

Welcome

Welcome to Wakefield Community Schools. We hope that your experience here will be both educational and enjoyable.

Every secondary student is provided a student handbook in the fall so that you may refer to it as needed. This handbook provides information regarding school staff, graduation requirements, school activity expectations, computer guidelines, and general school behavior expectations and guidelines.

Philosophy

The basic purpose of the Wakefield School System is to educate all children to the maximum extent of their abilities. Thereupon, when the individuals enter adulthood, they will be responsible, contributing members of the community in which they live. The school system will instill within the students the desire to be self-motivated and to become life-long learners.

To achieve these objectives, the system shall provide competent administrative, instructional and support staff. The district decisions shall be based upon the mission of the school, which is the education of all students.

The Wakefield School System shall accept the responsibility of providing a curriculum that enhances the students' mental, social, physical and behavioral growth. Educational programs shall prepare the students for future education or entrance into the working world.

Facilities shall provide an atmosphere to motivate the students' development and growth.

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Administration

Clayton Waddle	Superintendent
Jason Heitz	High School Principal
Jerad Wulf	Elementary Principal

High School Faculty

Branis Knezevic	K-12 Guidance Counselor
Sarah Rusk	Technology Coordinator/Computer Science
Deb Nicholson	Vocal Music
Bill Trenhaile	Instrumental Music
Jan Simmons	English
Earlene Anderson	Physical Science
Travis Volk	Industrial Technology/Graphic Design
Shannon Carroll	Mathematics
Paul Eaton	Physical Education
Kevin Roberts	ESL/Social Studies
Morris Jacobsen	Title 1
Iris Borg	Mathematics
Kathleen Mitchell	Family and Consumer Science
Lori Harding	Business Education
Jolene Klein	Media Specialist
Chad Metzler	Social Studies/Activity Director
Mike Clay	Social Studies
LaVonne Carson	Spanish
Jean Dorcey	Special Education
Lisa Sievers	Special Education
Zoe Vander Weil	English, Speech
Amanda Slocum	Life Science
Mike Hassler	Art

Board of Education

President	Mark Victor
Vice President	Tim Bebee
Secretary	Lisa Lunz
Member	Doug Christensen
Member	Stuart Clark
Member	Renee Kindschuh

2009-2010 Calendar

August 17 (Monday)	Staff Work Day
August 18 (Tuesday)	Staff Work Day
August 19 (Wednesday)	First Day of School
September 7 (Monday)	Labor Day-No School
September 14 (Monday)	No School-Teacher In-service
October 1 (Thursday)	1:00 Dismissal Parent Teacher Conferences (3:00 – 9:00)
October 2 (Friday)	No School
October 16th	End of 1st Quarter
November 26 & 27 (Thursday & Friday)	Thanksgiving Vacation (No School)
December 23 (Wednesday)	End of 1st Semester 2:00 Dismissal
December 24-Jan 3	Christmas Vacation
January 4 (Monday)	School Resumes
February 11 (Thursday)	1:00 Dismissal Parent Teacher Conferences (3:00 – 9:00)
February 12 (Friday)	No School
March 5 (Friday)	1:00 Dismissal-Teacher In-service
March 12 (Friday)	No School
April 2-5 (Friday-Monday)	Easter Break
May 16 (Sunday)	Graduation
May 18 (Tuesday)	End of 4th Quarter-2:00 Dismissal
May 19 (Wednesday)	Teacher Work Day

Student Handbook

2009-2010

ACCREDITATION

Wakefield High School is accredited by the North Central Association and the State Department of Education.

GRADUATION REQUIREMENTS

The following is a brief guide, which should assist you in selecting courses for. It does not answer all questions you may have. You should consult with your parents, teachers, guidance counselor or the principal if you have questions regarding registration or graduation requirements.

One hour of credit is granted for each period an academic class meets each week e.g. a typical class meets once a day - five days a week - and five (5) hours credit for that class is granted for each semester.

Two hundred forty (240) hours are required for graduation; of these, 180 hours must be in areas other than physical education and music. All classes are solid except PE and music.

The following credits **are required** for all students for graduation:

English	40 hours (9th, 10th and 11th plus 10 hours of an English course during 12 th grade)
Math	30 hours (must include Pre-Algebra or Algebra)
Science	20 hours (must include Biology and Physical Science)
Social Studies	40 hours (must include Government, US History, World History and Geography)
Speech	5 hours
Fine Arts	5 hours (Band, Vocal, or an elective from Art Department)
Physical Ed.	20 hours (may be partially derived from interscholastic athletic participation)

All students are required to be enrolled in a minimum of seven courses per semester.

7TH AND 8TH GRADE REQUIREMENTS

All seventh and eighth graders are required to take English, math, science, social studies, vocal, instrumental music or general music, physical education, art, keyboarding, computer literacy, family and consumer science, transitions, and industrial technology. Choir, band and athletics are available to seventh and eighth graders.

Junior High students must pass three of their four required academic classes to qualify for promotion (exceptions by administrative approval only).

GRADING SYSTEM AND GRADE AVERAGE

A: 94-100 B: 87-93 C: 77-86
D: 70-76 F: Below 70, Failure

GRADE POINT AVERAGE (GPA)

Your cumulative grade point average (GPA) will be computed after every semester in school. From this comes your rank in the class. Any student transferring into Wakefield High School will transfer his/her current GPA from the previous school.

HONOR ROLL

To become an honor student, a student must have carried no grade below 87 per cent and a grade of at least 94 per cent in two or more of his/her solid subjects.

HONORABLE MENTION: To become an honorable mention honor student, a student must have carried no grade below 87 per cent.

ACADEMIC ACHIEVEMENT AWARDS

Each year students are eligible for a “letter” in academics. In contrast to the letters given for athletics and fine arts, these letters will be maroon on white. In the legs of the “W” will be the words “academic achievement.” If the student continues to earn a letter in succeeding years, he/she will be given a gold bar to pin on the letter each year.

In order to be eligible for the “letter”, the student must be on the Honor Roll three out of the four preceding quarters. If the student is not on the Honor Roll one of the quarters, he/she must at least be on the Honorable Mention Honor Roll during that quarter. The judging period will be from the fourth quarter of the previous school year through the third quarter of the current year. Students will become eligible for this award beginning in the fourth quarter of the seventh grade year. Letters will be awarded during Honors Convocation in the spring. This award was initiated by the 1984-85 Student Council.

HONORS CONVOCATION

An Honors Convocation is held each spring to give recognition to students for their academic achievements and participation in activities. All students are encouraged to attend. The National Honor Society and its sponsor are in charge of this program.

WEEKLY ELIGIBILITY POLICY

In order to ensure a proper perspective between academics and the extra –curricular activities, the Wakefield Board of Education has adopted the following weekly eligibility policy. If any student in grades 7-12 is failing one or more classes on the last day of the school week he/she will be placed on academic probation for the upcoming week. If the student fails to raise his grades to a passing level (70% or better), the students will be declared ineligible for participation in extra-curricular activities for the ensuing calendar week. The ineligible student will remain on the ineligible list, on a weekly basis, until such time the student’s grades are considered passing (70% or better). Conversely, if the student does raise his grades to 70% or better during the probationary week, the student will be declared eligible for participation.

It is the teacher's responsibility to report to the high school principal, on the Monday following each week, all students who are failing so that the student and parents/guardians can be notified. A list of all students on the probationary and/or ineligible list will be provided to teachers and will be updated on a weekly basis. The superintendent/ principal will have the authority to make exceptions to the policy in the event of extenuating circumstances. The principal will have the authority to develop specific educational plans for students, in order to help students who appear on the probation/ineligible list.

Any music student who is academically ineligible will be allowed to participate in the large ensemble (choir or band) for a concert at Wakefield School. The music student will be excluded from all other performances, including but not limited to: small ensembles, solos, swing choir, glees. Conference choir or band, honor choirs and bands, pep band, and district music are considered extra events and will not be attended by an ineligible student.

GUIDANCE AND COUNSELING

The Counselor is here to assist you with finding information, making decisions, solving problems, or just talking with you. You are encouraged to meet individually with the counselor to talk about things that concern you, whatever they may be. If the counselor can't help, she/he may be able to suggest someone who can.

Your test results are discussed as a source of information that may be helpful in school, now and in planning for your future. Keep in mind, however, the test scores provide information and not answers.

The guidance office also has a lot of resource materials on careers, schools, military service, study tips and getting along with others.

Information relating to drug/alcohol abuse is available if it is needed or requested. The counselor is also able to refer you and/or your parents to drug/alcohol counseling programs and rehabilitation services.

To visit with a college or career representative, you must stop in the guidance office. Out of school trips will be treated as planned absences, and students will complete a make up slip. School transportation generally will not be provided. Need someone to talk to? Need some information? Have a big decision to make? Stop in!

FAMILY EDUCATION AND PRIVACY ACT

The Family Education and Privacy Act generally provides that student records are confidential and not available for public release. However, an educational institution may release directory information after notice has been given of the categories of information that are designated for release. Wakefield Community School will not release the name of students to any person or organization for solicitation purposes. Any person or group requesting directory information must state the purpose for which the directory will be used. Wakefield Community School will release names and information

for school related events and activities (activity programs, honor roll lists, school news release, etc). If parents or students do not wish to have their name and information released for these purposes, they should bring a written request to the high school principal. The above statement will serve as official notice to our parents and students.

ATTENDANCE

A parent needs to call by 8:10 a.m. if the student is going to be absent.

Students who miss at least 20 minutes of any period will be absent.

Make up work must be completed within 2 days.

Students are allowed 7 absences per semester.

If a student's absences go over the 7-day limit they will lose credit for the class.

Notification of this situation will be sent to the parent or guardian by registered mail. If there are extenuating circumstances, the parent must submit a letter to the guidance counselor with an explanation of the extenuating circumstance.

Nebraska School Law (79-201) reads "Every person residing in a school district within the State of Nebraska who has legal or actual charge of control of any child not less than seven nor more than sixteen years of age, shall cause such child to attend regularly the public, private, denominational, or parochial day schools each day that such schools are open and in session, except when excused by school authorities, unless such child shall be graduated from high school..."

The attendance policy is based on the notion that the student who attends school regularly derives the maximum benefit from the instructional program. Students with good attendance records generally achieve higher grades, enjoy school more, and are more employable after leaving school.

When a student is absent, they miss learning from their teachers and other students.

Students do not learn as well by doing make-up work. Attendance records are part of the student's permanent file.

Advanced Notice for Planned Absence:

If a student knows of an absence in advance, all work is to be completed prior to the absence unless other arrangements have been made. An absence or tardy, even by parental approval, may not be excusable. All absences, except for illness or death in the family, require advance approval.

Absences in the Wakefield School fall under four categories. 1) excused absences, 2) unexcused absences, 3) tardiness, 4) truancies.

1. Excused absences-The following absences are considered excused absences:

Attendance at a funeral for a blood relative or other person with prior administrative approval.

Illness, which causes a student to be absent from school.

Doctor or dental appointment that requires student to be absent from school.

Court appearances that are required by court order.

Family activities in which the student accompanies a parent or legal guardian may be permitted provided the parents contact the principal in advance, so the work can be made up before the absence.

School sponsored activities that require the student to be absent from school. The student's academic status will be a serious consideration.

Family emergencies with administrative approval.

Other absences that have received prior approval from the Principal.

2. Unexcused absences-Absences, even by parent approval, that don't fall under the guidelines for "excused absences" will be considered as "unexcused absences" and will require the student to make up double detentions after school until all time missed from school is made up. Continued unexcused absences may result in suspension or expulsion. **An unexcused absence will result in receiving a zero for each period.**

3. Tardiness-If one is tardy to school/class he/she reports immediately to the office for an admit slip before he/she goes to class. Each student will be allowed three excused tardies per school year. The fourth and each consecutive tardy will result in a 30 minute detention. Make-up tardies are due within 24 hours unless arrangements have been made with the principal. Failure to do so means the student will be considered insubordinate and disciplinary action will be taken. If the detention has not been completed within 24 hours (interpreted as the day the student received the tardy and the next day), the detention will increase to 1 hour, and another 24 hours will be allowed to complete the detention. Failure to meet this requirement will automatically result in a two-hour detention in Saturday school. (Refer to detention section)

Students who are tardy in excess of ten times per school year will be assigned one hour of detention for the eleventh and each subsequent tardy.

4. Truancy- When a student is absent from school without approval of the principal and without the knowledge of the student's parent/guardians, he/she will be considered to be truant. Students who are found to be truant will face disciplinary action through detentions, suspension or expulsion. Severity of the disciplinary action will depend on severity of the act, and the student's past disciplinary record in school.

ORGANIZATIONS

National Honor Society

Student Council

Annual Staff

Band/Music

Speech & Drama

Class Organizations

Family Career Community Leaders of America

Teens Opposed to Alcohol & Drugs

Future Business Leaders of America

Students are eligible to participate in all activities and organizations regardless of their gender. Each student organization in the school organizes at the beginning of the school year after sponsors have been assigned. Meetings will be held when requested by the president with the approval of the sponsor. Permission must be secured from the office to facilitate scheduling. A student may hold two major offices (presidency) or two minor offices in the various organizations to which he or she belongs, but must maintain at least

an 82 per cent average. The school reserves the right to supervise, regulate, and drop any school organization. The principal reserves the right to make exceptions to the above.

SYSTEM WIDE STUDY HALL RULES

A study hall is intended for just that, purposeful studying. You will be expected to work quietly. If no work is brought, the students may be given an assignment.

Students will have an assigned seat.

Passes to locker and rest room will be given only in the last 20 minutes of study hall.

If you wish to see a teacher who has a class, you must have a pass from that teacher.

Library Media Center Pass Priority from Study Hall.

1st--pass from another teacher

2nd--research

3rd--leisure reading or leisure use of computer

Failure to follow guidelines will result in detention/loss of privileges.

LUNCH ROOM PROCEDURES

When the bell rings for you to go to lunch, take your books to your locker, and walk quietly to the lunchroom. Wait patiently in line. Eat, visit quietly.

When finished eating, stack your empty tray so that the kitchen personnel is able to easily move it to wash.

A microwave is available for student use during the lunch period.

If you need to use the rest room during the lunch period, you may use the restroom in the lunchroom. No students will be permitted to leave the designated area because we wish to maintain a quiet learning environment.

LIBRARY/ MEDIA CENTER RULES

1. Library/Media Center is to be used for research or classroom work assigned by a teacher.

2. Instructors will limit the number of students coming to the library/media center.

3. Students must have a pass stating the reason they are in the media center. If the student is not working in the media center he/she will be sent back to the class or study hall.

4. Students are expected to follow the media center rules.

5. Magazines and encyclopedias may not be checked out by students. Students may use the materials in the media center or have copies made of an article that they need for research.

6. Books are checked out for two weeks. A student may renew the book at that time. Students are responsible for fines on overdue material and lost or damaged books. Cost will be charged according to replacement value.

7. Any student may use Internet or the computers for research or school work. They may get on an account through the media specialist. Students abusing Internet or the computers will be asked to leave and will lose account privileges.

APPROPRIATE-USE POLICY FOR THE WAKEFIELD COMMUNITY SCHOOL COMPUTER NETWORK

This information is to be a guideline showing all users that every network action affects other users in a shared environment. General rules for behavior and communications apply. Students are responsible for good behavior on the school's network just as they are in classrooms and school hallways.

Use of the school's computer equipment is a privilege, not a right. This privilege is extended to all students who wish to enhance their learning experiences. It is necessary for all users to comply with the following rules to insure smooth operation of the network.

Guidelines to follow include:

1. You are responsible for all use made of your account. Do not give your password to anyone, or allow anyone to use your account. The school is not responsible for lost or damaged data.
2. Be sensitive to the public nature of shared facilities. Do not type, print, save, or display anything defamatory, inaccurate, profane, abusive, harassing, sexually oriented, threatening, illegal, or offensive. If you shouldn't wear it on a T-shirt at school or say it in a classroom, you shouldn't have it on your screen saver or wallpaper. Before you leave a workstation, be sure to logout properly (just turning off the computer is hard on the system), push in the chair, clean up any garbage, and collect your personal items.
3. Avoid acts that waste resources. Downloading, saving, and playing games or programs that are not part of a class assignment approved by a teacher wastes space and makes the network slower for others. Printing unnecessary pages or copies wastes resources. Use a spell checker and print preview often; try to print only final copies. Any personal pages printed to a laser printer will cost \$0.10 each.
4. Copying another user's data is plagiarism. Logging into another person's account or using another account is considered forgery or misrepresentation. Do not invade the privacy of another user. Only teachers and school staff are allowed access to others' accounts.
5. The programs provided on the network, including e-mail and access to the Internet, are intended as a supplement to classroom activities.
6. Students are financially responsible for intentional damage to computers.

Network rule violations will be treated as follows:

- 1st violation = network account disabled for 1 month
- 2nd violation = network account disabled for the rest of the semester or 45 days, whichever is longer
- 3rd violation = network account disabled for the rest of the school year

If your account is disabled and you have assigned homework that requires access to the network, obtain a pass signed by your teacher that states that you need access to a temporary account.

LOCKERS

Your locker belongs to the school district. The School Board gives each student permission to use a locker during the school year. Therefore, students cannot expect their

locker to be free from inspection by the school if the administration considers a search necessary to maintain the integrity of the school environment and to protect other students. Locker searches may extend to personal effects left in the lockers. Padlocks will be borrowed from the school, and the same padlock must be returned in good condition. Minimize the use of lockers while classes are passing. Make it a habit to carry all the books needed for the morning classes and do the same for your afternoon classes. Lockers are to be kept clean, neat, and locked at all times. Locker doors are to be kept closed. Money and/or valuables should not be left in lockers. The school is not responsible for money and/or valuables taken from lockers!

LOST AND FOUND

All lost and found articles should be taken to and claimed from the main office or the boxes in the hallway by the gymnasium.

FOOD AND DRINK

Students may purchase soft drinks and juice from vending machines. Food and pop may be brought on activity buses with permission of the bus driver and assurance that students will be responsible for cleaning the bus. Open containers of pop or other drinks may not be brought on to school property. This includes dances and ball games.

Food, Drink and Gum chewing is a privilege that classroom teachers may allow. Discarded items found in places other than the trash could result in the loss of this privilege school wide.

STUDENT CODE OF CONDUCT

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district. This policy will also apply while on school owned, operated or chartered transportation; while attending or engaged in school activities, and while away from school grounds if misconduct will directly affect the good order, efficient management and educational processes of the school district.

DRESS CODE

Personal appearance is up to the individual but restrictions should be placed on extremes that reflect the school. The way you dress says something about who you are. Students violating this policy will relinquish their shirt to the administration and will be loaned a T-shirt or will earn consequences. Students sent home to change clothes will be counted absent.

It is each student's responsibility to come to school clean, neat, and appropriately dressed.

1. Clothing that contains unbecoming slogans, profanity or insinuates, promotes or advertises alcohol, tobacco, gangs, drugs or sex will be strictly prohibited.
2. No midriffs or muscle shirts.
3. Head wear such as caps/hats, bandannas may not be worn.
4. Shoes must be worn at all times.

5. Clothing with inappropriate cuts, holes and tears may not be worn.
6. No compression shorts allowed in classrooms.

SNOWBALLING

Snowballing on school grounds or in adjacent yards is prohibited. We ask this for everyone's safety and to maintain good public relations.

CLOSED CAMPUS

After arrival on the school grounds and until the close of the school day, no high school student is expected to leave the building without permission from the office. In all cases, the students permitted will clear through the principal's office and obtain permission to leave the building. Students are NOT permitted to leave the campus to eat lunch.

DRIVING OF CARS AND MOTORCYCLES

Cars and motorcycles are NOT to be driven during the school hours. When you arrive at school in the morning, the car or motorcycle is to be parked and not moved until school is dismissed in the afternoon. Cars or motorcycles may be moved during the day only with the permission of the principal or superintendent. Students are expected to park in the lot west of the school building or other designated areas. Students must keep in mind that driving is a privilege. Students who are driving carelessly on or near school property will be disciplined and referred to law enforcement.

TELEPHONE CALLS

The office will gladly cooperate with parents or guardians to get messages to pupils during school hours. Messages will be written down and delivered to the pupil. Pupils will be called to the phone in case of extreme importance upon the request of a parent or guardian. A telephone will be available for student use before 8:12 A.M. and after 3:41 P.M. each day for junior/senior high students. In emergency situations, students may come to the office to use the phone during the school day. Long Distance: Students making long distance calls should call collect or utilize a credit card.

REGULATED DEVICES

Prohibited devices shall include any item, which is sufficiently annoying, offensive, unpleasant, or obnoxious that it substantially interferes with or materially disrupts the educational process. Any prohibited items or devices such as beepers, cell phones, etc. brought to school or school events may be confiscated.

Confiscated items will be held for a period of time as determined by school officials. The confiscation period will be no less than one day and no greater than one semester, dependent upon the infraction and number of prior infractions. Confiscation could also result in a student's parents/guardians being required to retrieve the item.

CLASS DISMISSAL

Classes are in session until dismissed by the teacher.

VISITORS

Parents and students from other schools may visit classes only after obtaining permission from the Principal. No student visitors from another school may visit any classes (7-12) during the first or last week of school.

GENERAL DISCIPLINE PHILOSOPHY

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

The school's discipline is guided by the following principals:

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

Students who are involved in extra curricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

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

FORMS OF SCHOOL DISCIPLINE

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

disciplinary measures; and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

DISCIPLINARY INFRACTIONS

The infractions of school discipline listed below and on the following pages are grouped in categories according to the seriousness of the offense. The list has been drawn from past records and from known situations. It is not intended to cover all situations, and therefore, all types of infractions may not be included. Modifications will be made, if necessary, at the discretion of the administrator. In all instances, interpretation is left to the individual administrator to modify suggested penalties. Whenever extenuating circumstances seem to be present, both the student and the educational interests are dealt with in a fair manner. Any student placed on out of school suspension or expulsion will not be allowed to attend any school activities ON or OFF campus during the time of the suspension or expulsion.

Acts of Misconduct: Group 1 Misbehavior

Group I Acts of Misconduct include those student behaviors which interfere with the orderly education process in the classroom. These include but are not limited to such behaviors as:

Offenses

Violation of Dress Code

Inappropriate Display of Affection

Food or Drink Misuse

Tardiness

Failure to Cooperate with Teachers and School Officials

Littering

In The Halls between Class Periods without a Pass

Improper Care of Books or School Property

Misuse of Pass

Academic Dishonesty

Throwing Snowballs

Penalties

Teacher/Student Conference

Class Disciplinary Action

Counselor/Student Conference

Administrator/Student Conference

Detention

Task Assignments

Loss of Privileges/Activity Participation

Restitution

In School Suspension

Loss of Credit

Acts of Misconduct: Group II Discipline Infractions

Group II Acts of Misconduct include those student behaviors which interfere with the orderly education process in the school. These include but are not limited to such behaviors as:

Offenses:

Any Repeated Violation of Group 1
Defacing School Property
Leaving the Classroom or School Grounds without Permission
Verbal Assaults or Verbal/Written Threats
Disturbance of a Class, Study Hall, Lunch Room, or any School Function
Smoking, Chewing Tobacco or Possession on School Property or times when Students are sponsored by the School.
Use of Profane, Obscene, Indecent, Immoral or Offensive Language and Gestures
Unexcused Absence from Classes, Lunch, or Study Hall
Skipping an Assigned Detention
Insubordination (Including Defiance and Disrespect toward Staff/Personnel Authority)
Failure to abide by Rules and Regulations regarding Field Trips and School Activities
Inciting Conflict between others
Hazing or Harassment of Students
Harassment of School Employees AT ANYTIME
Display of Nude or Obscene Pictures or Possession of Pornographic Literature or Magazines
Forgery
Sexual Harassment

Penalties

Administrator/Teacher/Student Conference
Detention Task Assignment
Loss of Privileges/Activity Participation
Parent Conference
Short Term Suspension
Long Term Suspension
Restitution
Loss of Credit

Acts of Misconduct: Group III Disruptive Behavior

Group III Acts Of Misconduct Include Those Student Behaviors Which Interfere With The Orderly Education Process In The Classroom And/ Or The School. These Include But Are Not Limited To Such Behaviors As:

Offenses

Any Chronic Disciplinary Infraction as defined in Group II
Fighting (A Physical Conflict between two or more individuals)
Profanity directed toward a Staff Member
Gambling

Stealing

Failure to comply with reasonable requests of any School Personnel

Persistent Insubordination and Defiance of Authority or School Personnel

Persistent Serious Acts of Disobedience or Disorderly Behavior which may prove detrimental to the School, Harmful to Health and Safety and

Inhibiting the Right of Others

Sexual Harassment

Possession of Fireworks

Hazing

Any Type of Interference with the Educational Process and /or the Operation of School or Interference with any School Personnel's responsibilities and duties

Penalties

Administrator/Teacher/Parent Conference

Administrator/Student/Parent Conference

Loss of privileges/activity participation

In School Suspension

Short Term Out Of School Suspension

Long Term Out Of School Suspension

Restitution or Restoration, as applicable

Expulsion

Acts of Misconduct: Group IV Serious Discipline Infraction

Group IV Acts of Misconduct include those student behaviors which include those serious misbehaviors which threaten to impair the education efficiency of the school, seriously disrupt the orderly education process in the classroom and/or school property, and those for which there are no reasonable alternative discipline techniques other than those specified. Including, but not limited to, such behaviors as:

Offenses

Arson

Assault

Aggravated Assault

Burglary on School Property

Sexual Harassment and Other Sexual Offenses including Indecent Exposure

Extortion

Vandalism

Assault or Battery toward a School District Employee, Volunteer, or Student possession, use, and/or concealment of a weapon.

Possession Distribution and Use of Controlled Substances Including Alcohol

Sexual Assault or Attempting To Sexually Assault Any Person

Reckless Driving

Penalties

Referral to Legal Authorities

Short Term Suspension/Long Term Suspension

Expulsion
Restitution

DETENTION

When a student is given a detention, it is his/her responsibility to report to that teacher regardless of any previous appointment. If, for a very good reason, the student cannot be detained that day, he/she may explain his/her reason and the teacher may be able to arrange another time. Students who ride the school bus are given one day to make arrangements for detentions. Detentions can be avoided by being attentive in class, cooperative with teachers and fellow students, and by exhibiting respectful conduct.

1. Detention hall may be held on a rotating basis by teachers in a teacher's room or another location designated by the appropriate teacher from 3:50-4:20 p.m. unless otherwise specified by the teacher or principal.
2. Student detentions begin when the student is seated and doing academic work. If a student does not bring work, the student may be assigned work.
3. Detention generally will not begin after 3:50 p.m. If a student shows up after 3:50 p.m. without the teacher's or principal's approval, he/she will be asked to report the next day detention hall is held and will serve additional time.
4. Failure to serve a detention will result in additional detention time and/or Saturday school, and/or suspension.

SATURDAY SCHOOL

Saturday School will be assigned for missed detentions, some unexcused absences, excessive tardies, and/or disciplinary infractions determined by the school principal. Schoolwork or assigned activities will be performed at this time. If a student misses Saturday School, the time will double. If a student misses a second time, they will be suspended from school. "Saturday school" may be held evenings or days school is not in session.

PROHIBITED CONDUCT

DISCRIMINATION

The Wakefield Community Schools shall not discriminate on the basis of race, national origin, creed, age, marital status, sex, or disability in its educational programs, activities, or employment practices.

Any person who believes he or she has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity in violation of this policy shall contact school officials.

HARASSMENT/BULLYING

The Wakefield Community Schools prohibit any form of harassment. Everyone has the legal right to come to school without being harassed. Harassment takes many forms, but in simple terms, threats, name calling, verbal and/or physical intimidation, unwanted teasing, telling falsehoods, etc. are considered harassment. Students engaging in harassing behavior can expect to face disciplinary and possibly legal action. Anyone

who feels he/she has been harassed should immediately contact appropriate school officials. Complete copies of the Wakefield Community Schools Sexual Harassment Policy are available in the office.

FIREARMS, WEAPONS, EXPLOSIVES AND MATERIAL THAT CAN BE IGNITED

These items are prohibited on school property or at school sponsored events unless authorized by proper school authorities. A student shall not knowingly possess, handle or transmit an object or material that is ordinarily or generally considered a weapon.

I. Types of Exclusion:

- A. Short term: 1-5 days exclusion for violation of rules and regulations.
- B. Emergency: If the student has a dangerous disease or presents a clear threat to safety of himself or the school community.
- C. Long term: More than 5 days, less than 20.
- D. Expulsion: Remainder of semester.
- E. Mandatory Reassignment.
- F. In-School Suspension: Student is assigned to a room and expected to work on studies provided by teachers.

Law Officers

Should law enforcement officers wish to interview any student during school hours, school officials shall contact the student's parents before such interview will be considered, unless they have a warrant for arrest.

ADMINISTRATIVE PRACTICE REGARDING POLICE QUESTIONING OF STUDENTS

The school will cooperate with law enforcement agencies so that the rights of the school, the home, civil authorities and individuals are understood and protected. The following regulations will be followed.

1. If a student as the result of court action is either a ward of the court or has been assigned a probation officer, the school shall permit the assigned probation officer or social worker to interview the student at school without the presence of other students or school personnel, or to take the student into custody.
2. Law enforcement officers will not be permitted to remove a student from school while the student is properly in attendance, without permission of the student's parent or guardian, except when the enforcement officer has a signed warrant for the student's arrest or when the student is arrested because of the law officer's "active pursuit" resulting from commission of a specified crime.
3. Law enforcement officers will be permitted to question students within the school and without parental consent when a crime has been committed on school premises.
4. Every effort shall be made to notify parents or guardians prior to the release of a student from school or questioning of a student within school hours.
5. Law enforcement officials will be contacted in the event that a school discipline offense is also known or suspected to be a violation of Nebraska Criminal Code.

Short-Term Suspension

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

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

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. The student and his/her parent or guardian will be given the opportunity to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

Long-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of 6 to 19 school days (long-term suspension) based on conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

Expulsion

1. **Meaning of Expulsion.** Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within 10 school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within 10 school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

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

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

enforced. The Principal or the Principal's designee shall make the determination whether or not the student's participation and conduct has been satisfactory.

4. **Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may, with proper consent upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

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

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

4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Possessing, using, selling, or dispensing alcohol, tobacco, narcotics, drugs, inhalants, or being under the influence of any of the above; possessing drug paraphernalia; or engaging in the selling, using, possessing, or dispensing of a controlled substance or an imitation controlled substance, as defined in section 28-401. (Note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
12. Dressing in a manner which violates the school district’s dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
13. Willfully violating the behavioral expectations for those students riding the school district’s buses;
14. Repeated and/or willful violation of the district’s acceptable use rules regarding computers or other electronic devices;
15. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
16. Repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes;

In addition, a student who engages in the following conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

1. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
2. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

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

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

1. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
2. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
3. A plan for its transportation into and from the school, its storage while in the school building, and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
4. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

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

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

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his/her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his/her designee shall serve by registered or certified mail or by personal service to the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
 - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
 - (b) The penalties to which the student may be subjected and the penalty which the Principal or his or her designee has recommended in the charge.
 - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee, shall automatically go into effect.

6. If a hearing is requested more than 5 school days following the actual receipt of the written notice, but not more than 30 calendar days after actual receipt, the student shall be entitled to a hearing; but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within 30 calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure

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

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

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, the student's parents, or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing; and based upon such report and the facts, shall determine the sanctions to be imposed. However, the

Superintendent may not impose a more severe sanction than that imposed by the hearing officer.

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

If an administrator makes a decision to discipline a student by long-term suspension or expulsion the following procedures shall be adhered to: On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the superintendent. The school shall, within two days of the decision, send written notice by registered or certified mail to the student and the student's parents or guardian informing them of the rights established under this act. Such written notice shall include the following:

1. The rule or standards of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
2. The penalty, if any, which the principal has recommended for the charge, and any other penalty to which the student may be subject.
3. A statement that, before long-term suspension or expulsion for disciplinary purposes can be invoked, the student shall have a right to a hearing, upon request, on the specified charges.
4. A description of the hearing procedures provided by this act, along with procedures for appealing any decision rendered at the hearing.
5. A statement that the principal, legal counsel for the school, the student, the student's parents or the student's representative or guardian shall have the right (a) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and right (b) to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
6. A form on which the student and student's parents or guardian may request a hearing to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail as prescribed in Sections 15 and 16 of this act, and
7. Nothing in this act shall preclude the student, the student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

If a hearing shall be requested within five days of the receipt of the written notice by the student, the student's parents or guardian as described in these rules and regulations, the superintendent shall appoint a hearing examiner and all the provisions of the Nebraska Statutes which relate to such a hearing shall be adhered to.

ACTIVITIES

Activities Include

- A. Band
- B. Vocal
- C. Athletics
- D. Family Career and Community Leaders of America (FCCLA)
- E. Drama/Speech
- F. Future Business Leaders of America (FBLA)
- G. National Honor Society (NHS)
- H. Student Council (STUCO)
- I. Annual Staff
- J. Class Activities
- K. Other non-curricular activities

Nebraska School Activities Association (NSAA) Activity Rules

- A. NSAA Rules supersede school policy.
- B. Student must have successfully completed 20 hours the previous semester.
- C. Must be a student currently carrying 20 hours.
- D. May not be in attendance more than eight semesters, grades 9-12.
- E. Shall not have attained the age of 19 prior to September 1.

- F. Parents must be residents of Wakefield School District or must be approved option enrollees and comply with NSAA rules
- G. May not accept illegal awards.
- H. Must be an amateur as defined by the NSAA.
- I. May not participate in non-school competition during the season of the sport in which the student is involved.

Attendance in School for Participation

- A. Students may participate in an activity practice or function only if they attend school for the half-day period immediately preceding such practice or function.
- B. A student may be granted an exception to this rule by the school activity sponsor or an administrator if advance notice of an intended absence from school is given to them by the student.

Policy Concerning Use of Alcohol, Tobacco and Drugs

The activities program at Wakefield Community School intends on promoting a healthy life and healthy choices. Our philosophy accepts that drug use is harmful and counter-productive. The following system is set up to assist students in getting the help that they need before tobacco, alcohol and drug abuse become a life-threatening problem.

Self Referral-Students who realize that they have a substance abuse problem may come to school officials at any time and ask for help. There are people who care and want to help.

Consequences:

Notes:

1. All offenses that involve students in grades 9-12 will be cumulative and will carry over from year to year.
2. All offenses that involve students in grades 8 and below will be cumulative and will carry over from year to year under a separate cumulative period.
3. The “academic year” will begin the first day of fall practice and end at the last school sponsored activity in the spring.
4. Holidays and Saturdays will be included in the suspension but will not be counted as part of the days served.
5. Students must request to be placed on the Board of Education agenda for reinstatement of the activities program after the second and third offense. The student will need to contact the Superintendent 5 days prior to the meeting to be placed on the agenda.
6. CO-Curricular Guidelines: Must attend all classes. Will not be allowed to perform or participate in activities outside of class including class field trips.
7. Athletics: Must practice with the team and must sit in street clothes with the team at games.

ALCOHOL OFFENSES:

Type 1: Self Reported

- a) Student is seen in possession or under the influence of alcohol by a certified staff member at a non-school activity and the student notifies an administrator, athletic director, sponsor or coach by noon on the following day. b) Student is issued an MIP(Minor in possession), DUI (Driving under the influence), or DWI (Driving while intoxicated) and notifies an administrator, athletic director, sponsor or coach by noon on the following day.
- c) Student is in possession or under the influence of alcohol at a non-school activity & notifies an administrator or activity director sponsor, or coach by noon the following day.
- Type 2: Reported by others
- a) Student is seen in possession or under the influence of alcohol at a school function.
- b) Student is cited for substance abuse (MIP, DUI, DWI), or witnessed under the influence or in possession of alcohol by a certified staff member but does not admit to the violation by noon the following day.

Type 1, First Offense

15 -School day suspension from all activities.

Type 1, Second Offense

30 School day suspension from all activities.

Attend alcohol evaluation and information classes by a school recommended or approved counselor. Cost will be borne by parent/students.

Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program. Alcohol evaluations and classes must be set up through the school counselor within one week of the violation. The student must provide proof to the counselor that the evaluation and class was completed prior to reinstatement.

Type 1, Third and all Subsequent Offenses

180- School day suspension from all activities. Attend alcohol evaluation and information classes by a school recommended or approved counselor. Cost will be borne by parent/students.

Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program. Alcohol evaluations and classes must be set up through the school counselor within one week of the violation. The student must provide proof to the counselor that the evaluation and class was completed prior to reinstatement.

Type 2, First Offense

30-school day suspension from all activities.

Type 2, Second Offense

60 -School day suspension from all activities.

Attend alcohol evaluation and information classes by a school recommended or approved counselor. Cost will be borne by parent/students.

Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.

Alcohol evaluations and classes must be set up through the school counselor within one week of the violation. The student must provide proof to the counselor that the evaluation and class was completed prior to reinstatement.

Type 2, Third Offense

180 -School day suspension from all activities.

Attend alcohol evaluation and information classes by a school recommended or approved counselor. Cost will be borne by parent/students. Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.

Alcohol evaluations and classes must be set up through the school counselor within one week of the violation. The student must provide proof to the counselor that the evaluation and class was completed prior to reinstatement.

CONTROLLED SUBSTANCES:

Suspension from all activities for one calendar year.

TOBACCO OFFENSES:

A student in possession of tobacco on school property or at school functions; OR witnessed using tobacco at anytime during the academic year by a certified staff member.

1st Offense

10 -School day suspension from activities.

2nd Offense

20 -School day suspension from activities.

3rd Offense

60-School day suspension from activities.

SCHOOL SPONSORED TRIPS

Students authorized by the school to go on school trips must ride the bus both ways unless definitely excused by the principal and sponsor. The principal will not excuse any student from riding both ways on the bus unless the parents ask for permission to be given. The request from the parents must be made on a "Travel Release" form provided by the school. School buses will load immediately following the event unless special arrangements have been made. Students must schedule activities through their sponsors or teachers to the principal. All field trips are to be arranged through the office. A list of students going on trips on a school day must be turned in to the principal and teachers; work must be made up ahead of time. Teachers are to be notified in advance. Parental permission slips are required of all students in order to be eligible for any school-sponsored trip. School-sponsored trips are an extension of the regular school day, and all students are subject to the same rules as if they were in regular school attendance.

JUNIOR-SENIOR PROM

The Juniors entertain the Seniors at a banquet in the spring of the year. All assessments and school obligations must be paid before the date of the prom, before any Junior is allowed to attend. Students must be academically eligible to attend.

PEP RALLIES

A pep rally may be held prior to any activities with administrative approval. Pep rallies are held to create enthusiasm among the student body to support the team by attending the games and to inspire the team to play its very best.

SUPPLIES FOR DECORATING

All supplies used in decorating must be purchased by the class or organization responsible for the decorations. All purchases must be made by purchase order signed by sponsor and/or administration.

NOTICE CONCERNING STAFF QUALIFICATIONS

The No Child Left Behind Act of 2002 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Wakefield Community 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 provided to you in a timely manner. Finally, Wakefield Community 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. (Teachers teaching who are not certified.)

NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

The No Child Left Behind Act of 2001 requires Wakefield Community Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Wakefield Community Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or

institutions of higher education, without their prior written parental consent. Wakefield Community Schools will comply with any such request.

EMERGENCY PROCEDURES

Fire Procedures

1. Use exit outline designated for the room you are in. The directions should be posted above the door in each room.
2. Use nearest exit if the one that is outlined for your use is blocked.
3. Walk at all times
4. Everyone must leave the building.
5. Close the doors after leaving the room.
6. Do not re-enter the building until instructed to do so by the person or persons supervising the drill.

Tornado Warning

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

Tornado Warning Affecting Bus Transportation of Students.

If a tornado warning is issued, buses should be delayed and children should remain inside the school building as long as the warning is in effect. If buses are in route to or from school when a warning is issued, drivers should proceed as follows:

1. Return or continue to school if not more than five (5) minutes away, unless there is immediate danger.
2. Go to the school, if not more than five (5) minutes away. Make certain that all children go inside the building.
3. If the school is more than 5 minutes away, get off the bus and into the nearest basement or underground shelter.
4. If there is immediate danger and no shelter is available, get children off the bus and to the nearest ditch or culvert (at least 100 feet away from the bus).

STUDENT FEES

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. *[In other special cases where the parent/guardian requests that the student be exempted from charges, the superintendent shall determine granting of waivers.]* No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

Approved _____ Reviewed _____ Revised _____

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students with approved Student Fee Waiver Applications will be provided a musical instrument of the school's choice. Student Fee Waiver Applications will be available to students who qualify for free or reduced-priced lunches and will apply to fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;
- Postsecondary education costs; and
- Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any nonspecialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for the handling of fees for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school; and
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of this policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1005.01, Public Complaints.

This policy will be reviewed and re-adopted annually by August 1 at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

Legal Reference: Neb. Constitution, Art VII, Sect. 1
 Neb. Statute 79-215 (tuition)
 79-241 (option student busing)
 79-605 (nonresident busing)
 79-611 (transportation fees)
 79-734 (books, equipment and supplies)
 79-2,104 (student files)
 79-2,125 to 2,134 (student fees law)
 79-1104 (before-and-after-school services)
 79-1106 to 1108 (learners with high ability)

Cross Reference: 505.05 Fines for Lost or Damaged Items
 506 Student Activities
 507.01 Student Records Access
 801 Transportation
 802.05 Free or Reduced Cost Meals Eligibility
 1005.01 Public Complaints

STUDENT FEE WAIVER APPLICATION

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, and specialized attire waived as provided by district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year to year and must be completed annually.

**ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED FOR
THE FEE WAIVER APPLICATION TO BE PROCESSED**

PLEASE PRINT

Date Completed: _____

Name of Parent or Guardian: _____

Street Address: _____

City, State, Zip Code: _____

<u>Student Name(s)</u>	<u>School Attending</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your signature below is required for the release of information regarding the student or student's family financial eligibility for the programs checked above. Without your signature, this application cannot be processed.

Signature of parent or guardian: _____

Specific fees, equipment, or attire to which this waiver applies:

Administrator's signature: _____

COURSE PROJECT PURCHASE FORM

Amendments to the Public Elementary and Secondary Student Fee Authorization Act prohibit the district from requiring students to furnish materials for standard course projects. In general, all course projects will remain the property of the district. However, it is the district's policy to allow students to purchase their projects provided they have agreed to such a purchase prior to beginning work on the project.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED PRIOR TO BEGINNING THE PROJECT TO ALLOW PURCHASE BY THE STUDENT.

PLEASE PRINT

To Be Completed By The Instructor:

Course: _____

Expected Completion Date:

Project:

Estimated Cost: _____

Instructor's Signature:

I _____ agree to purchase this project and/or all project materials

Student's Name

following the project's expected completion date.

Student's Signature: _____

I permit my student to purchase this project and/or all project materials following the project's expected completion date.

Parent/Guardian's Signature: _____

STUDENT FEE WAIVER PROCEDURES

The board recognizes that while certain fees, specialized equipment, or specialized attire are appropriate and authorized, some students and their families are not financially able to afford them. The school district will grant waivers upon request to the students of families eligible for free or reduced priced meals under the federal Child Nutrition program.

Waivers must be requested prior to the dates listed below. Waivers will not be approved retroactively for fees previously paid or specialized items, or attire purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived.

[The following deadlines will apply to requests for waivers]:

- | | |
|--|-----------------------------|
| 4. <i>Extracurricular Activity Participation Fees</i> | <i>None</i> |
| 5. <i>Extracurricular Activity Specialized Equipment or Attire</i> | <i>End of first week of</i> |

Parents or students eligible for waivers shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program.

The school district will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed.

The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the Student Handbook.

STUDENT FEE ASSESSMENTS

Districts are required to list the specific details of the following types of fees:

- *Participation in extracurricular activities, including extracurricular music courses;*
- *Admission fees and transportation charges for spectators attending extracurricular activities;*
- *Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;*
- *Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;*
- *Copies of student files or records as allowed by state statute;*
- *Reimbursement to the district for property lost or damaged by the student;*
- *Before-and-after-school or prekindergarten services in accordance with state statute;*
- *Summer school or night school; and*
- *Breakfast and lunch programs.*

Specific types of fees are offered below as examples. Actual fees will vary according to district needs. Some activities will have multiple fee levels based on charges per session, per season, degree of participation, length of usage or pay period, transportation distance, cost of damaged property, and so on.

The following fees, charges or fines will be assessed during the school year for students involved in the activities described.

Students may apply for waivers of some fees under district waiver guidelines. The student fee policy and guidelines will be published annually in the Student Handbook.

<u>ACTIVITY</u>	<u>MAXIMUM DOLLAR AMOUNT OF FEE</u>
Lunch	1.50

Milk break	.25	
Gym towel fees	.00	
Band uniform cleaning fees	10.00	
Game admission fees;		
Varsity football	3.00	
JV or Middle School football	1.00	
Varsity basketball or volleyball	3.00	
JV or Middle School basketball or volleyball		1.00
Other sports events	5.00	
School dances	5.00	
Junior-Senior prom	50.00	
After prom party	.00	
Science Club	5.00	

<u>ACTIVITY</u>	<u>MAXIMUM DOLLAR AMOUNT OF FEE</u>
District football clinic	50.00
Pre-kindergarten attendance	.00
Before-school computer lab	.00
Summer School	.00
Night School courses (per credit)	.00
Cap and gown rental	25.00
Meal charge for field trips	5.00
Drivers education fee	200.00
Student association fee	20.00
Grade 9-12 class dues	20.00

GENERAL CLOTHING REQUIREMENT REGULATIONS

Specific course criteria are offered below as examples. Actual criteria will vary according to district needs.

Teachers shall follow the guidelines below when establishing requirements for nonspecialized clothing to be worn for the specified courses. All requirements should be consistent with meeting the health, safety and instructional needs of the course. Color and brand of the clothing should not generally be criteria for appropriateness.

Physical Education	All students: T-shirt, tennis shoes; sports socks, gym shorts Middle and High School Boys: Athletic supporter Middle and High School Girls: Sports Bra
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Industrial Arts, Mechanics or
Vocational Agriculture

In workshop areas: Long trousers or denim jeans,
steel-toed boots, long-sleeved shirts

PERSONAL OR CONSUMABLE ITEM REGULATIONS

The District acknowledges that certain personal or consumable items may be necessary for use in credit courses. Although students can be requested but not required to supply these personal or consumable items, the District encourages and, to the extent permitted by law, requires student and parent contributions of such items to enhance the educational program of the District. The school must supply any items required for coursework that are not provided by the students.

Teachers may not require students to supply various personal or consumable items for use in courses. However they may state that students are requested but not required to bring the following items for use in school. The school must supply any items required for coursework but not brought by the students.

The district may set reasonable general guidelines on the use of consumables to avoid abuse and unnecessary waste of district resources.

The following list provides an example of the types of consumable items that teachers may request the students to provide.

Pencils
Colored pencils
Pens
Paper
Graph paper
Tablets
Notebooks
Activity calendars
Organizers
Planners
Markers (no neon or Glitter)
Erasers
Scissors (Fiskars preferred)
Elmer's Glue (other types may create usage difficulties)
White Out
Highlighters
Compass
Protractor
Calculator
Blank computer disks
Crayons

The district may require students to provide such personal and consumable items for extracurricular activities as the following:

- Blank audio or video tapes
- Reeds for musical instruments
- Make-up kits for drama
- Protective mouthpiece for sports

REGULATIONS FOR PROVIDING REQUIRED SPECIALIZED EQUIPMENT OR ATTIRE IN EXTRACURRICULAR ACTIVITIES

Specific items are offered below as examples. Actual activities and items will vary according to district needs.

The following extracurricular activities require specialized equipment or specialized attire to be provided by participating students. Students qualifying for free or reduced price meals are eligible to apply for waivers under school policy.

<u>Activity</u>	<u>Description</u>
Flag Corps	Flag Corps uniform
Golf	Golf clubs, bag, tees, balls
Track	Track shoes
Swing Choir	Performance outfit