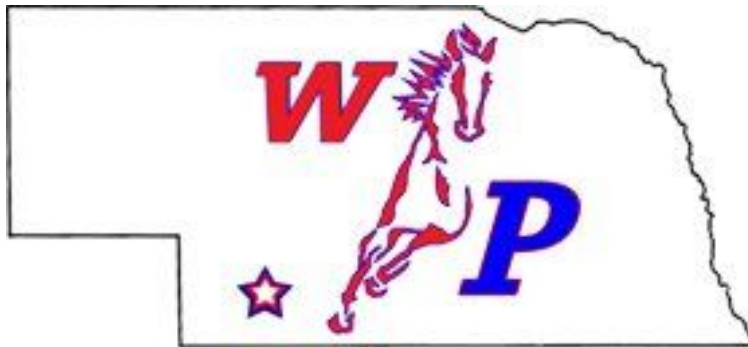


WAUNETA-PALISADE PUBLIC SCHOOLS

Inspiring Our Youth & Expecting Results Every Day



2018-2019

PreK-5 STUDENT HANDBOOK

School Website: www.waunetapalisadeschools.org



School Facebook Page: www.facebook.com/waunetapalisadeschools



School Twitter Page: [@WPBroncos](https://twitter.com/WPBroncos)



Mission Statement

*Inspiring Our Youth &
Expecting Results Every Day*



Welcome & Intent of Handbook

Parents and Students: At Wauneta-Palisade School we believe that all students can and will learn. Through the scope of our mission statement, all Wauneta-Palisade staff and administration will work to create that environment and fulfill that mission for our students. In order to fulfill our mission and make this school year as enjoyable as possible, all students must accept the responsibilities for monitoring a good school. Cooperation between your fellow students and the school staff will enable you to always be proud that you attend Wauneta-Palisade Schools. This handbook has been developed to help you understand your responsibilities as a student, parent or guardian. As with all such documents it cannot possibly cover all contingencies, and therefore is subject to appropriate administrative interpretation to serve the best interests of students, parents, patrons, and the District.

- Mr. Geier & Mr. Frecks

Notice of Discrimination

Applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Wauneta-Palisade Public Schools, District #536, are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or employment in, its programs and activities. Any person having inquiries concerning the regulations implementing Title I, Title VI, Title IX or Section 504 is directed to contact the Superintendent, 214 West Wichita, Wauneta-Palisade Public Schools, Wauneta NE 69045, 308-394-5650. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education regarding the school's compliance with these laws.

Student Behavior Philosophy and Expectations

It is the goal of Wauneta-Palisade School to continually provide a safe and secure environment that is conducive to learning for all students, and we believe that it is the student's responsibility to help maintain that environment, and take responsibility for their own actions.

The following is a list of the expectations for students, and is the behavioral standard that all Wauneta-Palisade Students will be held to at the appropriate level while in school, in school vehicles, or at any school related function:

The Wauneta-Palisade Six

1. Follow instructions and respect authority figures
2. Speak and communicate appropriately
3. Move throughout the school and classroom appropriately
4. Keep hands, feet, and objects to yourself
5. Come to school prepared
6. Be respectful to yourself and others

School Hours

Doors open at 7:45 CT in Palisade, 6:45 MT in Wauneta. Supervision provided at this time.

School hours: 8:30-4:30 CT in Palisade, 7:30-3:30 MT in Wauneta.

Students are not to be on school grounds during off hours.

Severe Weather - School Dismissal

The administration shall have the authority to call off or dismiss school in cases of severe weather. An "All Call" will be made to phone numbers present in the online school system. It is the responsibility of each family to provide updated phone numbers to the office in a timely manner. Public announcement of school closure will also generally be made over McCook radio stations, the school website, the school Facebook page, and NTV news out of Kearney.

Attendance

Students will be allowed 10 days total absences per semester. In order for a student to receive an excused absence for illness after they have exceeded eight days, they must submit a written doctor's excuse. One day will be allowed for each day missed to do makeup work. Prearranged absence work is to be completed before leaving school. If your child's absence is unexpected please contact the school secretary. Work may be sent home after school for anyone wishing to make arrangements with the teacher. Upon returning to school the child shall have a written excuse from home. Please check in at the office to sign your child out of the building during school hours. If you do not pick your child up, please send a note, signed by you (parent/guardian) with the designee and that person can sign your child out of school. **Without a note, your child will not be released from school.**

Electronic Devices

Philosophy and Purpose- Wauneta-Palisade Public School believes that computers and all related technologies are educational tools that can be used to enhance the educational opportunities provided to our students. Access to school computers, tablets, chromebooks, internet, e-mail, and use of personal electronic devices on school grounds is a privilege and not a right. Individuals are responsible for their actions and communications when using computers and related technologies. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the district hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

Definition- "Electronic devices," include, but are not limited to, cell phones, smart phones, mp3 players, iPods, iPads, tablets, chromebooks, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and or electronic or battery powered instruments which transmit voice, text, or data from one person to another.

1. Electronic devices are not to be used during school hours (7:50 - 3:06 MT). Exception: Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).
2. Wauneta-Palisade electronic equipment shall be treated like school lockers for students. No reasonable expectation of privacy exists in relation to equipment use. Network administrators may review files, information equipment, and e-mail of staff and students to maintain system integrity and insure users are acting responsibly. Users should not expect that any information stored or used on the network, servers, or in computers/ipads, would be private.
3. Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan.
4. Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment, or (f) activities which invade the privacy of others or (g) pictures used to intimidate, embarrass, or harass any staff member or student.
5. Electronic devices used in violation of school policy may be confiscated by school personnel and returned to the student or parent guardian at an appropriate time.
6. All violations and disciplinary action imposed will be in accord with administrative discretion and interpretation. Students are permitted to possess and use electronic devices before and after school hours provided that they do not commit any of the abuses listed above. The administration has the discretion to limit use of electronic devices on school grounds or activities, both home and away, if abuse occurs.

Student Dress

Wauneta-Palisade students are expected to dress neatly and appropriately while attending School and school activities. No vulgar and inappropriate sayings on clothing, these include: tobacco, alcohol, etc. All students shall be prohibited from wearing caps in the building. Students should always remember that they represent our School and community and they should use good taste in dress and grooming.

Use Of Telephone

Students will not be called from classes to answer telephone calls, except in the case of an emergency. The office personnel will take a message to be given to the student. Students will not be permitted to make telephone calls except during the lunch period, unless an emergency exists. The school will not be responsible for long distance telephone calls, unless it's an emergency.

School Bus Safety Code for Pupils

1. I will not play games on the street, sidewalk or highway or push my playmates while waiting for the school bus.
2. I will wait for the bus to come to a full stop before attempt to get on the bus, or before I get up from my seat to get off the bus.
3. I will not put books, feet, or anything in the aisles of the bus.
4. When it is time to board the bus I will go immediately to my assigned seat.
5. I will never tamper with the bus or with any of its equipment.
6. I will never put my hands or any of my body out of the Windows.
7. I will report immediately to the driver any damages to the bus.
8. I will abstain from loud talking, profanity, playing or fighting on the bus.
9. I will obey my bus driver and/or supervisor and accept and perform any instructions the driver gives me.
10. I will not push anyone when unloading or loading.
11. I will not damage any property of the bus.
12. I will use seat belts when provided.

The following will be the general procedure for any student not obeying or observing this safety code or who is a discipline problem:

- First Offense: Parent/Guardians Will receive Written notice of the infraction.
- Second Offense. Student Will be suspended from riding the bus for five school days and parent may be asked to meet with the transportation supervisor, bus driver, and principal prior to riding again.
- Third Offense. Student Is Suspended from all School provided transportation for the remainder of the semester,

Depending upon the seriousness of the offense, a student may be suspended from the bus indefinitely for a first or second offense. The administration, in collaboration with the transportation director, will determine the severity of the offense.

Physical Education

It is requested that all students shall have non-marking shoes to be used for PE classes. A note will be sent home if your child's shoes are inappropriate or if your child continues to wear shoes, which are not suitable for PE. These do not have to be new shoes, but they MUST be clean.

Treats

All treats brought into the school for birthdays, parties, etc. shall be store bought and individually commercially wrapped.

Pets

Pupils will be allowed to bring pets to school ONLY if the teacher gives his/her consent, and if the parent will bring the pet to School and remain during the showing to return the pet home. We do not have the facilities to keep pets at School.

Classrooms

All items that are left at school shall have the students name displayed on them somewhere. Lost and found articles will be kept until the end of the year and then disposed of.

Classroom Visitation

Any parent wishing to visit the classroom shall first check in at the school office and receive a visitors pass. Visitations should be kept to a minimum, so that it doesn't interfere with the educational process. Siblings or other family members may visit classrooms ONLY if they are accompanied by a parent and as long as they are not a distraction.

Party Invitations

We have had instances in the past years when a student will ask to hand out party invitations. This is permitted AS LONG AS EVERY CHILD IN THE CLASSROOM IS INCLUDED. If this is not the case, the invitations will NOT be distributed at School.

Lunch Count, Purchase, & Charge Policy

Lunch count will be picked up from each class during the first period of each day. This is a federal program. Free and Reduced Priced Lunch applications will be distributed to students at the beginning of the school year.

***Non-discrimination Statement** - This institution is an equal opportunity provider.*

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

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

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

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

LUNCH CHARGE POLICY:

- If a student is unable to pay for their meal at the time of purchase, the student will be allowed to charge a meal to their account.
- Meal fees are as subject to change annually and are available at either school office.
- If the dollar amount charged exceeds \$10.00, the school district will contact the family of the student regarding the student's account until paid.
- If a student is without meal money on a consistent basis, the school district will investigate the situation and take further action as needed. If financial hardship exists, the household will be encouraged to apply or reapply for free or reduced-price meals for their child. Parents are responsible for paying daily meal fees until a written approval for free meals is received.
- If the dollar amount charged exceeds \$50.00, students will not be allowed to receive "seconds", and the School District will pursue legal action to collect money from the family.

Lunchroom Rules

We expect students in the lunchroom to behave. Rules are important and students, as well as parents, need to be aware of what is expected.

- DO NOT THROW FOOD
- NO ROUGH PLAY AT THE TABLES
- TALK IN A QUIET VOICE
- RAISE YOUR HAND IF YOU WANT TO BE EXCUSED
- DO NOT RUN IN THE LUNCHROOM
- SIT DOWN UNLESS YOU HAVE PERMISSION TO MOVE AROUND

Any parent wanting to eat lunch shall notify the school secretary prior to the start of the school day.

Playground Rules

With large numbers of students on the playground, we have a few simple rules that are easily understood by all. No matter how many rules are made, there always seems to be an instance where a situation does not apply to the rule. We encourage all students to respect the rights of others on the playground. Please note the following PLAYGROUND RULES:

1. Please play away from the building and in sight of the supervisor on duty.
2. No fighting or rough play.
3. Students are not to leave the playground without permission
4. Do not jump out of the swings or stand up in them at anytime. Both hands must remain on the swing at all times.
5. There will be no hanging or climbing on the swingset poles.
6. Swing forward-no side swinging or twisting of the swing. Do not throw the swing around the top bar.
7. Only one person on a swing at a time.
8. Only one person shall be allowed on each end of the teeter-totter at a time.
9. No bumping or jumping off, or walking off of the teeter-totter.
10. On the slide, only one child at a time sitting down and frontwards is allowed. Students shall take turns climbing the steps and one at a time shall use the slide.
11. No food, chewing gum, or drinks on the playground.
12. Jump ropes are for jumping rope only.
13. No playing chicken on the jungle gym.

14. Ask permission to retrieve balls that go off of the playground (street, people's property, etc.)
15. There shall be no throwing of rocks, gravel, snow or mud.
16. Only children wearing proper snow shoes shall be allowed to play in the areas covered with snow. Those not wearing snow boots will have to remain on areas without snow.
17. The playground supervisor shall determine when and if coats are necessary.

18. Any child who takes out equipment is responsible for bringing it back into the school.
19. Always act with respect toward others.
20. EVERYBODY HAS A RIGHT TO BE HERE. DO NOT INTERFERE WITH THAT RIGHT!

Indoor Gym Recess Rules

1. No playing on the bleachers.
2. Stay off the wrestling mats and stage
3. Jump ropes are for jumping rope only
4. Basketballs are for playing basketball only
5. Volleyballs are for playing volleyball only
6. No pushing and shoving
7. Only play in your designated area
8. Don't leave the gym without permission
9. PE shoes are required.

Grievance Procedure

Waubesa-Palisade Public Schools has a grievance procedure which students and parents may follow if they have grievances:

1. Request a grievance from the office.
2. Complete and submit the form to the appropriate school official according to the instructions on the form.

Health and Personal Records

Medications: Medications will be given that are brought to school in a prescription container with the label intact stating the medication to be given, the amount, and the doctor prescribing. Parents will be given a form to sign for each medicine to give permission for the medicine to be given. If you anticipate your child needing Tylenol, Cough drops, or some other over the Counter medication this must be sent by you to the school in the Original container with your name Written on the container. Again, a form giving permission for the medication to be give the dosage, and frequency will need to be signed by you and kept on file for the school year, ALL MEDICINES will be kept in the school nurses medicine Cabinet.

Illness: If your child is ill you will be notified by the School. It is your responsibility to pick up your child. Emergency cards are kept on file with telephone numbers of who to notify in case of injury or illness. If your child has a temperature of 100 degrees or higher they will be sent home. No student will be sent home without an adult being notified. If you question if your child should be in school, contact the school to check.

Physicals: All Kindergarten, Seventh graders, and transfer students from out of state are required to have a physical. Minimum Immunizations requirements are: 3 Hepatitis B Shots; 3 Diphtheria, Tetanus, Pertussis (DTP shots); 3 Polio Vaccines; 2 Measles, Mumps, Rubella (MMR) shots.

And: Documentation they have had chickenpox

Or: 1-13yr-olds must have 1 dose chickenpox vaccine (Varicella) and over 13yrs, need 2 doses of chickenpox vaccine.

Other students: 3 DTP, 3 Polio, 2 MMR

Suspension and Expulsion

The Principal may determine that it is necessary to exclude a pupil from classes. The decision to exclude is made after the Principal has investigated the facts, given the pupil oral or written notices of the charges against him/her, and provided an opportunity for the pupil to present his/her Version.

The range of possible exclusions includes:

1. Short term suspension for a period of time up to five (5) school days.
2. Emergency exclusion for a period of time as long as the student's presence in the school presents a danger to himself herself or others.
3. Long term suspension is for a period of time exceeding five (5) school days but less than twenty (20) School days.
4. Expulsion is for a period of time not to exceed the remainder of the semester in which the expulsion took effect.

A pupil cannot attend School, any School function, or be on School property during the duration of a suspension, exclusion, or expulsion until receiving permission from the administration.

- I. The following may constitute grounds for short-term suspension, long-term suspension, or expulsion.
 - 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. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision
 - 4) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from each student
 - 5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon
 - 6) Engaging in the unlawful possession, Selling, dispensing, or use of a controlled substance, tobacco or alcoholic liquor
 - 7) Public indecency, except that this Subdivision shall apply only to students at least twelve years of age but less than nineteen years of age
 - 8) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interfered with School purposes
 - 9) Repeated or flagrant violation of rules and regulations. This includes persistent failure to comply with directions of teachers and/or other School personnel, and/or rules of teachers, and/or rules of other school personnel.

II. Administrative and teaching personnel may take actions regarding student behavior, which are reasonably necessary to aid the student, further School purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent Conferences, rearrangement of Schedules, requirements that a student receive counseling, or restricting participation in extracurricular activities. Should a teacher need to utilize greater means to influence student attitude and conduct, he she may assign a detention to be served before school, after school, or during the lunch hour.

III. Before long-term suspension or expulsion is invoked, the pupil may, upon request, have a hearing on the specific charges. Pupils are advised of this right When a Principal decides to recommend one of the above actions. If a hearing is not requested within five (5) school days the recommendation will go into effect.

IV. Students who are suspended will receive a zero in each class missed. However, if a student is suspended he she will be allowed to make up all Work and tests missed.

Combined District and School

Title I Parent and Family Engagement Policy

Wauneta-Palisade intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

It is the policy of the Nebraska Department of Education not to discriminate on the basis of gender, disability, race, color, religion, marital status, age, national origin or genetic information in its education programs, administration, policies, employment or other agency programs.

NOTICE CONCERNING STAFF QUALIFICATIONS

The Every Student Succeeds Act of 2015 gives parents the right to acquire information about the professional qualifications of their child's classroom teachers. Upon request, Wauneta-Palisade Schools will give parents the following information about their child's classroom teacher:

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

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

The request for information should be made to an administrator in your child's school building. The information will be provide to you in a timely manner.

Finally, Wauneta-Palisade Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

WAUNETA-PALISADE PUBLIC SCHOOLS - PARENT/STUDENT/SCHOOL COMPACT

As a school, we will:

- *Provide a high-quality effective curriculum and learning environment that is safe, conducive to learning, and that enables the student to meet the State's student academic achievement standards*
- *Believe that each student can learn*
- *Show respect for each child and his/her family*
- *Provide meaningful and appropriate activities*
- *Provide and maintain open communication with each student and his/her parents*
- *Provide opportunities for parents to volunteer & participate in their child's class and observe classroom activities*
- *Provide a mutually respectful relationship between all parties (students, parents, teachers, and volunteers)*

As a student, I will:

- *Believe that I can learn and will learn*
- *Come to school prepared with my homework and my supplies*
- *Try to do my best in my work*
- *Be responsible for my own behavior*
- *Obey the school rules*
- *Show respect for myself, my school, and other people*

As a Parent/Guardian, I will:

- *Support my child's learning by ensuring he/she has proper rest and nutrition and attends school on time and on a regular basis*
- *Believe that my child can learn and will learn*
- *Provide a home environment that sets a positive tone for learning & encourages my child to learn*
- *Strive to make positive use of my time with my child ("quality" one on one time)*
- *Encourage my child to complete his/her assignments*
- *Communicate regularly with my child's teachers*
- *Support my child's learning by encouraging my child to read at home and reading with him/her*
- *Participate in decisions relating to the education of my child through a mutually respectful relationship with school and staff*
- *Provide a mutually respectful relationship between all parties (students, parents, teachers, and volunteers)*
- *Support my child's class/school (i.e. volunteering in my child's classroom/school, communicating with my child's teachers, and attending school events when possible, etc.)*

Acknowledgement of Receipt

Parent of Guardian: Your signature below indicates that you, as a parent or guardian of a student of Wauneta-Palisade Public Schools have received and reviewed a copy of this student handbook and understand that your children are subject to the rules and policies herein. **In addition, your signature here indicates that you have read the acceptable computer use policy and agree to allow your child to use school computers/ipads under the conditions contained in that policy.**

Parent/Guardian Signature: _____ **Date** _____.

Student Signature: _____ **Date** _____.

If you as a parent wish to have an account on our student information system, please provide your email: _____.

(This will enable you to receive announcements, information about your student's grades, calendars and schedules, school lunch account information, and other pertinent information about your Child via personal message center.)