

## 7 – 12 HANDBOOK

### STUDENT CLASSIFICATION

A. Students will be classified according to the following academic credits earned:

Sophomore	60 credits
Junior	20 credits
Senior	180 credits

B. Promotion requirements for Junior High:

One unit for Junior High course is equivalent to a daily class period. The following is the list of classes required by Junior High students and their value in units based on the amount of time they meet each school year.

<b>7th Grade</b>	<b>8th Grade</b>
English 1	English 1
Science 1	Science 1
Social Studies 1	Social Studies 1
Math 1	Math 1
P.E 1	P.E. 1
Keyboarding 1/2	Keyboarding 1/2
Art 1/4	Art 1/4
Shop 1/4	Shop 1/4
Life Skills	Life Skills 1/4

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**TOTAL CREDITS** 6 1/4      6 1/4

In order for a student to be promoted from grades 7 and 8, they will have successfully earned at least 4 1/2 units during the school year. Other factors that may be considered are ability, achievement, effort, attendance, progress during the year, age, and number of times the grade has been repeated.

## **GRADUATION REQUIREMENTS**

A. To be eligible for graduation a student must earn 220 credits of academic high school credit. Of the 220 credits, a maximum of 20 music credits may be included. Music credits will be given as follows, band - 5 per year, and chorus - 5 per year. The 220 credits must include the following:

<u>Curricular Area</u>	<u>Credit</u>
Language Arts	40
Math	30 (inc. Algebra)
Science	30
American History	10
American Government	10
Physical Education	15
Social Studies	10
Health	10
Electives	70

### **INCOMPLETES**

Students having incomplete daily work may be required to complete it in a scheduled before or after school study session within five (5) days of the assignment due date. In the case of extended absences, all incomplete work for a grading period must be made up within two weeks following the final day of the term. Exceptions may be made for special circumstances at the discretion of the administration. Teachers are allowed a reasonable grade period to grade and record incomplete work

### **HONOR ROLLS**

There will be an "A" Honor Roll for students who earn all grades of "A" on their report cards and a "B" Honor Roll for students who earn all grades of "B" or higher on their report cards. Honor rolls will be figured at the end of each nine-weeks period and also at the end of each semester. Grades used in figuring honor rolls will be for scholastic subjects for which credit is given. All honor roll lists will be released for publication.

## **ATTENDANCE AND ABSENTEEISM**

- A.** The attendance policy at Ponca High School (grade 9-12) is one in which credits toward graduation will be withheld for any course in which the student has been excessively absent. 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. The policy also forces students to accept responsibility for their own attendance.
- B.** A student is allowed to have four (4) absences per class each quarter without penalty for any reason. When a student has accumulated three (3) absences per quarter from any one class a notice is mailed to the parents. The same procedure takes place after seven (7) absences per class each semester. Parents are encouraged to schedule a conference with the counselor or Principal anytime concerning their child's attendance.
- C.** In the junior high, a student will be allowed four (4) days absent per quarter from school for any reason. Parents will be notified when the student has missed three (3) days per quarter and again after missing a total of fifteen (15) days. If a student misses seventeen (17) or more days of school they may be retained in that grade.
- D.** All students are required to bring a note from their parents after having been absent from school or if they will be absent in the future. Anytime a note is not received by the end of the next school day in the Principal's office after an absence, the student will be considered truant and will put in one hour after school each day until the note is received plus other possible disciplinary actions depending on the severity of the infraction. A makeup slip will be received before or after an absence has been approved by the Principal. This makeup slip must be presented to each classroom teacher before being admitted to class. The responsibility of makeup work is placed on the student and is to be completed by the due date in order to obtain credit.
- E.** A student who is absent from class nine (9) times within a semester will lose credit for that class. Any student who misses a study hall nine (9) or more times will spend that amount of time after school. Special circumstances will be reviewed at the end of the semester for possible credit.
- F.** A student who participated in school-sponsored activities will not be penalized for absences caused by those activities, but will be required to make up all work missed.
- G.** Three tardies to class for any reason per semester will be allowed. Upon receiving the fourth, sixth, eighth, etc., a referral will be given. Punctuality is very important and is something that needs to be developed through the school years.
- H.** The superintendent of schools shall institute and cause an investigation of the circumstances of any violation of LB 79-209. in regard to compulsory attendance of students. The school district shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate. These services shall include, but not be limited to the following:
1. Meetings between school officials, parents/guardians and the child to resolve the attendance problem.
  2. Educational counseling
  3. Educational evaluation
  4. Further investigation to identify conditions which

may be contributing to the truancy problem. If the child continues to be or becomes habitually truant, the school official shall provide the person who is in violation of the law, with written notice of the violation. If within one week the notice is given, such person is still in violation of the law, a report shall be filed with the county attorney. The county attorney may file a complaint against such person before the judge of the county court in which the violator resides.

### **LEAVING SCHOOL GROUNDS**

No student will leave the school grounds during school hours without permission from the Principal. Students who live within walking distance may walk home for lunch, thus leaving the school ground, by bringing written permission from their parents. Only one slip from the parents is necessary at the beginning of the year except when this is not consistent. Permission to go home does not authorize students to go any other place than their home.

### **STUDENT DRESS CODE**

**A.** The Board of Education is concerned about student dress and grooming as it influences the learning environment, health, and safety, of students. The Board of Education recommends that student dress and grooming is neat and that students learn to practice good habits while preparing to enter into a society which in general does not accept or condone extreme habits of appearance. As members of society, people are very dependent on the image and attitude which others form of them.

**B.** Cleanliness of body and dress is vital not only to the individual, but also to those with whom the student shares a classroom. Students should not wear clothing or hair styles that can be hazardous to them in their various school activities such as shop, laboratories, athletics, physical education etc. Grooming and dress that prevent students from doing their best work because of blocked vision or restricted movement, or that expose students to accidents, are to be avoided. Dress and grooming styles that are immodest (example: reveal undergarments), create a disruption of the learning process within the classroom, or that cause undue school maintenance problems are to be avoided. Clothing, tattoos, or jewelry with lettering or graphics which is derogatory, offensive, or promote controlled substances is not appropriate for school or school activities. Head attire (hats, scarves, bandannas, etc.) may not be worn by students inside the school building.

### **CARE OF SCHOOL PROPERTY**

**A.** The marring of desks, books, walls or damaging school property in anyway reflects poor citizenship and is costly to the taxpayers. Those found guilty of destroying school property will be subject to correction and fines. A charge will be made on textbooks lost or damaged during the school year. All books shall be covered with covers purchased in the business office or with any other type of covering as long as it protects the books from excessive wear and abuse. Student fines or other obligations to the school must be cleared before grades or credits will be given.

**B.** The lockers assigned to each student in high school are the responsibility of the student and shall be kept clean at all times.

## **STUDENT INSURANCE**

Any student participating in competitive athletics is required to carry health insurance. Students in all grades will be given the opportunity to take insurance through the school at the cost of the parent or any other insurance provided by the parent. If the parent requests to not carry insurance, a waiver is required to be signed.

## **SCHOOL CANCELLATION**

**A.** It is the policy of the Board of Education that the

Superintendent of Schools must make the decision of when school is to be canceled due to bad weather. This decision is not an easy one to make and is one which has to be made by 7:00 a.m.. It will be based on radio weather reports, weather conditions between 5:30a.m. and 7:00 a.m. and actual road conditions at the time.

**B.** If school is canceled, it will be canceled for all day and for all grades. Announcements concerning school cancellations will be made on all local radio and television stations. This would apply to cancellations of school activities as well.

## **EMERGENCY DISMISSAL**

In the event the weather gets bad during the school day and it is necessary to dismiss early an announcement will be made on the radio and television stations. If a severe storm occurs during the school day so that we feel it unsafe to send the buses out, the children will be kept at school until contact is made with families for arrangements. In this case parents are asked to call the school to make arrangements. All activities and practices will be canceled.

## **STUDENT VEHICLES**

All students driving cars to school must not park between 2nd and 3rd Streets on Washington Street. Students are not allowed to sit in or drive cars during the school day unless permission is obtained from the Principal. The safety of small children in school and in the community is foremost in mind when considering the policy for student drivers. We ask the cooperation of all students in seeing that this policy is enforced.

## **EXCUSING STUDENTS**

No person shall leave the school premises during the school hours without permission of the Principal, granting upon written request of the parent or guardian or for other good cause known by the Principal. Teachers may not excuse students to leave

## **SMOKING, DRINKING AND USE OF DRUGS**

Smoking, drinking of alcohol, use of tobacco or possession of same is prohibited by students while on the school grounds, in the school buses, or at any school activity. Students in violation are subject to disciplinary action according to school policy.

## **REFERRAL SYSTEM**

Ponca students are expected to treat the school staff, other students, and school and personal property with respect. Failure to follow this expectation may result in referrals to the principal's office and/or issuance of a detention.

## **STUDENT PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

Upon enrollment of a student in the Ponca Public School, the parents or legal guardian of any child in pre-school to grade 12 shall furnish:

- A. Evidence of a physical examination by a physician, physician's assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade, or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement refusing a physical examination.
- B. Evidence of protection against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, and tetanus, and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunizations or meets other exceptions established by law.

## **INITIATION**

There shall be no hazing or initiation of students at Ponca School.

## **MEDICATION PROCEDURE**

If possible, parents are advised to give medication at home on a schedule other than during school hours. If it is necessary that a medication be given during school hours, the following guidelines must be followed. Parents may also come to the school during school hours to give the child the medication themselves.

1. Parent/guardian and Physician must sign an "Authorization for Administration of Medication at School" form granting the school nurse or other school staff designated by the nurse permission to administer the medication and to contact the physician or dentist if necessary.
2. Prescription medication must be in a container appropriately labeled by the physician or pharmacist with the child's name, name of the medication, dosage and time to be given. Non-prescription medications must be sent to school in the original container or package. The medication is to be left with the school nurse, teacher or office staff at the beginning of the day.
3. Medication will be kept in an area of restricted access.

4. A Record of Medication Administration shall be kept for each dose of medication administered.

5. Medication will only be given in the dosage on the label unless we receive a written physician's order changing the dose and/or frequency.

***PONCA PUBLIC SCHOOL***  
***EXPECTATIONS***  
***FOR STUDENT***  
***CONDUCT AND ATTENDANCE***  
***2005-2006***

**STUDENT CREED**

As a student at Ponca School District #1, I believe that the reputation of the school and my self-respect as a member of the student body depends upon my attitude and behavior. Therefore, I shall attempt at all times to:

1. Exhibit good manner, good speech, good sportsmanship and friendliness toward all.
2. Strive for high scholastic standing and to support school activities to the best of my ability.
3. Honor, respect, and cooperate with my school, my teachers, my fellow students and my community.

Dear Parent/Guardian,

Along with your 7-12 children please sign this page below and have your student return it to the Secondary Principal's Office by Friday, August 24, 2007. A student who does not have a signature page on file in the office will not be eligible to participate in or attend school activities (this includes both practices and performances) until such time the "Signature Page" is received in the Principal's Office.

Sincerely,

Michelle Rinas

Secondary Principal

We the undersigned have received a copy of the following Ponca Public School student policies:

1. "Expectations for Student Conduct and Attendance"
2. "A Student's Rights to Due Process"
3. "Acceptable Use and "Academic Eligibility"
4. "Student Fees"

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Parent/Guardian

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Date

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Student Signature

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Student Signature

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Student Signature

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Student Signature

