program**

### *ACTIVITY, FAMILY PASSES, ADMISSION PRICES*

When an admission price is charged to attend a Junior-Senior athletic event, it will cost an adult \$5.00 and a student \$3.00. Passes may be purchased at a discount in the high school office for adults and students for multiple events. Admission prices for tournaments and post-season contests may vary according to the activity. Passes are not accepted at these events.

### *NOTE TO STUDENTS AND PARENTS*

The student activities program of West Point-Beemer Jr.-Sr. High School is an important part of the total educational program. It includes a variety of activities that are viable components of the classroom activities. The activities program strives to provide for the needs of our young people by providing additional opportunities to acquire and develop skills, attitudes, and appreciations according to their individual interests, needs, and abilities.

### **XIII. Guidelines For Activities**

#### *ACTIVITY ELIGIBILITY REQUIREMENTS*

Since the primary purpose of West Point - Beemer Jr.-Sr. High School is to provide an educational experience for all students, this obligation must be met before students become too involved in extracurricular activities. The participation in activities is above and beyond the curricular aspect of school and is contingent upon successful completion of scholarly pursuits. Extracurricular activity participation is an earned privilege-not a right. It is earned by the successful involvement in our academic programs.

Students must pass twenty (20) semester hours of credit the immediate preceding semester in order to be eligible for varsity athletics/activities sponsored by the Nebraska School Activities Association (NSAA). In addition, a West Point-Beemer Jr./Sr. High School student may not be failing two or more classes every week to be eligible for activities for the week.

In order to assure the above, student grades will be assessed each week during the school year - STARTING with the third full week of classes each **semester**. Any student failing two or more courses will be placed on the "ineligible list" for one week (Monday through Sunday). Raising grades during that time will have no effect on the eligibility during that period.

In addition to our eligibility requirements stated above non athletic activities may enforce additional eligibility requirements as approved by the activities director.

Extracurricular activities are those that are provided by the school that are not graded and receive no credit toward graduation. During a period of ineligibility, students are expected to attend practice sessions for the activities in which they are involved.

#### *ACTIVITIES DURING SCHOOLTIME*

The principal may disallow students to participate in extra-curricular or academic trips during school time if the student has had excessive absences, truancies, tardiness, unsatisfactory classroom performances, disciplinary considerations, or any conflicting considerations.

#### *ATTENDANCE*

Students must be in attendance a full day of school in order to take part in any school sponsored activity (practice or performance) scheduled that same day, unless the absence has been excused in advance by the Activities Director. If the activity is scheduled during the school day, a student must be in attendance that part of the day preceding the activity unless excused in advance. (Reminder – 8:20 a.m. = absent, before 8:20 a.m. = tardy)

#### *ATTENDANCE AT ACTIVITIES*

Students attending any school-sponsored activity such as school sponsored dances, banquets, prom, Homecoming, etc. (excluding athletic events) may not leave and re-enter an activity.

#### *FIELD TRIPS DURING SCHOOL TIME*

If field trips are such that a student must miss school time, the teacher will be notified in advance of the field trip, and it is the student's responsibility to work with the teacher to make up all work. Field trips conducted during the normal scheduled classroom period(s) are not considered school time missed.

#### *FUND RAISING*

All money-raising activities shall require authorization by a member of the school district administration.

#### *ORGANIZATIONAL PARTIES AND ACTIVITIES*

School sponsored and organized parties and activities must be scheduled through the Principal or Assistant Principal. When a student of West Point-Beemer School wishes to bring someone who is not a West Point-Beemer student to a scheduled activity, that individual must be registered through the office. Registration slips will be turned over to the activity sponsor to check as they come in at the door. You must enter with the date you have registered.

#### *PEP RALLIES*

Pep rallies are held prior to co-curricular events for the purpose of creating the proper atmosphere. Length of pep

rallies will be determined by administration and will end by 3:38 p.m.

#### *PHYSICAL EXAMINATION*

Each student who expects to participate in athletic programs or be a dance team member shall present once each year to the Assistant Principal, before actual participation in any practice, a physician's certificate on a form prescribed by the school certifying that he/she is physically fit for athletic competition or dance. A parental Consent Form must also be on file. These blanks are to be kept on file in the Assistant Principal's office.

#### *PURCHASE ORDERS*

Students must obtain purchase orders from their club and organization sponsors when purchasing items that will be charged to a particular activity fund account. These purchase orders must be signed by the Principal or Assistant Principal. Students may be personally liable for all purchases not having the proper signatures and authorization.

It is the activity bus rider's responsibility to know the bus schedule when it is announced. Any student that is in an activity is expected to ride the activity bus. If for some reason the student must ride with his/her parents, then the parents are responsible to contact the activity sponsor and ask for permission. In unusual circumstances, the activity sponsor has the authority to grant or refuse permission because he is responsible for the welfare of these students. No student may drive his own vehicle to or from an activity when participating in that activity. Any variance from these rules can only be granted by the Principal or Assistant Principal.

NOTE: These rules conform to regulations by the School Bus Transportation Division of the State Department of Education and are implemented to help insure the health and safety of all passengers at all times. Violations of any of these rules could result in loss of your privilege of riding buses.

#### *SCHOOL CANCELLATION*

If school is dismissed early because of inclement weather, all scheduled practices and activities will be cancelled for the day. When school is dismissed for more than one day or dismissed early for other reasons, activities and practices are scheduled at the Superintendent's discretion.

#### *SCHOOL SPONSORED EVENTS*

Whether you are a spectator or participant, school policies apply at all school-sponsored events. Co-curricular activities are an extension of the school program; therefore, all school policies will be strictly enforced.

#### *SCHOOL SUSPENSION*

Students suspended from school or serving an in-school suspension (full day) are ineligible to participate or attend any school activity or attend any practice during the period of suspension.

#### *WEDNESDAY AND SUNDAY ACTIVITIES*

The school works cooperatively with the churches in the community; activities are not scheduled on Wednesday evening or Sunday. Exception to this will occur only when an activity is a state sponsored activity or for special performances or activities approved by the Board of Education. Wednesday practices will end by 6:00 p.m. The Assistant Principal must approve Saturday practices, and Sunday practices must be approved by the Superintendent.

#### *ANNUAL*

The Annual is produced through a scheduled class. The Annual Staff consists of two students responsible for each section.

#### *FFA*

The Future Farmers of America is a club for students 14 to 21 years of age and interested in Agri-Business. Members of the organization may study Ag production, resources and supplies, processing, horticulture, conservation, and related areas. The goals of the organization are to improve agriculture, better local communities, promote leadership skills and responsible citizens. Students are required to take Voc Ag I class.

#### *FCCLA*

The Family, Career, and Community Leaders of America is concerned with personal, family, and community living; to become aware of the multiple roles of people in society; to provide opportunities for decision making and assuming responsibility; and to develop interest in Home Economics and its related careers and occupations.

Membership is open to students in grades 9-12 who have taken at least one semester of Home Economics and its related careers and occupations.

Membership is open to students in grades 9-12 who have taken at least one semester of Home Economics. Meetings and special activities are held monthly.

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FBLA

#### *FUTURE PROBLEM SOLVERS*

Future Problem Solving for Junior and Senior High is for students interested in improving their problem solving skills. Teams of students meet throughout the school year to solve three (social and political) futuristic problems that are judged by the State Future Problem Solving Committee. A state meet is held for FPS teams who score highest on the third problem and wish to compete scholastically.

#### *MATHCOUNTS*

Mathcounts is an accelerated coaching program and a series of competition designed to produce high levels of math achievement in junior high students. All students officially enrolled in the 7th and 8th grades are eligible to participate in the MATHCOUNTS competition where National Society of Professional Engineers state societies and chapters are sponsoring the program. Students may participate in MATHCOUNTS coaching at the school level for an unlimited number of years. However, participation in the competition phase of the program is limited to a maximum of two years for each student. A school is eligible to send on a team of four students in the 7th and/or 8th grades, mixed or unmixed, as the coach sees fit.

#### *MUSIC - INSTRUMENTAL*

The instrumental music department offers the following to students capable of playing a musical instrument: marching band, concert band and stage band. Stage band members are determined through tryouts. Football band consists of all members of the concert band, excluding boys out for football. Summer marching band is required for all band students.

#### *MUSIC - VOCAL*

Senior High: Choir is a regularly scheduled class 9-12. All State, Conference Vocal Clinic, and District Music Contest are choir activities. Madrigal, and various small groups are chosen from choir membership. Swing choir is an auditioned group that meets twice a week before school. Choir membership is not a requirement for Swing Choir.

#### *NATIONAL HONOR SOCIETY*

The National Honor Society is a nationally recognized society to honor those students who demonstrate high standards of scholarship, participation, leadership, service, and character. Any junior or senior student may apply for membership by completing an application form at the beginning of each school year. Application forms can be obtained from the sponsor.

*ELIGIBILITY REQUIREMENTS AND SELECTION PROCEDURES NHS:* To be eligible for membership, the candidate must be a member of the Junior or Senior class and have been in attendance the equivalent of one semester. The Faculty Council may waive the semester regulation. The Junior or Senior must earn and maintain a 91.0% cumulative grade point average since admission to senior high school, participate in at least two different organizations each year, be elected or appointed to at least one office within the two years previous to application, and participate in two different unpaid service activities plus one charity fund raiser within the two years previous to application. In addition the student must demonstrate high standards of personal character. The selection of each member to the chapter shall be by majority vote of the Faculty Council (a five-person council appointed by the secondary school principal) upon review of the candidate application forms. The selected applicants are inducted into the Society in a public ceremony each November. The National Council and the NASSP shall not review the judgment of the Faculty Council regarding the selection of individual members to the chapter.

#### *ONE-ACT PLAY*

Students may become involved in One-Act Play competition. The cast competes in a Conference contest sponsored by the East Husker Conference and District and State contests sponsored by the NSAA.

#### *QUIZ BOWL*

Quiz Bowl participants will be trained and tested on their knowledge in multiple content areas. Students will participate in various interschool competitions as well as conference competition. Membership is open to students in grades 9-12.

#### *ROCKET CLUB*

The Rocket Club is a group of students who have interest in rocket science. They meet to explore items such as rocket design, rocket propulsion, and other concepts related to rocketry. Club activities are focused upon designing and constructing a rocket that will meet the Team America Rocketry Challenge (TARC) the largest model rocket showcase on the planet. The Challenge is to design, build, and fly a model rocket carrying a raw egg and return it safely to the ground while staying aloft for exactly 45 seconds and reaching an altitude of 850 feet. Teams whose score was one of the 100 best were invited to compete for a share of the \$60,000 prize package at the 2007 National Finals at Great Meadow, in The Plains, Virginia.

#### *SCARLET DANCERS*

The pom pon squad is dedicated to help maintain enthusiasm, and maintain school spirit at athletic events. The squad will be selected in the spring of each year.

#### *SCARLET SABRES*

The flag squad is dedicated to help maintain enthusiasm, and help maintain school spirit at athletic events performed at; as well as, participation in summer parades and selected Band Days. The squad will be selected in the spring of the year.

#### *SPANISH CLUB*

The purpose of the club shall be to promote interest in Spanish activities, to give its members practical experience in using the Spanish language, and to encourage a deeper understanding of Spanish people and their culture.

#### *SPEECH*

Students may become involved in speech competition. The team competes in several invitational and conference contests sponsored by the East Husker Conference and District and State contests sponsored by the NSAA.

#### *STUDENT COUNCIL*

The Jr.-Sr. High School Student Council consists of students in grades 7-12.

Students in grades 9-11 are eligible to run for a student council office. The candidate for President must be in grades 10 or 11. Candidate for Vice-President and Secretary-Treasurer must be in grades 9-11. Candidates are to file for office beginning the last Monday in April and ending on the first Monday in May. Elections will be held on the 2nd Monday in May.

A Student Council representative or officer may serve as a class officer as well.

It is recommended that a Student Council officer attend the Student Council Leadership Conference. The representative will be President, Vice-President, or Secretary-Treasurer in order as available.

The purpose of the Student Council is to: (1) Encourage student participation in activities, (2) provide a means of creating a better fellowship and understanding between faculty and students and among students themselves, (3) promote the general welfare of the school and (4) provide an opportunity for student participation in decision making.

#### *CADET CLUB*

Cadet Club is available to any student has attended 10 activities and completed the community/school service as required by the organization.

#### *JUNIOR AND SENIOR ATHLETIC PROGRAMS*

The athletic program is designed to provide wholesome opportunities for those students who participate in any competitive activity. Each athletic contestant shall be encouraged to develop in the following ways:

1. You should participate for the enjoyment of the activity and benefits it may offer.
2. Your goal shall be to win with honor, but the real emphasis should be on the satisfaction of having given your best possible performance and your maximum contribution toward a team effort.
3. Your actions will at all times be governed by the rules of good sportsmanship.

4. You must learn to be humble in victory and in defeat, to analyze the loss to constructive means for improvement.
5. All opponents will be considered worthy respected challengers - not enemies to be defeated.

#### *ATHLETIC PHILOSOPHY*

A great athletic tradition is a long time in building; it takes the hard work of many young adults and the loyal support of parents and community. We believe in winning and the total effort must be exerted to finish first; however, it is striving, not necessarily the arriving, that brings out the best in a person. Some good must result in the attempt a team makes to win. Winning is merely one result of that attempt. There must be a complement to that win, which naturally comes to the team that also made the attempt but lost. As an athlete you assume a greater amount of responsibility than that of most students. The student body, the community, and other communities judge the school by your conduct and attitude, both on and off the field. You can contribute greatly to school spirit and community pride. Make West Point-Beemer proud of you and your community proud of West Point-Beemer.

#### *JUNIOR HIGH ATHLETIC PROGRAM*

The State Department of Education Guidelines for Junior High Activities will be adhered to by the West Point-Beemer Junior High School. Game limitations are as follows: Football - 4, Volleyball - 8, Basketball - 8 and Track - 8. The Junior High athletic program will operate on a 4-sport season schedule.

#### **FOOTBALL**

The Junior High program consists of a team composed of seventh and eighth graders. The season will run from the start of school through the second week of October.

#### **VOLLEYBALL**

The Junior High program consists of a seventh grade team and an eighth grade team. The season will run from the start of school through the second week of October.

#### **BOYS BASKETBALL**

The Junior High program consists of a seventh grade team and an eighth grade team. The season will run from the third week in October to Christmas break.

#### **GIRLS BASKETBALL**

The Junior High program consists of a seventh grade team and an eighth grade team. The season will run from the first week of January through the last week of February.

#### **WRESTLING**

The Junior High program consists of a team composed of seventh and eighth graders. The season runs from the first week of January through the first week of March.

#### **BOYS AND GIRLS TRACK**

The Junior High program consists of competition with separate seventh and eighth grade schedules when possible. The season runs from the last week in March through the final week of school.

#### *QUALIFICATIONS FOR JUNIOR HIGH ATHLETIC AWARDS*

All students who stay out for a sport for an entire season will receive a certificate.

#### *HIGH SCHOOL ATHLETIC PROGRAMS*

**SPORT SEASONS** - All interschool sports approved by the Nebraska School Activities Association shall be divided into three seasons: Fall, Winter, and Spring. No student shall be a team member simultaneous in more than one sport per season.

#### **FALL SPORTS**

The fall season shall begin on the third Monday preceding the first Friday in September and close with State Finals.

**CROSS COUNTRY** - A complete cross country program is offered for both men and women. It consists of varsity, and reserve, programs with both levels of competition participating in an interscholastic schedule.

FOOTBALL - A complete football program is offered. It consists of varsity, reserve, and freshman programs with all levels of competition playing an interscholastic schedule.

VOLLEYBALL - A complete volleyball program is offered. It consists of varsity, reserve, and freshman programs with all levels of competition playing an interscholastic schedule.

#### WINTER SPORTS

The winter season shall begin on the fourth Monday preceding the first Friday in December and close with the State Finals.

BOYS BASKETBALL - A complete boys basketball program is offered. It consists of varsity, reserve, and freshman programs with all levels of competition playing an interscholastic schedule.

GIRLS BASKETBALL - A complete girls basketball program is offered. It consists of varsity, reserve, and freshman programs with all levels of competition playing an interscholastic schedule.

WRESTLING - A complete wrestling program is offered. It consists of varsity and limited reserve programs with both squads competing in an interscholastic schedule.

#### SPRING SPORTS

The spring season shall begin on the third Monday preceding the third Thursday in March and close with the State Finals.

BOYS TRACK - A complete track program is offered. It consists of varsity and limited reserve and freshman programs with all squads competing in an interscholastic schedule.

GIRLS TRACK - A complete track program is offered. It consists of varsity and limited reserve and freshman programs with all squads competing in an interscholastic schedule.

GOLF - A complete golf program is offered. It consists of varsity and reserve program. The programs are open to all boys and girls. All competition is in an interscholastic schedule.

#### INDIVIDUAL LETTERS FOR ALL ATHLETIC ACTIVITIES

Head coaches/Sponsors will develop an individual lettering system and communicate this to students at the beginning of each season/activity. All lettering requirements must have approval of the Activities Director.

The school, upon the completion of qualifications, will give one letter. Chevrons will be given for each year an athlete has lettered. A maximum of 1 chevron per year will be awarded.

THREE SPORT LETTER AWARD – Athletes that have lettered as a squad member in 3 sports during the present school year - Lettering as a manager does not count toward the three-sport letter award.

#### *CHANGING SPORTS*

An athlete will be allowed to transfer from one sport to another during the same season only upon consultation of the head coaches involved and the approval of the Assistant Principal. The athlete shall be restricted from practice and competition for seven school days.

In order to participate in a sub-district, district, or state contest in a particular activity, a student is required to have been a member of a school's team or group in that activity for at least twenty (20) days prior to the first day of sub-district, district, or state competition.

An Exception to this requirement would be if a student was unable to be a member of a school's team or group due to injury, illness, or transferred from another school. *UNEXCUSED ABSENCES*

All participants shall be present at all scheduled practices and competitions for the activity in which they are participating unless the Principal, Assistant Principal, or Head Coach excuses them.

#### *ILLNESS*

In the event that a student fails to participate in practice or competition because of an illness lasting five (5) days or more, such person shall not resume participation in practice or competition without first submitting a signed statement from a physician to the Principal, Assistant Principal, or sponsor stating that he/she is physically fit to resume such practice or competition.

### *INJURY*

A student may be excused from participation in practice or competition in a sport because of physical injury. An excuse from practice or competition may be obtained from the Principal, Assistant Principal, or sponsor by submitting to such person a signed statement from a physician giving the nature of the injury and stating that the student should not practice or compete because of injury. After receiving an excused absence because of injury, no student shall participate in practice or competition without having first submitted a signed statement from a physician to the Principal, Assistant Principal, or sponsor stating that he/she is physically fit to resume such practice.

### *TRANSPORTATION TO ATHLETIC EVENTS*

All participants must ride to and from contests or practices by means of approved school transportation (buses, vans, cars) and approved drivers assigned by the Administration. A student may ride to and from an event with parent or legal guardian. A release form must be approved prior to riding with parent or legal guardian. Without the release form, the participant cannot compete in that activity.

### *NCAA STUDENT-ATHLETE ELIGIBILITY REQUIREMENTS*

In order to participate in NCAA Division I or II college, you must satisfy the following requirements: 1) Graduate from high school, 2) Attain a grade point average of 2.00 (based on a maximum of 4.0) in a successfully completed core curriculum of at least 11 academic courses. This core curriculum includes at least three years in English, two in mathematics, two in social science and two in natural or physical science (including at least one laboratory class, if offered by the high school), and 3) Achieve a 700 combined score on the SAT verbal and math sections or a 18 composite score on the ACT.

Ask the Assistant Principal or Guidance Counselor if you have any questions regarding eligibility or recruiting.

### *DISCIPLINE CODE*

Co-Curricular Activities - the Code of Conduct will govern all students participating in extra-curricular activities.

### *CODE OF CONDUCT*

Students involved in co-curricular activities are representing not only themselves but also their school and community in all of their actions. It is the intent of the Code of Conduct to emphasize the fact that to represent the school through co-curricular activities implies an assumption of additional responsibilities by students. Such conduct shall include but not be limited to the following:

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 private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value;
3. Causing or attempting to cause physical injury to a school employee or to any student, excluding physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person;
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. A repeated violation of any school rule or school board policy if such violations constitute a substantial interference with school purposes;
7. Unsportsmanlike conduct involving our opposing school's team or delegation or a student's own school team or delegation. Unsportsmanlike conduct directed at a representative of an opposing school or an official of a school contest.
8. Obscene gestures while under school supervision. (Engaging in, or using any profane, indecent, or abusive or offensive language or gesture while under school supervision)

9. Any unethical or immoral behavior on school property or while under school supervision.
10. All other administratively approved rules and regulations adopted by the coach or sponsor shall be followed provided the participant shall be notified of such rules and regulations by written handout.

*ENFORCEMENT PERIOD* - The enforcement period for the Code of Conduct will begin for all students with the official starting date of school, any student participating in fall sports will begin at the start of fall practice if such date starts before the official first day of school. Enforcement will end on the last official day of school in the given year as established by the West Point Board of Education unless the activity extends beyond the last official day of school.

*SUSPENSION FROM CO-CURRICULAR ACTIVITIES* - Upon determination or finding by administration that a student's conduct has constituted a violation of any one or more of the Code of Conduct regulations, administration has the authority to suspend the student from the co-curricular activities program. Any suspension will begin when the administration determines that a violation has occurred regardless of the amount of time elapsed between the violation and the actual discovery.

1st Offense - suspension for a period of time not to exceed forty-five (45) consecutive school days - Any suspension hereunder shall terminate upon the resumption of the ensuing school year or the period of such suspension whichever occurs first.

2nd Offense - suspension for a period of forty-five (45) consecutive school days - Any suspension hereunder shall terminate upon the resumption of the ensuing school year or the period of such suspension whichever occurs first.

3rd Offense - permanent suspension from participation until the ensuing school year

In the case of the first and second offenses during the suspension, the student will be allowed to practice and remain a part of the team/activity as long as his/her conduct remains constructive, he/she is an active contributor to the activity, and if he/she desires to resume competition in that activity after his/her suspension has terminated.

*POSSESSION OR USE OF ALCOHOL, TOBACCO, OR ILLEGAL SUBSTANCES*

Upon determination or finding by the Assistant Principal that a student has used or possessed alcohol, tobacco, or illegal substances, the following procedure will affect all students enrolled in the West Point Public Schools.

**Determination of a violation will be based upon:**

- Admission by the student, or
- Investigation by school officials (substantiated information from law enforcement agencies, school staff, or administration)

During the course of investigation of the alleged violation of this policy, the affected student will be informed of the allegations, either orally or in writing. The student will then be provided with an opportunity to informally tell the administration the student's version of the events in question.

**First Violation (without admission):** The student shall be suspended from participation in any school-sponsored activity from the date of discovery (determination of a violation) for forty-five (45) consecutive school days.

**First Violation (with admission) Honesty Clause** – We want to encourage students to be honest with the school regarding violations of the Code of Conduct. Students who make a “timely admission” to school administration regarding a violation of the Conduct Code will be ineligible for participation in all seasonal activities for a predetermined period of time.

- |  |                                 |                 |
|--|---------------------------------|-----------------|
| Football – 2 games   | Basketball – 4 games            | Track – 2 meets |
| Volleyball – 3 games   | Wrestling – 2 meets             | Golf – 3 meets  |
| Cross Country – 2 meets  | Scarlet Sabers – 2 performances |                 |
| Fine Arts & Groups – 1 event (Speech, Drama, Music, FFA, FCCLA, StuCo, etc.) |                                 |                 |

**“Timely Admission”** means: The student admits to the school administration within 72 hours of the presumption of the alleged violation by the student.

**Regulations regarding suspension from extra-curricular events:** If the student is not currently involved in any extra-curricular events when the violation occurs they will serve the suspension during the next performance/contest they are involved with. If an activity season ends prior to completion of the suspension, there will be “carry-over” to the next activity in which the student is participating. The suspension must be completed within ninety (90)

consecutive school days of discovery. If the next activity season begins within these 90 days, the suspension will be completed during that next season. Also, the student will be required to complete the activity in which they are participating, or the suspension served during that season will be invalid. If a student is involved in more than one extra-curricular activity at the same time, they are to miss the required amount of events or days of each activity. (i.e. A student is out for band and basketball, that student will sit out the required basketball games and also miss the next band event.)

**Second Violation (with or with out admission):** A second violation within the same school year will result in suspension from the date of discovery for ninety (90) consecutive school days from participating in all activities outside the regular school classes.

Should a student be in violation of the Code of Conduct, the penalties imposed by the Assistant Principal would be in addition to any administered because of regular school policies.

*COACH OR SPONSOR DISCIPLINE* - Not withstanding the foregoing, any head coach or sponsor shall retain the right to discipline a student in any reasonable manner.

#### *DUE PROCESS*

Due process procedures shall govern all alleged violations of rules and policies of the West Point-Beemer Jr.-Sr. High School, Nebraska School Activities Association (By-Laws or Approved Ruling), and constitution. Copies of the School's Due Process Procedure are available in the offices of the Superintendent and High School Principal. Copies of the Nebraska School Activities Association's due process procedures are available in the Assistant Principal's office.

## 8- Period Day Regular Bell Schedule (4 Lunches)

Period 1 (49)	8:10 - 8:59
Period 2 (49)	9:02 - 9:51
Period 3 (49)	9:54 - 10:43

**JH**  
 Period 4 (46) - 10:46 – 11:00 (14)  
**Lunch (29) - 11:03 – 11:32**  
 11:35 – 12:07 (32)  
 Period 5 (52) - 12:10 – 1:02

**HS**  
 Period 4 (49) - 10:46-11:35  
**5A** **11:38 – 12:07 (29)**  
**Lunch**  
 5A 12:10 – 1:02 (52)  
 5B 11:38 – 12:30 (52)  
**(B)** **12:33 – 1:02 (29)**  
**Lunch**

Period 6 (49)	1:05 - 1:54
Period 7 (49)	1:57 - 2:46
Period 8 (49)	2:49 – 3:38

### 10:00 Late Start

Period 1 (20)	10:00 – 10:20
Period 2 (20)	10:23-10:43

**JH**  
 Period 4 (46) - 10:46 – 11:00 (14)  
**Lunch (29) - 11:03 – 11:32**  
 11:35 – 12:07 (32)  
 Period 5 (52) - 12:10 – 1:02

**HS**  
 Period 4 (49) - 10:46-11:35  
**5A** **11:38 – 12:07 (29) Lunch**  
 5A 12:10 – 1:02 (52)  
 5B 11:38 – 12:30 (52)  
**(B)** **12:33 – 1:02 (29) Lunch**

Period 3 (36)	1:05-1:41
Period 6 (36)	1:44-2:20
Period 7 (36)	2:23-2:59
Period 8 (36)	3:02-3:38

### 12:00 Dismissal

Period 1 (26)	8:10-8:36
Period 2 (26)	8:39-9:05
Period 3 (36)	9:08-9:34
Period 4 (26)	9:37-10:03
Period 5 (26)	10:06-10:32
Period 6 (26)	10:35-11:01
Period 7 (26)	11:04-11:30
Period 8 (27)	11:33-12:00

