

Board of Education Regular Meeting  
Monday, August 10, 2020 7:30 PM  
Fillmore Central High School  
1410 L Street  
Geneva, NE 68361-1599

1. **Call to Order**
2. **Recognize Open Meetings Laws and location of the poster**
3. **Roll Call**
4. **Declaration of Legal Meeting/Excuse Absences**
  1. Declaration of Legal Meeting
  2. Excuse Absences
5. **Public Comment**
6. **Reports from Administration**
7. **Action Items**
  1. Approval of the Minutes of the following board meetings: July 13, 2020 Special Worksession and July 13, 2020 Regular Meeting
  2. Receive, review and accept Finance reports
  3. Review and approve the General Fund Claims
  4. Review and approve the Building Fund Claims
  5. Discuss, review and take any necessary action on return to school plans
  6. Discuss, consider, and take all necessary action regarding COVID-19 reopening considerations resolution.
  7. Discuss, consider and take any necessary action regarding the purchase of Time Management Software
  8. Discuss, consider and take any necessary action with regards to a change order on the Elementary HVAC project to replace entrances adjacent to the

Cafeteria

9. Approve the purchase of iPads for the Elementary.
  10. Review, discuss, and take any necessary actions with regards to a feasibility study with Exeter-Milligan Public School
  11. Approve Elementary, Middle School, High School and Activity Handbooks and Staff Handbooks
  12. Approve Board Policies #1305, #4235, #5230, #5415, #6226, #5100.1, #3440, #3460, #3408, #5401, #5445, #6146, and #6235.
8. **Discussion Items**
1. Student Fee Review
  2. Budget Update and Preparation for Budget Hearing in September
  3. KSB Policy Service
  4. Next Meeting will be September 14, 2020 at 7:30 pm at the High School
9. **Adjourn Meeting**

## Elementary BOE Report

### August 10, 2020

#### **Current K-4 Attendance - 202**

#### **HVAC Project**

As of Aug. 5th, classrooms in the back of the building, excluding the music room and a TYKE room, have been turned over for cleaning. The next walkthrough is Aug. 10th. I anticipate more, but not all, classrooms to be turned over at that meeting.

#### **First Year Teachers**

Mr. Reinsch and Ms. Scheele attended the first three days of the ESU6 effective instruction series(EIS). This professional development provides participants with information on classroom management, increasing student engagement, relationship building, classroom organization, goal setting, and starts building a professional network. There are two more days planned (Sept., Nov.).

#### **COVID Related Items**

##### **Water Bottles**

The school has purchased water bottles for students. Students will be allowed to fill water bottles at the hands free bottle filling stations, but water fountains will not be available for use.

##### **Masks/Face Covering**

Students are required to wear masks/face coverings at school unless they have previously been signed out by a parent or guardian. Students will be given several opportunities throughout the school day to have mask breaks. Shields are not the same as masks or other face covers, so they will not be permitted as a replacement for a mask/face covering.

##### **Volunteers/Visitors**

Due to COVID we are going to begin the year (yellow, orange, red) without classroom volunteers or visitors to school for lunch, etc. If we get to green, volunteers and visitors will be allowed.

##### **Kindergarten/New Student Open House**

Students that are transitioning into kindergarten, or are new to Fillmore Central, are invited to attend an open house at Fillmore Central Elementary. Last names starting with A-L Thursday, August 13<sup>th</sup>, from 2:30 – 4:00 p.m. Last names starting with M-Z Friday, August 14<sup>th</sup>, from 2:30 – 4:00 p.m. Masks/face coverings are required to attend this event.

##### **Dividers**

Dividers have been purchased for the classrooms to use as needed.

## **Signage**

Signage has been purchased from the ESU6 printing department. The signage includes yard signs, a-frame sign, wall signs, and mirror clings.

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# Middle School Principal Report

## Submitted by Steve Adkisson

### FCPS BOE Meeting August 10, 2020

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#### **School Year**

Plans are set for the start of another great school year. The 2020-2021 school year will be more challenging than any I have prepared for in my 33 years of education, but it is our quest to make it the most rewarding in the end. The staff is putting the final touches to their classrooms so they are ready for our students. Our current enrollment is 43 – 5<sup>th</sup> graders, 44- 6<sup>th</sup> graders, 47 – 7<sup>th</sup> graders, and 41– 8<sup>th</sup> for a total of 175 students (77 boys and 98 girls )

Due to the COVID-19 virus there has been some changes to the daily schedules/routines. The most obvious one is that PRIDE groups will not take place this year. This activity is a cornerstone of middle school philosophy and has been successful in developing peer relationship, but the move is to follow health recommendation from both state and local levels. It is hopeful to look at bringing it back when times are safer. Additional changes include: No weekly Game-of-the-Week,

#### ***5<sup>th</sup> Grade Student Building Tour***

The middle school will be hosting a building tour for incoming 5<sup>th</sup> grade students on Friday, August 14, between 4:00 PM to 6:15 PM at the middle school in Fairmont. It is requested that only one parent/guardian attend with their student so we can limit the number of people in the building. Both the student and parent are required to wear facemasks or a face covering when they are in the building. Masks will be available if needed. Groups based on the student's last name are as follows:

- A-H – 4:00 p.m. – 4:45 p.m.
- I – O – 4:45 p.m. – 5:30 p.m.
- P – Z - 5:30 p.m. – 6:15 p.m.

#### ***Students in Grades 6<sup>th</sup> – 8<sup>th</sup>***

The middle school building will be open for limited hours beginning Wednesday, August 12 through Friday, August 14 for students entering grades 6<sup>th</sup> – 8<sup>th</sup> at the times listed below. We request that only the student and one parent/guardian enter the building using the main entrance on the south side of the building. Both the student and parent are required to wear facemasks or a face covering when they are in the building. Masks will be available if needed.

- Wednesday, August 12 – 10:00 a.m. – 3:00 p.m.
- Thursday, August 13 – 10:00 a.m. – 3:00 p.m.
- Friday, August 14 – 10:00 a.m. – 1:00 p.m.

#### **Building Improvements**

The custodial staff (Chris Gangstad and Trenton Hayes) did a wonderful job this summer both inside the building and outside with the grounds. Some highlights of facility updates:

- Additional student lockers
- New flooring in student restrooms
- Upgrade to building WiFi

- Added water bottle filling stations
- And other general updates

### **Pledge of Allegiance**

We will continue our procedure in meeting the State Board of Educations rule that requires time be set aside during the school day for the volunteering saying of the Pledge of Allegiance. Monday - Thursday an assigned Pride group leads the school in reciting of the Pledge of Allegiance over the intercom. On Fridays, we recite the Pledge of Allegiance at our GOW celebration.

In closing, I appreciate all of the work that the admin team has put into the plan to reopen the school. Your continued support is essential to a successful school year. Please don't hesitate to email or call if you have any questions or concerns.

August 2020  
Mr. Theobald

### **AD Report**

- As per the NSAA, all fall sports are good to go on Aug. 10th. However, there are several safety protocols that will have to be followed in order for us to participate. We are currently working through these regulations. To help with this, the AD's of the SNC met on Aug. 6th to help each other plan for event hosting, practices, etc..in light of the new regulations and safety measures related to COVID-19. We will do everything we can to ensure activities take place this fall.
- Fall Sports Night was held on Aug. 3rd. This event was modified to include only parents. We had great attendance and people did a great job of wearing face coverings as well as practicing social distancing.
- Fall Sports Numbers:
  - Football - 36, and am anticipating 3 to 4 boys from the Heartland Boys Home
  - Volleyball - 12
  - Softball - 15 (FC -10, E-M -2 and Friend -3)
  - Cross Country - 14 (G-3, B-11)
- We have had several projects completed this summer related to activities. The gym floor was refinished and it looks great. The bleachers received a tune-up. The track was resurfaced and repainted and looks great as well.

### **Principal Report**

- Mr. VanDeWalle has been working to get the access way to the greenhouse finished. All Around Lawn and Landscaping is going to donate their time and supplies to finish this project.
- Last year was the first year of our ICU program. It was somewhat difficult to evaluate the overall effectiveness of the program, especially with the way the year ended, but we are going to continue for the 2020-21 school year as most indicators showed this was a positive communication tool.
- I will share more solid enrollment numbers in September as we always have some fluctuation at the start of the year, but a rough estimate at this time is that we are expecting 174 students on the first day of school.
- We will once again be offering second chance breakfast as the number of students taking advantage of this opportunity has been very good.

Fillmore Central Board of Education Report  
Josh Cumpston

August 10, 2020

6. Reports from Administration

Superintendent's Report

Start of School – new staff on August 12<sup>th</sup>, all staff August 13<sup>th</sup> and 14<sup>th</sup>,  
students on August 17<sup>th</sup>

Elementary HVAC project update

Title IX update

Depreciation Fund

Budget Review

Insurance Renewal from Inspro

7. Action Items

- 7.1 Minutes – the minutes from the July Board meeting and July Special Board Meeting
- 7.2 Financial Reports –
- 7.3 General Fund Claims –
- 7.4 Building Fund Claims –
- 7.5 Discuss, Review and take any necessary action on return to school plans. We will present the back to school guidance document that has been developed by staff, steering committee, admin team, and in discussion and recommendations from NDE, NRCSA, NSAA, Public Health Solutions, Fillmore County Hospital, DHHS, KSB, and others.
- 7.6 Discuss, Review, and take all necessary action on regarding COVID-19 re-opening considerations resolutions. KSB sent their schools outlines for these resolutions with options for each board and admin team to decide. There are a couple of decisions to make involving masks, staff leave, etc. in order to finish this resolution.
- 7.7 Discuss and Consider the purchase of Time Management Software. I've attached information regarding the program and cost in the action item.

- 7.8 Discuss, consider and take any necessary action with regards to a change order on the Elementary HVAC project to replace entrances adjacent to the cafeteria. Our options are to try and have it fixed now, wait until next summer, or not have it done. I've attached the copy of the change order and the cost in the action item. Grant was unable to be with us tonight.
- 7.9 Approve the purchase of iPads for the Elementary. As we've prepared for the school year facing the uncertainty of COVID, I'd like to propose that we purchase 30 iPads for the elementary. With 30 iPads at the elementary it would lower our ratio to 2 students per iPad. This would make it easier for staff to keep each computer with only two users and not have to move the carts around the classrooms as often-which is one of the goals with our operations plan. It would also help in the event of having to be in remote learning again this year to have more iPads that could possibly go home with students that don't have devices at home. I think we can use CARES Act money for these. The cost would be 30 iPads for \$8,820.
- 7.10 Review, discuss, and take any necessary actions with regards to a feasibility study with Exeter-Milligan. We need to decide how you'd like me to proceed.
- 7.11 Approve Elementary, Middle School, and High School and Activity Handbooks and Staff Handbooks. The student handbooks were presented at the June meeting.
- 7.12 Approve Board Policies

The first group are required policy changes:

- #1305 Organization of the Board - must choose an option for tie vote on officers pg.3
- #3010. Disbursements – Intentionally left blank
- #4235. Drug Policy Regarding Drivers – We just need to add district contact's name and contact information.
- #5100.1. Collaborative Plan Addressing Barriers to Attendance Plan Form
- #5230 Student Records – Choose option 2 and add Power School
- #5415 Student Discipline – Choose will be given the opportunity to complete classwork and take examinations when they return from suspension.
- #6226 Criteria for selection evaluators for Special Education – complete paragraph 2
- #6235 Restraint and Seclusion -I'm recommending option C,

The second group are recommended or highly recommended

- #3408. Guest Speaker – I would recommend we adopt this and choose 21 days prior to classroom or activity appearance to submit request form and to notify parents at least 7 days before presentation. I think it should be to let the superintendent know at least 30 days prior for an assembly speaker. I think we should notify

parents at least 7 days in advance of the nature of a presentation if it is determined to be partisan or controversial, yet still be of benefit to students.

#3408.1 I recommend we also approve the Request forms for guest speakers and for Assembly speakers.

#3440 Threat Assessment – I would recommend we adopt this and choose Option 1 which is the team threat assessment process

#3460 Animals at School – two options – 1<sup>st</sup> is to allow therapy animals, the 2<sup>nd</sup> is to say Therapy animals as used by ADA are not service animals and therefore not allowed on school grounds.

#5401. Locker Room Supervision

#5445 Student Bullying. – I would recommend we adopt this policy. Leave out the District's anonymous platform to make report line.

#6146. Multicultural Education – highly recommended by KSB that we update this policy

- 8.1 Student Fee Review – the increase in repairs is due to cracked screens and liquid spills. More revenue will be coming in due to students needing to pay a portion of repairs.
- 8.2 Budget Update and Preparation for Budget Hearing in September.
- 8.3 I have spoken with Steve Williams about a KSB Policy Service. He has told me it is cheaper, simpler, and quicker than a full policy review. I've attached information and cost on the agenda.

## Special Meeting

Monday, July 13, 2020 5:30 PM Central

Fillmore Central High School  
1410 L Street  
Geneva, NE 68361-1599

### 1. Call meeting to Order

President O'Connor called to the special meeting to order at 5:30 PM.

### 2. Recognize Open Meetings Laws and Location of Poster

### 3. Board/Superintendent Transition Workshop, facilitated by NRCSA Consultants Dan Bird and Cindy Huff

#### 3.1. Review Documents/Board Policies:

Discussion held on age of the policies and possible review of the policies by KSB.

#### 3.2. Transition Worksheet

##### 3.2.1. Board Discusses Board/Superintendent Relationship

##### 3.2.2. Superintendent discusses Superintendent/Board Relationship

4. Goal Development: Board discusses key issues in the district that should be the focus of time and energy of the Superintendent in his first year (Goal Development)

### 5. Possible Future Action Items

5.1. Consider directing the Superintendent to develop an action plan for each of the goals identified

5.2. Consider directing the Superintendent to bring suggested changes in language for Board Policies reviewed above

6. Evaluation: First year Superintendent evaluation procedures.

### 7. Adjourn Meeting

Recommendation that this board worksession be adjourned at 6:44 pm passed with a motion by Mike Motis and a second by Doug Gergen.

Shaun Farmer: Yea, Doug Gergen: Yea, Christin Lovegrove: Yea, Mike Motis: Yea, P.J. O'Connor: Yea, Jana Schelkopf: Yea  
Yea: 6, Nay: 0



## Board of Education Regular Meeting

Monday, July 13, 2020 7:30 PM Central

Fillmore Central High School  
1410 L Street  
Geneva, NE 68361-1599

|                     |         |
|---------------------|---------|
| Shaun Farmer:       | Present |
| Doug Gergen:        | Present |
| Christin Lovegrove: | Present |
| Mike Motis:         | Present |
| P.J. O'Connor:      | Present |
| Jana Schelkopf:     | Present |

Present: 6.

### 1. Call to Order

### 2. Recognize Open Meetings Laws and location of the poster

### 3. Roll Call

### 4. Declaration of Legal Meeting/Excuse Absences

#### 4.1. Declaration of Legal Meeting

Recommendation that this regular meeting of July 13, 2020 be declared a legal meeting passed with a motion by Mike Motis and a second by Jana Schelkopf.

Shaun Farmer: Yea, Doug Gergen: Yea, Christin Lovegrove: Yea, Mike Motis: Yea,  
P.J. O'Connor: Yea, Jana Schelkopf: Yea  
Yea: 6, Nay: 0

#### 4.2. Excuse Absences

There were none.

### 5. Public Comment

### 6. Reports from Administration

Mr. Cumpston - Superintendent – The Administrative team has come in off contract trying to make plans for the upcoming fall. They have had a really nice transition to the communities. The school reopening plans have taken a lot of time right now. Mr. Cumpston noted that expenses will be higher than normal to give kids/staff a safer return. The

administrative team will be using Public Health, CDC, NRCSA, etc to come up with ideas. A survey was sent to staff. There was an 83% response rate and indicated there are staff members that may have health concerns. Feedback on the remote learning showed that there were a lot of different platforms that were being used. Grades 5-12 will use Canvas for remote learning management. This is the system being used by state colleges and universities, and ESU6 will be offering professional development with Canvas. Fillmore Central is committed to training teachers in this system if needed. Administrators met with custodial staff to guarantee cleansers, disinfectants, sneeze guards, etc, that will make our buildings safer have been/will be ordered. Hand sanitizer will be received from ESU6 and UNL - the biggest issue is dispensers. ESU/State of Nebraska have ordered five (5) masks for every student/staff but we are unsure if/when they will arrive. Masks and temperature screenings will be evaluated. Activities are being determined by NSAA. The elementary project is moving along, a couple of minor change orders.

Graduation will be held Friday, July 24, at 7:00 pm. Graduates will sit on the East side on the bleachers, family groups will sit in groups on the gym floors. There are 34 students in the class who planned to graduate, four (4) will not be there. Anticipating about 28 participating graduates. Each graduate can bring 10 people, but limited to 8 in each "pod" area for seating.

## 7. Action Items

### 7.1. Approval of the Minutes of the following board meetings: June 15, 2020

Recommendation that the Board approve the minutes from the June 15, 2020 regular meeting passed with a motion by Doug Gergen and a second by Mike Motis.

Shaun Farmer: Yea, Doug Gergen: Yea, Christin Lovegrove: Yea, Mike Motis: Yea,  
P.J. O'Connor: Yea, Jana Schelkopf: Yea  
Yea: 6, Nay: 0

### 7.2. Receive, review and accept Finance reports

Recommendation that the Board approve the financial reports as presented passed with a motion by Christin Lovegrove and a second by Shaun Farmer.

Shaun Farmer: Yea, Doug Gergen: Yea, Christin Lovegrove: Yea, Mike Motis: Yea,  
P.J. O'Connor: Yea, Jana Schelkopf: Yea  
Yea: 6, Nay: 0

### 7.3. Review and approve the General Fund Claims

Recommendation that the Board approve the General Fund claims in the amount of \$351,795.49 passed with a motion by Jana Schelkopf and a second by Doug Gergen.

Shaun Farmer: Yea, Doug Gergen: Yea, Christin Lovegrove: Yea, Mike Motis: Yea,  
P.J. O'Connor: Yea, Jana Schelkopf: Yea  
Yea: 6, Nay: 0

#### 7.4. Review and approve the Building Fund Claims

Recommendation that the Board approve Building Fund claims in the amount of \$236,652.60 passed with a motion by Doug Gergen and a second by Mike Motis.

Shaun Farmer: Yea, Doug Gergen: Yea, Christin Lovegrove: Yea, Mike Motis: Yea,  
P.J. O'Connor: Yea, Jana Schelkopf: Yea  
Yea: 6, Nay: 0

#### 7.5. Approve Joshua Cumpston as the Fillmore Central Public Schools Authorized Representative

Recommendation that the Board approve Joshua Cumpston as the Fillmore Central Public School Authorized Representative to receive and disburse Federal funds, approve financial transactions, and to approve inter-fund transfers passed with a motion by Jana Schelkopf and a second by Doug Gergen.

Shaun Farmer: Yea, Doug Gergen: Yea, Christin Lovegrove: Yea, Mike Motis: Yea,  
P.J. O'Connor: Yea, Jana Schelkopf: Yea  
Yea: 6, Nay: 0

#### 7.6. Discuss, review, and take any necessary action on return to school plans.

Motion that masks are required for all students K-12, on school grounds, when social distancing isn't possible, except that students may opt out with parental consent passed with a motion by Shaun Farmer and a second by Mike Motis.

Shaun Farmer: Yea, Doug Gergen: Yea, Christin Lovegrove: Yea, Mike Motis: Yea,  
P.J. O'Connor: Yea, Jana Schelkopf: Yea  
Yea: 6, Nay: 0

Motion that masks are required for all students K-12, on school transportation with a temperature check of each student prior to boarding the bus, and students may NOT opt out passed with a motion by Christin Lovegrove and a second by Mike Motis.

Shaun Farmer: Yea, Doug Gergen: Yea, Christin Lovegrove: Yea, Mike Motis: Yea,  
P.J. O'Connor: Yea, Jana Schelkopf: Yea  
Yea: 6, Nay: 0

Public Health Solutions will only give recommendations. At this time, they are planning on a risk dial for the health district, but that is for an overall area and not pinpointed to Fillmore Central. They recommend safety with social distancing when

possible, cleaning/disinfecting, and masks if necessary. Public Health Solutions will not say we have to close the school, but they can force a quarantine. We are prepared to be flexible to adapt to safety procedures as they are recommended.

## 8. Discussion Items

### 8.1. 2019-2020 Budget Update and Review 2020-2021 Budget

### 8.2. 2020-2021 KSB Policy Updates

#### 8.2.1. Board Policy #1305 Organization of the Board

This covers who can sign checks. We need to make sure practice follows policy.

#### 8.2.2. Board Policy #3010 Disbursements (Remove)

This will be covered under another policy

#### 8.2.3. Board Policy #4235 Drug Testing of Drivers

The Department of Transportation is requiring this information inside a policy for extra notice to bus drivers

#### 8.2.4. Board Policy #5230 Student Records

This policy broadens the definition of school officials so that an institution can access assistance to help a child.

#### 8.2.5. Board Policy #5415 Student Discipline

They are adding "restorative justice practices" to the list of possible consequences and some language that Title IX grievance process is handled appropriately.

#### 8.2.6. Board Policy #6226 Criteria for Selecting Evaluators for Special Education

This policy assures the logistics that go into evaluator selection are in place.

#### 8.2.7. Board Policy #6235 Restraint and Seclusion

Asking schools to choose one of three options:

Option A - administrators and teachers can take action with physical restraint/seclusion with interference with educational process.

Option B - administrators and teachers can take action with physical restraint/seclusion only if there is a threat to persons or property.

Option C - administrators and teachers can take action with physical restraint/seclusion only if threat to persons.

#### 8.2.8. Board Policy #5100.1 Collaborative Plan Addressing Barriers to Attendance Plan

Adds a form to be used.

### 8.3. Potential 2020-2021 KSB Policy Updates

#### 8.3.1. Board Policy #3440 Threat Assessment

Gives guidance on what constitutes a threat. Using this to predict/prevent school violence and not discipline. Identifying immediate call to law enforcement vs working with student. Adds language regarding special education if that is applicable to the student.

#### 8.3.2. Board Policy #3460 Animals at School

Using IEP team in making this decision.

#### 8.3.3. Board Policy #3408 Guest Speakers

Policy on how to vet speakers - whole school vs classroom and a form that goes with the policy.

#### 8.3.4. Board Policy #5401 Locker Room Supervision

#### 8.3.5. Board Policy #5445 Student Bullying

Gives a second definition of bullying and it also requires students to tell teacher/administrator if bullying is taking place.

#### 8.3.6. Board Policy #6146 Multicultural Education

The Nebraska Department of Education auditors are looking for these things in policies even though they are happening.

#### 8.4. Possible feasibility study with Exeter-Milligan

There has been no contact with Exeter-Milligan representatives to move forward. At the last Exeter-Milligan Board meeting, they voted to move forward. Mr. Cumpston is going to research to see who does conducts these studies. There may be a special meeting to select firm and move forward.

#### 8.5. Next Meeting is August 10, 2020

9. Adjourn meeting

Recommendation that this regular meeting of July 13, 2020 be adjourned at 9:10 p.m. passed with a motion by Doug Gergen and a second by Mike Motis.

Shaun Farmer: Yea, Doug Gergen: Yea, Christin Lovegrove: Yea, Mike Motis: Yea, P.J. O'Connor: Yea, Jana Schelkopf: Yea  
Yea: 6, Nay: 0

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Christin Lovegrove, Board of Education Secretary

**CLERK'S REPORT**

Reporting Period: 7/31/2020

**Beginning Checking Account Balance****\$2,736,583.38**

|                             |                                      |              |
|-----------------------------|--------------------------------------|--------------|
| State of Nebraska           | Wards of Court/Health&Human Services | \$199,687.74 |
| Fillmore County Treasurer   | General Taxes                        | \$87,131.18  |
| Southeast Community College | SENCAP Refund                        | \$1,296.00   |
| Educational Service Unit #6 | July Rent                            | \$8,144.47   |
| Educational Service Unit #6 | Perkins Funds                        | \$1,622.11   |
| Payroll Accounts            | Payroll Tax Deposits                 | \$78,716.73  |
| City of Geneva              | Senior Center Rent                   | \$130.00     |
| Heartland Bank              | Checking Interest                    | \$231.04     |

|                                                                         |              |
|-------------------------------------------------------------------------|--------------|
| Total Receipts                                                          | \$376,959.27 |
| Plus Transfer from Hot Lunch Fund to Checking (Payroll Direct Deposits) | \$0.00       |
| Less Disbursements                                                      | \$887,743.24 |

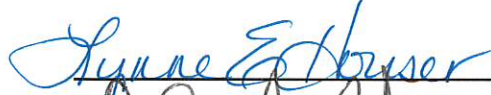
**Checking Account Balance****\$2,225,799.41**

|                                            |                |
|--------------------------------------------|----------------|
| Bank Statement Balance                     | \$2,300,077.95 |
| Less Outstanding Checks                    | (\$74,278.54)  |
| Outstanding Hot Lunch Fund Direct Deposits | \$0.00         |

**Checking Account Balance****\$2,225,799.41**

|                                                |                       |
|------------------------------------------------|-----------------------|
| General Fund Checking Account Balance          | \$2,225,799.41        |
| FCPS Checking Account Balance                  | \$25,187.05           |
| General Fund CD's (including accrued interest) | \$0.00                |
| <b>Total General Fund Balance</b>              | <b>\$2,250,986.46</b> |

Prepared By:

  
\_\_\_\_\_  
  
\_\_\_\_\_  
8/4/2020

Approved By:

Date Prepared:

**FCPS FUND - July 2020**

|                            |                     |                   |
|----------------------------|---------------------|-------------------|
| Quadient Finance USA Inc   | High School Postage | \$800.00          |
| Verizon Wireless           | Cell Phones         | \$256.78          |
| Casey's MasterCard         | Fuel                | \$9.75            |
| Fillmore County Hospital   | Registration        | \$75.00           |
| Geneva Chamber of Commerce | Registration        | \$200.00          |
| Jenny Eichelberger         | Registration        | \$49.00           |
| Geneva Home Center         | Supplies            | \$12.17           |
| Doreen Schelkopf           | Registration        | \$49.00           |
| Jensen Publishing Inc      | Subscription        | \$35.00           |
| Windstream                 | Telephone           | \$925.45          |
| <b>TOTAL</b>               |                     | <b>\$2,412.15</b> |

**MASTERCARD - July 2020**

|              |              |                   |
|--------------|--------------|-------------------|
| Amazon       | Supplies     | \$248.99          |
| Mosyle       | Subscription | \$1,125.80        |
| <b>TOTAL</b> |              | <b>\$1,374.79</b> |

|                                                   |              |                 |               |               |               |               |               |
|---------------------------------------------------|--------------|-----------------|---------------|---------------|---------------|---------------|---------------|
| <b>FUND REPORTS - July 2020</b>                   |              |                 |               |               |               |               |               |
|                                                   |              |                 |               |               |               |               |               |
| <b>BUILDING FUND</b>                              |              |                 |               |               |               |               |               |
| 9/1/2019                                          | Month        | YTD             | Month         | YTD           | YTD           | Current       | Current       |
| Beg. Bal.                                         | Receipts     | Receipts        | Disburse.     | Disburse.     | Balance       | Checking      | CD            |
|                                                   |              |                 |               |               |               | Balance       | Balance       |
| \$ 381,947.32                                     | \$ 4,364.38  | \$ 570,774.39   | \$ 236,652.60 | \$ 730,565.30 | \$ 222,156.41 | \$ 222,156.41 | \$ -          |
| <b>GENERAL FUND PROPERTY TAX RECAP</b>            |              |                 |               |               |               |               |               |
| Budgeted                                          | Current Mo.  | YTD             | YTD %         |               |               |               |               |
| Amount                                            | Collected    | Collected       | Collected     |               |               |               |               |
| \$ 7,224,154.00                                   | \$ 79,307.96 | \$ 7,554,625.02 | 104.57%       |               |               |               |               |
| <b>DEPRECIATION FUND</b>                          |              |                 |               |               |               |               |               |
| 9/1/2019                                          | Month        | YTD             | Month         | YTD           | YTD           | Current       | Current       |
| Beg. Bal.                                         | Receipts     | Receipts        | Disburse.     | Disburse.     | Balance       | Checking      | CD            |
|                                                   |              |                 |               |               |               | Balance       | Balance       |
| \$ 209,172.65                                     | \$ 26.72     | \$ 618.00       | \$ -          | \$ -          | \$ 209,790.65 | \$ 209,790.65 | \$ -          |
| <b>EMPLOYEE BENEFIT FUND</b>                      |              |                 |               |               |               |               |               |
| 9/1/2019                                          | Month        | YTD             | Month         | YTD           | YTD           |               |               |
| Beg. Bal.                                         | Receipts     | Receipts        | Disburse.     | Disburse.     | Balance       |               |               |
| \$ 41,444.21                                      | \$ 3,242.20  | \$ 43,681.09    | \$ 2,938.10   | \$ 40,541.57  | \$ 44,583.73  |               |               |
| <b>PAYROLL RETIREMENT FUND</b>                    |              |                 |               |               |               |               |               |
| 9/1/2019                                          | Month        | YTD             | Month         | YTD           | YTD           |               |               |
| Beg. Bal.                                         | Receipts     | Receipts        | Disburse.     | Disburse.     | Balance       |               |               |
| \$ -                                              | \$ 57,933.83 | \$ 780,836.60   | \$ 57,933.83  | \$ 780,836.60 | \$ -          |               |               |
| <b>QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND</b> |              |                 |               |               |               |               |               |
| 9/1/2019                                          | Month        | YTD             | Month         | YTD           | YTD           |               |               |
| Beg. Bal.                                         | Receipts     | Receipts        | Disburse.     | Disburse.     | Balance       |               |               |
| \$ 2,086.24                                       | \$ 0.45      | \$ 48.77        | \$ -          | \$ -          | \$ 2,135.01   |               |               |
| <b>UNEMPLOYMENT SAVINGS ACCOUNT</b>               |              |                 |               |               |               |               |               |
| 9/1/2019                                          | Month        | YTD             | Month         | YTD           |               | Current       | Current       |
| Beg. Bal.                                         | Receipts     | Receipts        | Disburse.     | Disburse.     | Balance       | Savings       | CD            |
|                                                   |              |                 |               |               |               | Balance       | Balance       |
| \$ 63,958.94                                      | \$ 1.45      | \$ 115.48       | \$ -          | \$ -          | \$ 64,074.42  | \$ 34,183.89  | \$ 29,890.53  |
| <b>HOT LUNCH PROGRAM - For June 2020</b>          |              |                 |               |               |               |               |               |
| 9/1/2019                                          | Month        | YTD             | Month         | YTD           | YTD           |               |               |
| Beg. Bal.                                         | Receipts     | Receipts        | Disburse.     | Disburse.     | Balance       |               |               |
| \$ 3,424.06                                       | \$ 24,861.61 | \$ 348,989.18   | \$ 19,385.85  | \$ 353,492.10 | \$ (1,078.86) |               |               |
| <b>ACTIVITIES REPORT</b>                          |              |                 |               |               |               |               |               |
| 9/1/2019                                          | Month        | YTD             | Month         | YTD           | YTD           | Current       | Current       |
| Beg. Bal.                                         | Receipts     | Receipts        | Disburse.     | Disburse.     | Balance       | Checking      | CD/Checking   |
|                                                   |              |                 |               |               |               | Balance       | Balance       |
| \$ 278,955.65                                     | \$ 12,204.54 | \$ 304,912.30   | \$ 12,806.85  | \$ 261,877.01 | \$ 321,990.94 | \$ 210,218.94 | \$ 111,772.00 |

## Reporting Period: July 1-31 2020

Date Prepared:

FILLMORE CO. SCHOOL DIST. #30-0025  
COUNTY TREASURER'S RECEIPTS

Reporting Period: July 1-31, 2020

| TAX SOURCE                | Sept.                 | Oct.                | Nov.               | Dec.               | Jan.                  | Feb.                | Mar.               | Apr.                | May                   | June                | July               | Aug.               | Y-T-D                 |
|---------------------------|-----------------------|---------------------|--------------------|--------------------|-----------------------|---------------------|--------------------|---------------------|-----------------------|---------------------|--------------------|--------------------|-----------------------|
| Levied Tax 2009           | (\$2,113.72)          | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | (\$2,113.72)          |
| Interest 2009             | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                |
| Levied Tax 2010           | \$1,078.61            | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$1,078.61            |
| Interest 2010             | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                |
| Levied Tax 2011           | \$2,454.06            | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$2,454.06            |
| Interest 2011             | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                |
| Levied Tax 2012           | \$269.95              | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$269.95              |
| Interest 2012             | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                |
| Levied Tax 2013           | \$186.57              | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$186.57              |
| Interest 2013             | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                |
| Levied Tax 2014           | \$185.08              | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$185.08              |
| Interest 2014             | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                |
| Levied Tax 2015           | \$120.37              | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$9.11              | \$0.00             | \$215.91            | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$345.39              |
| Interest 2015             | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$4.52              | \$0.00             | \$112.18            | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$116.70              |
| Levied Tax 2016           | \$103.11              | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$8.48              | \$0.00             | \$213.50            | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$325.09              |
| Interest 2016             | \$4.52                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$3.02              | \$0.00             | \$81.03             | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$88.57               |
| Levied Tax 2017           | \$139.07              | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$8.84              | \$0.00             | \$220.96            | \$58.56               | \$0.00              | \$0.00             | \$0.00             | \$427.43              |
| Interest 2017             | \$9.64                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$1.91              | \$0.00             | \$52.92             | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$64.47               |
| Levied Tax 2018           | \$1,773,875.34        | \$370,388.28        | \$31,716.13        | \$5,760.50         | \$23,494.25           | \$10,885.89         | \$2,811.91         | \$2,969.26          | \$139.56              | \$94.04             | \$210.19           | \$0.00             | \$2,222,345.35        |
| Interest 2018             | \$338.37              | \$1,128.52          | \$770.77           | \$238.01           | \$1,204.93            | \$754.16            | \$251.82           | \$252.97            | \$13.57               | \$11.27             | \$25.45            | \$0.00             | \$4,989.84            |
| Levied Tax 2019           | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$534,217.82        | \$41,623.49        | \$740,588.93        | \$1,960,902.33        | \$538,499.61        | \$43,758.14        | \$49,282.32        | \$4,971,340.43        |
| Interest 2019             | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$1,819.37          | \$354.22           | \$412.19           | \$2,585.78            |
| Vehicle Tax 2010          | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                |
| Vehicle Tax 2011          | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                |
| Vehicle Tax 2012          | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                |
| Vehicle Tax 2013          | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                |
| Vehicle Tax 2014          | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                |
| Vehicle Tax 2015          | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                |
| Vehicle Tax 2016          | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                |
| Vehicle Tax 2017          | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                |
| Vehicle Tax 2018          | \$22,199.43           | \$15,783.48         | \$17,154.66        | \$17,486.73        | \$29,787.77           | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$102,412.07          |
| Vehicle Tax 2019          | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$101,833.95        | \$24,087.50        | \$20,876.92         | \$21,389.60           | \$16,341.07         | \$30,894.49        | \$22,120.61        | \$237,544.14          |
| Homestead Exemption       | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$8,010.78         | \$8,010.78          | \$8,010.78            | \$8,010.78          | \$8,010.78         | \$7,989.78         | \$48,043.68           |
| Property Tax Credit       | (\$17,745.29)         | (\$3,716.76)        | (\$325.48)         | (\$59.99)          | (\$10,871.67)         | (\$2,028.98)        | (\$393.01)         | (\$1,982.87)        | \$0.00                | \$0.00              | (\$443.48)         | (\$496.94)         | (\$38,064.47)         |
| <b>Property Tax Total</b> | <b>\$1,781,105.11</b> | <b>\$383,583.52</b> | <b>\$49,316.08</b> | <b>\$23,425.25</b> | <b>\$1,106,083.07</b> | <b>\$645,698.72</b> | <b>\$76,392.49</b> | <b>\$771,612.49</b> | <b>\$1,990,514.40</b> | <b>\$564,776.14</b> | <b>\$82,809.79</b> | <b>\$79,307.96</b> | <b>\$7,554,625.02</b> |
| Pro-Rata Vehicle          | \$0.00                | \$326.00            | \$0.00             | \$0.00             | \$224.44              | \$0.00              | \$0.00             | \$6,410.56          | \$0.00                | \$0.00              | \$2,477.48         | \$0.00             | \$9,438.48            |
| Carline Tax               | \$280.82              | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$1,348.57          | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$1,629.39            |
| Co-Court Fines & Lic      | \$1,671.43            | \$1,045.64          | \$1,927.20         | \$2,611.45         | \$2,947.59            | \$2,270.63          | \$3,205.83         | \$3,670.49          | \$1,822.85            | \$4,052.53          | \$1,843.91         | \$2,624.62         | \$29,694.17           |
| Penalties                 | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                |
| Railroad Money            | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                |
| In Lieu of Tax/Pub Power  | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                |
| In Lieu of Tax            | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                |
| Police Court Fines        | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$0.00             | \$0.00              | \$0.00                | \$0.00              | \$0.00             | \$0.00             | \$0.00                |
| <b>Other Taxes Total</b>  | <b>\$1,952.25</b>     | <b>\$1,371.64</b>   | <b>\$1,927.20</b>  | <b>\$2,611.45</b>  | <b>\$3,172.03</b>     | <b>\$2,270.63</b>   | <b>\$3,205.83</b>  | <b>\$10,081.05</b>  | <b>\$3,171.42</b>     | <b>\$4,052.53</b>   | <b>\$4,321.39</b>  | <b>\$2,624.62</b>  | <b>\$40,762.04</b>    |
| <b>TOTAL COLLECTED</b>    | <b>\$1,783,057.36</b> | <b>\$384,955.16</b> | <b>\$51,243.28</b> | <b>\$26,036.70</b> | <b>\$1,109,255.10</b> | <b>\$647,969.35</b> | <b>\$79,598.32</b> | <b>\$781,693.54</b> | <b>\$1,993,685.82</b> | <b>\$568,828.67</b> | <b>\$87,131.18</b> | <b>\$81,932.58</b> | <b>\$7,595,387.06</b> |

Prepared by:

Approved by:

Date Prepared: 8/5/2020

# Recap of Property Taxes

(Includes Real Estate, Personal, Special, Motor Vehicle, & Homestead Exemption Collections)

| Month     | 2015-2016       | 2015-2016 | 2016-2017       | 2016-2017 | 2017-2018       | 2017-2018 | 2018-2019       | 2018-2019 | 2019-2020       | 2019-2020 | YTD% Collected |
|-----------|-----------------|-----------|-----------------|-----------|-----------------|-----------|-----------------|-----------|-----------------|-----------|----------------|
| SEPTEMBER | \$1,380,139.42  | 22.23%    | \$1,502,837.29  | 23.76%    | \$1,567,553.65  | 23.71%    | \$1,536,236.05  | 22.70%    | \$1,781,105.11  | 24.65%    | YTD% Collected |
| OCTOBER   | \$445,125.28    | 29.39%    | \$286,045.73    | 28.28%    | \$224,393.30    | 27.11%    | \$218,749.09    | 25.93%    | \$383,583.52    | 29.96%    | 2019-2020      |
| NOVEMBER  | \$57,189.55     | 30.31%    | \$29,192.25     | 28.74%    | \$37,318.35     | 27.67%    | \$117,622.74    | 27.67%    | \$49,316.08     | 30.65%    | 2019-2020      |
| DECEMBER  | \$35,012.61     | 30.88%    | \$21,143.77     | 29.08%    | \$36,048.59     | 28.22%    | \$26,527.18     | 28.06%    | \$23,425.25     | 30.97%    | 2019-2020      |
| JANUARY   | \$1,196,690.33  | 50.15%    | \$1,253,627.00  | 48.90%    | \$1,427,240.70  | 49.81%    | \$1,233,519.48  | 46.29%    | \$1,106,083.07  | 46.28%    | 2019-2020      |
| FEBRUARY  | \$329,161.79    | 55.45%    | \$289,925.54    | 53.48%    | \$691,897.33    | 60.28%    | \$580,559.34    | 54.87%    | \$645,698.72    | 55.22%    | 2019-2020      |
| MARCH     | \$353,386.13    | 61.14%    | \$390,035.56    | 59.65%    | \$76,719.07     | 61.44%    | \$76,025.96     | 55.99%    | \$76,392.49     | 56.28%    | 2019-2020      |
| APRIL     | \$337,955.72    | 66.58%    | \$595,912.71    | 69.07%    | \$370,143.32    | 67.04%    | \$416,804.53    | 62.15%    | \$771,612.49    | 66.96%    | 2019-2020      |
| MAY       | \$1,789,926.71  | 95.41%    | \$1,522,646.78  | 93.15%    | \$2,044,465.75  | 97.97%    | \$2,228,410.13  | 95.08%    | \$1,990,514.40  | 94.51%    | 2019-2020      |
| JUNE      | \$674,808.29    | 106.27%   | \$770,257.76    | 105.32%   | \$440,765.26    | 104.63%   | \$711,926.55    | 105.60%   | \$564,776.14    | 102.33%   | 2019-2020      |
| JULY      | \$46,842.79     | 107.03%   | \$42,409.08     | 105.99%   | \$75,548.79     | 105.78%   | \$41,512.10     | 106.22%   | \$82,809.79     | 103.48%   | 2019-2020      |
| AUGUST    | \$56,548.53     | 107.94%   | \$88,002.20     | 107.39%   | \$71,425.52     | 106.86%   | \$86,415.20     | 107.49%   | \$79,307.96     | 104.57%   | 2019-2020      |
| YTD TOTAL | \$ 6,702,787.15 | 107.94%   | \$ 6,792,035.67 | 107.39%   | \$ 7,063,519.63 | 106.86%   | \$ 7,274,308.35 | 107.49%   | \$ 7,554,625.02 | 104.57%   | 2019-2020      |
| BUDGET    | \$ 6,209,844.00 |           | \$ 6,324,860.00 |           | \$ 6,610,272.00 |           | \$ 6,767,152.00 |           | \$ 7,224,154.00 |           | 2019-2020      |
| %/BUDGET  | 107.94%         |           | 107.39%         |           | 106.86%         |           | 107.49%         |           | 104.57%         |           | 2019-2020      |

Prepared by:

Approved by:

Date Prepared:

8/5/2020

Reporting

Period:

07/01/20-07/31/20

*[Signature]*

## GENERAL FUND EXPENDITURES MONTH GROUP REPORT - JULY 2020

| Account Number | Account Description            | Budgeted Amount | Expended During Month | Expenditures Year to Date | % of Budget Spent | Adjusted Balance |
|----------------|--------------------------------|-----------------|-----------------------|---------------------------|-------------------|------------------|
| 01             | GENERAL FUND                   |                 |                       |                           |                   |                  |
| 1100           | REGULAR INSTRUCTIONAL PROGRAMS |                 |                       |                           |                   |                  |
| 100            | OVERTIME SALARIES NON-         | 2,379,750.00    | 185,467.96            | 2,188,554.85              | 91.97             | 191,195.15       |
| 200            | RETIREMENT NON-INSTRUCTIONAL   | 1,215,250.00    | 90,910.23             | 994,881.82                | 81.87             | 220,368.18       |
| 300            | PROFESSIONAL SERVICES          | 33,000.00       | 304.32                | 32,000.87                 | 97.89             | 999.13           |
| 400            | BUS REPAIRS AND MTNCE          | 102,000.00      | 13,728.71             | 102,826.46                | 105.58            | (826.46)         |
| 500            | TRAVEL EXPENSE AND MILEAGE     | 15,900.00       | 1,261.95              | 14,999.53                 | 94.34             | 900.47           |
| 600            | BOOKS, TEXTBOOKS & PERIODICALS | 108,000.00      | 2,737.09              | 80,047.10                 | 78.45             | 27,952.90        |
| 700            | 730                            | 63,000.00       | 0.00                  | 58,445.07                 | 105.29            | 4,554.93         |
| 800            | MISC OBJECTS                   | 4,100.00        | 0.00                  | 11,125.87                 | 308.41            | (7,025.87)       |
| 1100           | ALL INSTRUCTION                | 3,921,000.00    | 294,410.26            | 3,482,881.57              | 89.32             | 438,118.43       |
| 1200           | SPECIAL EDUCATION PROGRAMS     |                 |                       |                           |                   |                  |
| 100            | OVERTIME SALARIES NON-         | 457,750.00      | 25,240.17             | 422,329.46                | 92.26             | 35,420.54        |
| 200            | HEALTH BENEFITS NON-           | 218,700.00      | 15,740.75             | 199,674.23                | 91.30             | 19,025.77        |
| 300            | PROFESSIONAL SERVICES          | 85,000.00       | 2,705.00              | 33,444.19                 | 39.35             | 51,555.81        |
| 500            | TUITION(TYKE)                  | 1,042,057.00    | 132,426.10            | 775,090.88                | 74.38             | 266,966.12       |
| 600            | BOOKS, TEXTBOOKS & PERIODICALS | 5,550.00        | 0.00                  | 2,530.28                  | 45.59             | 3,019.72         |
| 700            | 730                            | 8,950.00        | 0.00                  | 3,711.60                  | 41.47             | 5,238.40         |
| 1200           | ALL INSTRUCTION                | 1,818,007.00    | 176,112.02            | 1,436,780.64              | 79.03             | 381,226.36       |
| 1300           | DRIVERS EDUCATION              |                 |                       |                           |                   |                  |
| 100            | SALARIES NON-INSTRUCTIONAL     | 6,000.00        | 484.00                | 5,324.00                  | 88.73             | 676.00           |
| 200            | RETIREMENT NON-INSTRUCTIONAL   | 1,000.00        | 84.84                 | 933.24                    | 93.32             | 66.76            |
| 1300           | ALL INSTRUCTION                | 7,000.00        | 568.84                | 6,257.24                  | 89.39             | 742.76           |
| 2100           | SUPPORT SERVICES/PUPIL SERVICE |                 |                       |                           |                   |                  |
| 100            | ADDITIONAL COMPENSATION NON-   | 369,600.00      | 26,735.86             | 326,089.61                | 88.23             | 43,510.39        |
| 200            | RETIREMENT NON-INSTRUCTIONAL   | 80,350.00       | 6,078.67              | 71,172.88                 | 88.58             | 9,177.12         |
| 300            | PROFESSIONAL SERVICES          | 307,250.00      | 16,769.22             | 269,501.00                | 87.71             | 37,749.00        |
| 400            | BUS REPAIRS AND MTNCE          | 9,000.00        | 0.00                  | 0.00                      | 0.00              | 9,000.00         |
| 500            | TRAVEL EXPENSE AND MILEAGE     | 264,100.00      | 72,453.34             | 220,055.35                | 83.32             | 44,044.65        |
| 600            | ENERGY-FUEL                    | 35,300.00       | 317.74                | 21,071.20                 | 68.12             | 14,228.80        |
| 800            | MISC OBJECTS                   | 37,400.00       | 1,602.21              | 26,539.80                 | 73.26             | 10,860.20        |
| 2100           | SUPPORT SERVICES               | 1,103,000.00    | 123,957.04            | 934,429.84                | 85.06             | 168,570.16       |
| 2200           | SUPPORT SERVICES/LIBRARY-MEDIA |                 |                       |                           |                   |                  |
| 100            | OVERTIME SALARIES NON-         | 82,100.00       | 7,051.80              | 71,860.08                 | 87.53             | 10,239.92        |
| 200            | RETIREMENT NON-INSTRUCTIONAL   | 34,500.00       | 2,752.29              | 29,423.07                 | 85.28             | 5,076.93         |
| 300            | PROFESSIONAL SERVICES          | 13,200.00       | (59.00)               | 16,175.16                 | 122.54            | (2,975.16)       |
| 500            | TELEPHONE                      | 10,600.00       | 0.00                  | 122.85                    | 1.16              | 10,477.15        |
| 600            | BOOKS, TEXTBOOKS & PERIODICALS | 16,450.00       | 35.00                 | 6,290.88                  | 45.65             | 10,159.12        |
| 700            | 730                            | 3,000.00        | 0.00                  | 0.00                      | 0.00              | 3,000.00         |
| 800            | MISC OBJECTS                   | 1,150.00        | 0.00                  | 7,000.00                  | 608.70            | (5,850.00)       |

EXPENDITURES MONTH GROUP REPORT/BOARD OF

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GENERAL FUND EXPENDITURES MONTH GROUP REPORT - JULY 2020

| Account Number | Account Description             | Budgeted Amount | Expended During Month | Expenditures Year to Date | % of Budget Spent | Adjusted Balance |
|----------------|---------------------------------|-----------------|-----------------------|---------------------------|-------------------|------------------|
| 2200           | SUPPORT SERVICES                | 161,000.00      | 9,780.09              | 130,872.04                | 82.04             | 30,127.96        |
| 2300           | SUPPORT SERVICES-GEN ADMIN      |                 |                       |                           |                   |                  |
| 100            | SALARY                          | 154,000.00      | 0.00                  | 128,333.34                | 83.33             | 25,666.66        |
| 200            | 290                             | 27,600.00       | 940.31                | 22,729.07                 | 82.35             | 4,870.93         |
| 300            | 310                             | 24,800.00       | 250.00                | 12,777.70                 | 51.52             | 12,022.30        |
| 400            | BUS REPAIRS AND MTNCE           | 2,000.00        | 41.82                 | 1,638.89                  | 81.94             | 361.11           |
| 500            | TRAVEL EXPENSE AND MILEAGE      | 10,400.00       | 227.28                | 5,069.76                  | 48.75             | 5,330.24         |
| 600            | SUPPLIES                        | 2,500.00        | 3.72                  | 610.99                    | 26.66             | 1,889.01         |
| 800            | MISC OBJECTS                    | 13,800.00       | 281.78                | 10,484.34                 | 83.61             | 3,315.66         |
| 2300           | SUPPORT SERVICES                | 235,100.00      | 1,744.91              | 181,644.09                | 77.73             | 53,455.91        |
| 2400           | OFFICE OF PRINCIPAL             |                 |                       |                           |                   |                  |
| 100            | ADDITIONAL COMPENSATION NON-    | 371,700.00      | 25,231.90             | 342,982.62                | 92.27             | 28,717.38        |
| 200            | HEALTH BENEFITS NON-            | 129,250.00      | 8,943.36              | 120,326.87                | 93.10             | 8,923.13         |
| 500            | TRAVEL EXPENSE AND MILEAGE      | 5,050.00        | 0.00                  | 3,405.73                  | 80.21             | 1,644.27         |
| 600            | SUPPLIES                        | 3,000.00        | 96.38                 | 142.97                    | 4.77              | 2,857.03         |
| 800            | MISC OBJECTS                    | 6,000.00        | 0.00                  | 2,252.71                  | 54.96             | 3,747.29         |
| 2400           | SUPPORT SERVICES                | 515,000.00      | 34,271.64             | 469,110.90                | 91.42             | 45,889.10        |
| 2500           | SUPPORT SERVICES-GEN BUSINESS   |                 |                       |                           |                   |                  |
| 100            | OVERTIME SALARIES NON-          | 48,000.00       | 4,163.70              | 43,726.06                 | 91.10             | 4,273.94         |
| 200            | WORKER'S COMP NON-INSTRUCTIONAL | 49,950.00       | 2,091.08              | 45,166.17                 | 90.42             | 4,783.83         |
| 300            | PROFESSIONAL SERVICES           | 5,000.00        | 5,000.00              | 6,600.00                  | 132.00            | (1,600.00)       |
| 400            | BUS REPAIRS AND MTNCE           | 3,000.00        | 41.82                 | 1,638.88                  | 54.63             | 1,361.12         |
| 500            | TRAVEL EXPENSE AND MILEAGE      | 84,500.00       | 8,574.50              | 76,935.33                 | 91.05             | 7,564.67         |
| 600            | SUPPLIES                        | 3,000.00        | 21.17                 | 819.58                    | 27.55             | 2,180.42         |
| 700            | 730                             | 4,000.00        | 99.99                 | 1,436.49                  | 35.91             | 2,563.51         |
| 800            | DUES AND FEES                   | 450.00          | 0.00                  | 319.00                    | 70.89             | 131.00           |
| 2500           | SUPPORT SERVICES                | 197,900.00      | 19,992.26             | 176,641.51                | 89.26             | 21,258.49        |
| 2600           | SUPPORT SERVICES-BLDGS & SITES  |                 |                       |                           |                   |                  |
| 100            | OVERTIME SALARIES NON-          | 244,500.00      | 20,650.73             | 228,879.12                | 93.61             | 15,620.88        |
| 200            | RETIREMENT NON-INSTRUCTIONAL    | 127,850.00      | 11,140.41             | 122,846.98                | 96.09             | 5,003.02         |
| 300            | PROFESSIONAL SERVICES           | 32,000.00       | 588.07                | 33,020.74                 | 103.19            | (1,020.74)       |
| 400            | BUS REPAIRS AND MTNCE           | 138,000.00      | 4,671.90              | 72,103.93                 | 52.40             | 65,896.07        |
| 500            | TRAVEL EXPENSE AND MILEAGE      | 8,500.00        | 128.04                | 4,896.86                  | 57.61             | 3,603.14         |
| 600            | SUPPLIES                        | 278,200.00      | 24,443.02             | 189,407.02                | 70.23             | 88,792.98        |
| 700            | 730                             | 110,000.00      | 6,492.51              | 48,255.00                 | 54.67             | 61,745.00        |
| 800            | MISC OBJECTS                    | 2,950.00        | 0.00                  | 189.00                    | 6.41              | 2,761.00         |
| 2600           | SUPPORT SERVICES                | 942,000.00      | 68,114.68             | 699,598.65                | 76.18             | 242,401.35       |
| 2700           | SUPPORT SERVICES-PUPIL TRANS    |                 |                       |                           |                   |                  |
| 100            | SALARIES NON-INSTRUCTIONAL      | 133,000.00      | 1,589.06              | 100,502.95                | 75.57             | 32,497.05        |

**EXPENDITURES MONTH GROUP REPORT/BOARD OF**  
07/2020

**GENERAL FUND EXPENDITURES MONTH GROUP REPORT - JULY 2020**

| Account Number | Account Description             | Budgeted Amount | Expended During Month | Expenditures Year to Date | % of Budget Spent | Adjusted Balance |
|----------------|---------------------------------|-----------------|-----------------------|---------------------------|-------------------|------------------|
| 200            | RETIREMENT NON-INSTRUCTIONAL    | 43,950.00       | 1,483.15              | 33,276.38                 | 75.71             | 10,673.62        |
| 300            | 330                             | 20,500.00       | 0.00                  | 0.00                      | 0.00              | 20,500.00        |
| 400            | BUS REPAIRS AND MTNCE           | 71,000.00       | 32.35                 | 17,120.02                 | 24.11             | 53,879.98        |
| 500            | STUDENT TRANSPORTATION SVS.     | 54,500.00       | 320.28                | 12,174.85                 | 22.81             | 42,325.15        |
| 600            | ENERGY-FUEL                     | 53,500.00       | 329.57                | 24,903.03                 | 46.55             | 28,596.97        |
| 700            | 730                             | 35,000.00       | 0.00                  | 354.47                    | 1.01              | 34,645.53        |
| 800            | MISC OBJECTS                    | 4,550.00        | 0.00                  | 2,171.86                  | 47.73             | 2,378.14         |
| 2700           | SUPPORT SERVICES                | 416,000.00      | 3,754.41              | 190,503.56                | 45.86             | 225,496.44       |
| 3300           | COMMUNITY SERVICES OPERATIONS   |                 |                       |                           |                   |                  |
| 800            | MISC OBJECTS                    | 12,000.00       | 200.00                | 13,676.00                 | 113.97            | (1,676.00)       |
| 3300           | COMMUNITY SERVICES              | 12,000.00       | 200.00                | 13,676.00                 | 113.97            | (1,676.00)       |
| 3500           | HIGH ABILITY LEARNING           |                 |                       |                           |                   |                  |
| 100            | SALARIES NON-INSTRUCTIONAL      | 2,600.00        | 0.00                  | 2,785.68                  | 107.14            | (185.68)         |
| 200            | RETIREMENT NON-INSTRUCTIONAL    | 500.00          | 0.00                  | 488.26                    | 97.65             | 11.74            |
| 600            | SUPPLIES                        | 100.00          | 0.00                  | 0.00                      | 0.00              | 100.00           |
| 700            | 730                             | 1,800.00        | 1,748.00              | 2,860.83                  | 158.94            | (1,060.83)       |
| 800            | DUES AND FEES                   | 4,000.00        | 429.00                | 1,069.00                  | 26.73             | 2,931.00         |
| 3500           | COMMUNITY SERVICES              | 9,000.00        | 2,177.00              | 7,203.77                  | 80.04             | 1,796.23         |
| 6200           | TITLE I                         |                 |                       |                           |                   |                  |
| 100            | SALARIES TEMP NON-INSTRUCTIONAL | 78,200.00       | 5,035.00              | 71,978.20                 | 92.04             | 6,221.80         |
| 200            | HEALTH BENEFITS NON-            | 41,800.00       | 3,178.64              | 37,780.17                 | 90.38             | 4,019.83         |
| 300            | PUPIL SERVICES                  | 9,579.00        | 3,783.96              | 4,309.51                  | 44.99             | 5,269.49         |
| 600            | SUPPLIES                        | 10,587.00       | 0.00                  | 8,432.39                  | 79.65             | 2,154.61         |
| 800            | MISC OBJECTS                    | 0.00            | 0.00                  | 0.00                      | 0.00              | 0.00             |
| 6200           | FEDERAL SERVICES                | 140,166.00      | 11,997.60             | 122,500.27                | 87.40             | 17,665.73        |
| 6400           | IDEA PART B                     |                 |                       |                           |                   |                  |
| 300            | PUPIL SERVICES                  | 0.00            | 0.00                  | 0.00                      | 0.00              | 0.00             |
| 500            | TUITION(TYKE)                   | 166,827.00      | 49,683.54             | 165,401.00                | 99.15             | 1,426.00         |
| 6400           | FEDERAL SERVICES                | 166,827.00      | 49,683.54             | 165,401.00                | 99.15             | 1,426.00         |
| 6900           | OTHER FEDERAL SERVICES          |                 |                       |                           |                   |                  |
| 400            | LEASE VEHICLE                   | 41,000.00       | 0.00                  | 35,411.00                 | 86.37             | 5,589.00         |
| 6900           | FEDERAL SERVICES                | 41,000.00       | 0.00                  | 35,411.00                 | 86.37             | 5,589.00         |
| 8000           | TRANSFERS                       |                 |                       |                           |                   |                  |
| 900            | 910                             | 90,000.00       | 10,000.00             | 110,000.00                | 122.22            | (20,000.00)      |
| 8000           | TRANSFERS                       | 90,000.00       | 10,000.00             | 110,000.00                | 122.22            | (20,000.00)      |
| 9000           | NON-PROGRAMMED CHARGES          |                 |                       |                           |                   |                  |
| 100            | SALARIES NON-INSTRUCTIONAL      | 0.00            | 0.00                  | 0.00                      | 0.00              | 0.00             |
| 200            | RETIREMENT NON-INSTRUCTIONAL    | 0.00            | 0.00                  | 0.00                      | 0.00              | 0.00             |
| 800            | MISC OBJECTS                    | 0.00            | 0.00                  | 547.47                    | 0.00              | (547.47)         |
| 9000           | NON-PROGRAMMED CHARGES          | 0.00            | 0.00                  | 547.47                    | 0.00              | (547.47)         |

## EXPENDITURES MONTH GROUP REPORT/BOARD OF

07/2020

## GENERAL FUND EXPENDITURES MONTH GROUP REPORT - JULY 2020

| Account Number | Account Description | Budgeted Amount | Expended During<br>Month | Expenditures Year<br>to Date | % of Budget Spent | Adjusted Balance |
|----------------|---------------------|-----------------|--------------------------|------------------------------|-------------------|------------------|
| 01             | GENERAL FUND        | 9,775,000.00    | 806,764.29               | 8,163,459.55                 | 83.98             | 1,611,540.45     |

ACTIVITY FUND BALANCE REPORT - JULY 2020

| Fund: 05 ACTIVITIES FUND |                              |                   |          |          |                |
|--------------------------|------------------------------|-------------------|----------|----------|----------------|
| Chart of Account Number  | Chart of Account Description | Beginning Balance | Expenses | Revenues | Balance Change |
| 05 704 0001              | STUDENT FEES                 | 20,113.32         | 0.00     | 0.00     | 20,113.32      |
| 05 704 0002              | ATHLETICS                    | 20,423.09         | 8,646.40 | 7,330.00 | 19,106.69      |
| 05 704 0003              | CHEERLEADERS                 | 286.17            | 415.82   | 1,243.91 | 1,114.26       |
| 05 704 0004              | CONCESSIONS                  | 3,121.72          | 0.00     | 0.00     | 3,121.72       |
| 05 704 0005              | FC CLUB                      | 18,415.28         | 2,280.00 | 1,270.00 | 17,405.28      |
| 05 704 0006              | FFA                          | 30,749.70         | 470.89   | 0.00     | 30,278.81      |
| 05 704 0007              | FCCLA                        | 25,163.65         | 0.00     | 0.00     | 25,163.65      |
| 05 704 0008              | FBLA                         | 6,069.72          | 174.59   | 350.00   | 6,245.13       |
| 05 704 0009              | BAND                         | 1,324.94          | 0.00     | 0.00     | 1,324.94       |
| 05 704 0011              | NHS/STUCO                    | 474.78            | 0.00     | 0.00     | 474.78         |
| 05 704 0014              | FAMILY & CONSUMER SCIENCE    | 95.90             | 0.00     | 0.00     | 95.90          |
| 05 704 0015              | AG SHOP                      | 675.26            | 0.00     | 0.00     | 675.26         |
| 05 704 0017              | ART                          | 2,418.40          | 0.00     | 0.00     | 2,418.40       |
| 05 704 0018              | CLOSE-UP                     | 523.27            | 0.00     | 0.00     | 523.27         |
| 05 704 0019              | FOREIGN LANGUAGE             | 1,998.27          | 0.00     | 0.00     | 1,998.27       |
| 05 704 0021              | HIGH SCHOOL LIBRARY          | 1,430.32          | 0.00     | 0.00     | 1,430.32       |
| 05 704 0022              | INDUSTRIAL TECH              | 575.79            | 0.00     | 0.00     | 575.79         |
| 05 704 0024              | ONE-ACT                      | 7,475.60          | 0.00     | 0.00     | 7,475.60       |
| 05 704 0025              | PRINCIPAL'S ACCOUNT          | 3,683.39          | 516.15   | 0.00     | 3,167.24       |
| 05 704 0026              | SUCCESS 4                    | 4,527.20          | 0.00     | 0.00     | 4,527.20       |
| 05 704 0027              | MILK MACHINE                 | 2,574.23          | 0.00     | 0.00     | 2,574.23       |
| 05 704 0029              | COF GRANT                    | 1.21              | 0.00     | 0.00     | 1.21           |
| 05 704 0030              | ELEMENTARY LIBRARY           | 1,378.71          | 0.00     | 0.00     | 1,378.71       |
| 05 704 0035              | ELEMENTARY SCHOOL            | 8,266.11          | 0.00     | 0.00     | 8,266.11       |
| 05 704 0040              | SPEECH                       | 1,508.61          | 0.00     | 0.00     | 1,508.61       |
| 05 704 0042              | MOCK TRIAL                   | 0.00              | 0.00     | 0.00     | 0.00           |
| 05 704 0045              | BIOLOGY ACCOUNT              | 293.94            | 0.00     | 0.00     | 293.94         |
| 05 704 0047              | TESTS                        | 1,788.54          | 0.00     | 0.00     | 1,788.54       |
| 05 704 0048              | OUTDOOR CLASSROOM PROJECT    | 14,228.34         | 0.00     | 0.00     | 14,228.34      |
| 05 704 0049              | FLINT HILLS SCHOLARSHIP      | 1,000.00          | 0.00     | 0.00     | 1,000.00       |
| 05 704 0075              | CLASS OF 2019                | 0.00              | 0.00     | 0.00     | 0.00           |
| 05 704 0076              | CLASS OF 2020                | 1,464.10          | 303.00   | 0.00     | 1,161.10       |
| 05 704 0077              | CLASS OF 2021                | 2,811.24          | 0.00     | 0.00     | 2,811.24       |
| 05 704 0078              | CLASS OF 2022                | 2,307.03          | 0.00     | 0.00     | 2,307.03       |
| 05 704 0079              | CLASS OF 2023                | 293.80            | 0.00     | 0.00     | 293.80         |
| 05 704 0080              | MS STUDENT COUNCIL           | 2,592.82          | 0.00     | 0.00     | 2,592.82       |
| 05 704 0081              | MS PRINCIPAL'S FUND          | 3,609.27          | 0.00     | 0.00     | 3,609.27       |

ACTIVITY FUND BALANCE REPORT - JULY 2020

Fund: 05 ACTIVITIES FUND

| Chart of Account Number | Chart of Account Description | Beginning Balance | Expenses  | Revenues  | Balance Change | Balance    |
|-------------------------|------------------------------|-------------------|-----------|-----------|----------------|------------|
| 05 704 0082             | MS LIBRARY                   | 2,114.31          | 0.00      | 0.00      | 0.00           | 2,114.31   |
| 05 704 0084             | MS MUSIC                     | 2,446.71          | 0.00      | 0.00      | 0.00           | 2,446.71   |
| 05 704 0085             | MS ART                       | 55.07             | 0.00      | 0.00      | 0.00           | 55.07      |
| 05 704 0086             | MS PACK                      | 1,802.88          | 0.00      | 0.00      | 0.00           | 1,802.88   |
| 05 704 0087             | MS BAND                      | (337.87)          | 0.00      | 0.00      | 0.00           | (337.87)   |
| 05 704 0097             | MABEL NEDZA SCHOLARSHIP FUND | 111,658.64        | 0.00      | 113.36    | 0.00           | 111,772.00 |
| 05 704 0098             | CLEARING                     | 4,926.41          | 0.00      | 1,889.00  | 0.00           | 6,815.41   |
| 05 704 0099             | INTEREST                     | 6,263.38          | 0.00      | 8.27      | 0.00           | 6,271.65   |
| Fund Total: 05          |                              | 322,593.25        | 12,806.85 | 12,204.54 | 0.00           | 321,990.94 |

ACTIVITY FUND BALANCE REPORT - SEPTEMBER 1 2019 TO JULY 31 2020

Fund: 05 ACTIVITIES FUND

| Chart of Account Number | Chart of Account Description | Beginning Balance | Expenses  | Revenues  | Balance Change | Balance   |
|-------------------------|------------------------------|-------------------|-----------|-----------|----------------|-----------|
| 05 704 0001             | STUDENT FEES                 | 19,558.73         | 7,759.00  | 8,313.59  | 0.00           | 20,113.32 |
| 05 704 0002             | ATHLETICS                    | (1,725.94)        | 66,077.35 | 86,909.98 | 0.00           | 19,106.69 |
| 05 704 0003             | CHEERLEADERS                 | 512.16            | 3,193.69  | 3,795.79  | 0.00           | 1,114.26  |
| 05 704 0004             | CONCESSIONS                  | 1,942.10          | 37,324.27 | 38,503.89 | 0.00           | 3,121.72  |
| 05 704 0005             | FC CLUB                      | 13,259.69         | 26,394.18 | 30,539.77 | 0.00           | 17,405.28 |
| 05 704 0006             | FFA                          | 18,905.73         | 32,630.59 | 44,003.67 | 0.00           | 30,278.81 |
| 05 704 0007             | FCCLA                        | 22,849.00         | 6,598.68  | 8,913.33  | 0.00           | 25,163.65 |
| 05 704 0008             | FBLA                         | 2,652.20          | 4,508.38  | 8,101.31  | 0.00           | 6,245.13  |
| 05 704 0009             | BAND                         | (1,612.03)        | 16,663.82 | 19,600.79 | 0.00           | 1,324.94  |
| 05 704 0011             | NHS/STUCO                    | 456.58            | 1,965.33  | 1,983.53  | 0.00           | 474.78    |
| 05 704 0014             | FAMILY & CONSUMER SCIENCE    | 252.94            | 448.04    | 291.00    | 0.00           | 95.90     |
| 05 704 0015             | AG SHOP                      | 675.26            | 191.79    | 191.79    | 0.00           | 675.26    |
| 05 704 0017             | ART                          | 2,418.40          | 0.00      | 0.00      | 0.00           | 2,418.40  |
| 05 704 0018             | CLOSE-UP                     | 523.27            | 0.00      | 0.00      | 0.00           | 523.27    |
| 05 704 0019             | FOREIGN LANGUAGE             | 355.11            | 178.00    | 1,821.16  | 0.00           | 1,998.27  |
| 05 704 0021             | HIGH SCHOOL LIBRARY          | 1,406.77          | 0.00      | 23.55     | 0.00           | 1,430.32  |
| 05 704 0022             | INDUSTRIAL TECH              | 768.81            | 778.02    | 585.00    | 0.00           | 575.79    |
| 05 704 0024             | ONE-ACT                      | 8,088.02          | 6,475.32  | 5,862.90  | 0.00           | 7,475.60  |
| 05 704 0025             | PRINCIPAL'S ACCOUNT          | 4,038.96          | 2,779.88  | 1,908.16  | 0.00           | 3,167.24  |
| 05 704 0026             | SUCCESS 4                    | 5,374.01          | 878.22    | 31.41     | 0.00           | 4,527.20  |
| 05 704 0027             | MILK MACHINE                 | 2,094.49          | 1,405.26  | 1,885.00  | 0.00           | 2,574.23  |
| 05 704 0029             | COF GRANT                    | 1.21              | 0.00      | 0.00      | 0.00           | 1.21      |
| 05 704 0030             | ELEMENTARY LIBRARY           | 1,378.71          | 0.00      | 0.00      | 0.00           | 1,378.71  |
| 05 704 0035             | ELEMENTARY SCHOOL            | 7,587.84          | 6,568.59  | 7,246.86  | 0.00           | 8,266.11  |
| 05 704 0040             | SPEECH                       | 1,297.25          | 1,891.30  | 2,102.66  | 0.00           | 1,508.61  |
| 05 704 0042             | MOCK TRIAL                   | (527.49)          | 0.00      | 527.49    | 0.00           | 0.00      |
| 05 704 0045             | BIOLOGY ACCOUNT              | 293.94            | 0.00      | 0.00      | 0.00           | 293.94    |
| 05 704 0047             | TESTS                        | 2,904.54          | 1,266.00  | 150.00    | 0.00           | 1,788.54  |
| 05 704 0048             | OUTDOOR CLASSROOM PROJECT    | 25,539.32         | 11,810.98 | 500.00    | 0.00           | 14,228.34 |
| 05 704 0049             | FLINT HILLS SCHOLARSHIP      | 0.00              | 0.00      | 1,000.00  | 0.00           | 1,000.00  |
| 05 704 0075             | CLASS OF 2019                | 205.73            | 205.73    | 0.00      | 0.00           | 0.00      |
| 05 704 0076             | CLASS OF 2020                | 597.24            | 1,106.94  | 1,670.80  | 0.00           | 1,161.10  |
| 05 704 0077             | CLASS OF 2021                | 3,125.59          | 1,864.84  | 1,550.49  | 0.00           | 2,811.24  |
| 05 704 0078             | CLASS OF 2022                | 333.74            | 0.00      | 1,973.29  | 0.00           | 2,307.03  |
| 05 704 0079             | CLASS OF 2023                | 0.00              | 0.00      | 293.80    | 0.00           | 293.80    |
| 05 704 0080             | MS STUDENT COUNCIL           | 4,085.46          | 2,379.56  | 906.92    | 0.00           | 2,592.82  |
| 05 704 0081             | MS PRINCIPAL'S FUND          | 2,644.57          | 13,477.86 | 14,442.56 | 0.00           | 3,609.27  |

ACTIVITY FUND BALANCE REPORT - SEPTEMBER 1 2019 TO JULY 31 2020

| Fund: 05 ACTIVITIES FUND |                              |                   |            |            |                |            |
|--------------------------|------------------------------|-------------------|------------|------------|----------------|------------|
| Chart of Account Number  | Chart of Account Description | Beginning Balance | Expenses   | Revenues   | Balance Change | Balance    |
| 05 704 0082              | MS LIBRARY                   | 2,113.71          | 3,143.16   | 3,143.76   | 0.00           | 2,114.31   |
| 05 704 0084              | MS MUSIC                     | 2,446.71          | 0.00       | 0.00       | 0.00           | 2,446.71   |
| 05 704 0085              | MS ART                       | 55.07             | 0.00       | 0.00       | 0.00           | 55.07      |
| 05 704 0086              | MS PACK                      | 1,087.26          | 1,912.23   | 2,627.85   | 0.00           | 1,802.88   |
| 05 704 0087              | MS BAND                      | (337.87)          | 0.00       | 0.00       | 0.00           | (337.87)   |
| 05 704 0097              | MABEL NEDZA SCHOLARSHIP FUND | 110,300.82        | 0.00       | 1,471.18   | 0.00           | 111,772.00 |
| 05 704 0098              | CLEARING                     | 4,926.41          | 0.00       | 1,889.00   | 0.00           | 6,815.41   |
| 05 704 0099              | INTEREST                     | 6,121.63          | 0.00       | 150.02     | 0.00           | 6,271.65   |
| Fund Total: 05           |                              | 278,955.65        | 261,877.01 | 304,912.30 | 0.00           | 321,990.94 |

Fillmore Co. School District #30-0025

BUILDING FUND RECAP

BEGINNING FISCAL BALANCE: (9-1-2019)

\$381,947.32

Reporting Period: July 1-31 2020

| RECEIPTS             | SEP          | OCT         | NOV        | DEC      | JAN         | FEB         | MAR        | APR         | MAY          | JUNE        | JULY       | AUG    | TOTAL        |
|----------------------|--------------|-------------|------------|----------|-------------|-------------|------------|-------------|--------------|-------------|------------|--------|--------------|
| Sink Fund-Co. Treas. | \$138,868.02 | \$29,075.15 | \$2,543.91 | \$468.85 | \$85,723.30 | \$43,309.61 | \$4,163.75 | \$60,267.83 | \$156,941.92 | \$43,680.63 | \$4,332.01 | \$0.00 | \$569,374.98 |
| Interest             | \$181.09     | \$184.35    | \$167.19   | \$177.35 | \$189.91    | \$185.04    | \$116.61   | \$53.41     | \$57.42      | \$54.67     | \$32.37    | \$0.00 | \$1,399.41   |
| Interest on CD       | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00      | \$0.00      | \$0.00     | \$0.00      | \$0.00       | \$0.00      | \$0.00     | \$0.00 | \$0.00       |
| CD                   | \$0.00       | \$0.00      | \$0.00     | \$0.00   | \$0.00      | \$0.00      | \$0.00     | \$0.00      | \$0.00       | \$0.00      | \$0.00     | \$0.00 | \$0.00       |
| TOTAL                | \$139,049.11 | \$29,259.50 | \$2,711.10 | \$646.20 | \$85,913.21 | \$43,494.65 | \$4,280.36 | \$60,321.24 | \$156,999.34 | \$43,735.30 | \$4,364.38 | \$0.00 | \$570,774.39 |

| DISBURSEMENTS                        | SEP        | OCT        | NOV         | DEC         | JAN        | FEB        | MAR        | APR         | MAY         | JUNE         | JULY         | AUG    | TOTAL        |
|--------------------------------------|------------|------------|-------------|-------------|------------|------------|------------|-------------|-------------|--------------|--------------|--------|--------------|
| Fillmore County Treasurer            | \$0.00     | \$0.00     | \$5,167.79  | \$0.00      | \$0.00     | \$0.00     | \$0.00     | \$0.00      | \$0.00      | \$0.00       | \$0.00       | \$0.00 | \$5,167.79   |
| CG-ID LLC                            | \$0.00     | \$0.00     | \$0.00      | \$0.00      | \$0.00     | \$0.00     | \$0.00     | \$0.00      | \$0.00      | \$0.00       | \$0.00       | \$0.00 | \$0.00       |
| Cheever Construction                 | \$0.00     | \$0.00     | \$0.00      | \$0.00      | \$0.00     | \$0.00     | \$0.00     | \$0.00      | \$0.00      | \$0.00       | \$0.00       | \$0.00 | \$0.00       |
| Crete Glass                          | \$0.00     | \$0.00     | \$0.00      | \$0.00      | \$0.00     | \$0.00     | \$0.00     | \$0.00      | \$0.00      | \$0.00       | \$0.00       | \$0.00 | \$0.00       |
| Heine's Painting Decorative Concrete | \$0.00     | \$0.00     | \$0.00      | \$0.00      | \$0.00     | \$0.00     | \$0.00     | \$0.00      | \$0.00      | \$0.00       | \$0.00       | \$0.00 | \$0.00       |
| Telephone Systems of Nebraska        | \$0.00     | \$0.00     | \$0.00      | \$0.00      | \$0.00     | \$0.00     | \$0.00     | \$0.00      | \$0.00      | \$0.00       | \$0.00       | \$0.00 | \$0.00       |
| Taylor Lawn Sprinklers               | \$0.00     | \$0.00     | \$0.00      | \$0.00      | \$0.00     | \$0.00     | \$0.00     | \$0.00      | \$0.00      | \$0.00       | \$0.00       | \$0.00 | \$0.00       |
| City of Geneva                       | \$0.00     | \$0.00     | \$0.00      | \$0.00      | \$0.00     | \$0.00     | \$0.00     | \$0.00      | \$0.00      | \$0.00       | \$0.00       | \$0.00 | \$0.00       |
| Hart Floors                          | \$0.00     | \$0.00     | \$0.00      | \$0.00      | \$0.00     | \$0.00     | \$0.00     | \$0.00      | \$0.00      | \$0.00       | \$0.00       | \$0.00 | \$0.00       |
| Engineering Technologies Inc         | \$3,773.88 | \$8,525.86 | \$20,822.79 | \$15,622.75 | \$8,860.00 | \$4,408.90 | \$4,854.61 | \$4,645.09  | \$0.00      | \$4,491.03   | \$2,292.60   | \$0.00 | \$78,297.51  |
| Genesis Contracting Group            | \$0.00     | \$0.00     | \$0.00      | \$0.00      | \$0.00     | \$0.00     | \$0.00     | \$34,380.00 | \$92,520.00 | \$285,840.00 | \$234,360.00 | \$0.00 | \$647,100.00 |
| CD                                   | \$0.00     | \$0.00     | \$0.00      | \$0.00      | \$0.00     | \$0.00     | \$0.00     | \$0.00      | \$0.00      | \$0.00       | \$0.00       | \$0.00 | \$0.00       |
| TOTAL                                | \$3,773.88 | \$8,525.86 | \$25,990.58 | \$15,622.75 | \$8,860.00 | \$4,408.90 | \$4,854.61 | \$39,025.09 | \$92,520.00 | \$290,331.03 | \$236,652.60 | \$0.00 | \$730,565.30 |

CURRENT YEAR-TO-DATE BALANCE:

\$222,156.41

Current Checking Balance

\$222,156.41

Current CD Balance

\$0.00

PREPARED BY:

*[Signature]*

APPROVED BY:

8/5/2020

DATE PREPARED:

## Hot Lunch Report

### BEGINNING BALANCE

(\$8,642.50)

### RECEIPTS

|                       | Current Month<br>7/1/20 | Received to Date |
|-----------------------|-------------------------|------------------|
| Students              | \$594.45                | \$107,622.43     |
| Adults                | \$160.00                | \$3,483.50       |
| Federal Reimbursement | \$14,106.04             | \$161,943.28     |
| State Reimbursement   | \$0.00                  | \$1,508.91       |
| District Transfer     | \$10,000.00             | \$70,000.00      |
| Milk/Other            | \$0.00                  | \$4,398.73       |
| Interest              | \$1.12                  | \$32.33          |
|                       | <hr/>                   | <hr/>            |
| <b>Total</b>          | \$24,861.61             | \$348,989.18     |

### EXPENSES

|                   | Current Month<br>7/1/20 | Spent to Date |
|-------------------|-------------------------|---------------|
| Labor             | \$14,796.31             | \$175,593.09  |
| Food              | \$3,382.05              | \$169,089.69  |
| Equipment         | \$0.00                  | \$1,614.51    |
| Supplies          | \$207.54                | \$8,361.96    |
| Check Write Off's | \$0.00                  | \$0.00        |
| Ticket Refund     | \$294.30                | \$471.00      |
| Misc. Expenses    | \$0.00                  | \$0.00        |
| Returned Checks   | \$0.00                  | \$40.00       |
|                   | <hr/>                   | <hr/>         |
| <b>Total</b>      | \$18,680.20             | \$355,170.25  |

### ENDING BALANCE

(\$2,461.09)

\*Information received on 7/29/2020

## Vehicle Transportation Report

### LARGE BUSES

|         |                      | Odometer<br>7/1/20 | Odometer<br>8/1/20 |  | Miles<br>Driven |
|---------|----------------------|--------------------|--------------------|--|-----------------|
| Bus #1  | Thomas (2012)        | 173,323            | 173,323            |  | 0               |
| Bus #2  | Thomas (2012)        | 152,949            | 152,949            |  | 0               |
| Bus #6  | International (2001) | 132,962            | 132,962            |  | 0               |
| Bus #7  | Thomas (2015)        | 151,945            | 151,945            |  | 0               |
| Bus #8  | Thomas (2016)        | 96,739             | 96,739             |  | 0               |
| Bus #9  | Thomas (2020)        | 25,552             | 25,552             |  | 0               |
| Bus #10 | Thomas (2020)        | 12,000             | 12,000             |  | 0               |
|         |                      | Total              |                    |  | 0               |

### SPECIAL EDUCATION VEHICLES

|             |                  | Odometer<br>7/1/20 | Odometer<br>8/1/20 |  | Miles<br>Driven |
|-------------|------------------|--------------------|--------------------|--|-----------------|
| Mini-Bus #1 | Thomas (2012)    | 109,841            | 109,841            |  | 0               |
| Mini-Bus #2 | Chevrolet (2016) | 11,304             | 11,304             |  | 0               |
| Suburban #2 | Chevrolet (2004) | 163,172            | 163,172            |  | 0               |
| Grey Van    | Chevrolet (2011) | 91,401             | 91,675             |  | 274             |
|             |                  | Total              |                    |  | 274             |

### ACTIVITY VEHICLES

|             |                  | Odometer<br>7/1/20 | Odometer<br>8/1/20 |  | Miles<br>Driven |
|-------------|------------------|--------------------|--------------------|--|-----------------|
| Suburban #3 | Chevrolet (2016) | 72,803             | 72,982             |  | 179             |
| Suburban #4 | Chevrolet (2016) | 61,709             | 61,874             |  | 165             |
| White Van   | Chevrolet (2010) | 108,402            | 108,402            |  | 0               |
|             |                  | Total              |                    |  | 344             |

### MAINTENANCE VEHICLES

|         |                            | Odometer<br>7/1/20 | Odometer<br>8/1/20 |  | Miles<br>Driven |
|---------|----------------------------|--------------------|--------------------|--|-----------------|
| Van 100 | Ford (1999) Elementary     | 167,072            | 167,137            |  | 65              |
| Van 101 | Ford (1998) High School    | 133,606            | 133,609            |  | 3               |
| Van 102 | Dodge (1998) Middle School | 86,571             | 86,592             |  | 21              |
| Pickup  | Chevrolet (2013) Grounds   | 92,793             | 92,986             |  | 193             |
|         |                            | Total              |                    |  | 282             |



# GENERAL FUND CLAIMS FOR AUGUST 10 2020

|                                        |                              |            |
|----------------------------------------|------------------------------|------------|
| 34 ELECTRIC LLC                        | SERVICES                     | 147.42     |
| ADKISSON, STEVE                        | MILEAGE                      | 46.55      |
| B & J AUTOMOTIVE LLC                   | SERVICES                     | 631.74     |
| BSN SPORTS                             | SUPPLIES                     | 1,541.63   |
| CITY OF GENEVA                         | WATER/SEWER                  | 1,670.50   |
| DAHL, AARON                            | SUPPLIES                     | 101.51     |
| DAS STATE ACCOUNTING - CENTRAL FINANCE | SERVICES                     | 229.32     |
| DPL ENTERPRISES INC                    | SUPPLIES                     | 428.43     |
| EAKES OFFICE SOLUTIONS                 | SUPPLIES                     | 6,024.65   |
| EDUCATIONAL SERVICE UNIT #6            | SERVICES                     | 162,602.77 |
| EMC INSURANCE                          | LIABILITY/PROPERTY INSURANCE | 7,546.42   |
| FCPS FUND                              | GENERAL FUND REIMBURSEMENT   | 2,412.15   |
| FILLMORE COUNTY HOSPITAL               | SERVICES                     | 2,916.67   |
| FILLMORE COUNTY MEDICAL CENTER         | SERVICES                     | 212.18     |
| GASTON, CHAD                           | LICENSE RENEWAL              | 63.50      |
| GENEVA HOME CENTER                     | SUPPLIES                     | 218.59     |
| GENEVA SUPER FOODS                     | SUPPLIES                     | 20.78      |
| GRAND ISLAND PHYSICAL THERAPY          | SERVICES                     | 3,101.83   |
| HOMEDEPOT PRO, THE                     | SUPPLIES                     | 2,007.66   |
| HOMETOWN LEASING                       | COPIER LEASE                 | 1,394.00   |
| HOUSER, LYNNE                          | MILEAGE                      | 72.75      |
| INNOVATIVE OFFICE SOLUTIONS            | SUPPLIES                     | 842.81     |
| JJ BERNIKLAU ED SOLUTIONS TEAM         | SERVICES                     | 56,710.07  |
| KSB SCHOOL LAW                         | SERVICES                     | 370.50     |
| LICHTI OIL                             | FUEL                         | 205.58     |
| MASTERCARD CENTER                      | SUPPLIES                     | 1,374.79   |
| MEYER, JODI                            | MILEAGE                      | 55.39      |
| MICEK, KARL                            | SERVICES                     | 500.00     |
| MID-AMERICAN RESEARCH CHEMICAL         | SUPPLIES                     | 4,431.50   |
| MIDWEST GRADS                          | SUPPLIES                     | 495.95     |
| MYSTERY SCIENCE INC                    | SUPPLIES                     | 999.00     |
| NANTKES, JENN                          | SERVICES                     | 680.03     |
| NATIONAL ART & SCHOOL SUPPLIES         | SUPPLIES                     | 1,640.36   |
| NE RURAL COMMUNITY SCHOOL ASSN         | DUES/MILEAGE                 | 1,054.13   |
| NEBRASKA COUNCIL SCHOOL ADMIN          | REGISTRATION                 | 150.00     |
| NEBRASKA PUBLIC POWER DISTRICT         | ELECTRICITY                  | 9,652.03   |
| NEBRASKA SAFETY CENTER                 | BUS DRIVING TRAINING         | 125.00     |
| NEBRASKA SIGNAL                        | ADVERTISING                  | 121.05     |
| NICKS FARM STORE                       | SERVICES                     | 166.52     |
| PAYFLEX SYSTEMS USA INC                | ADMINISTRATIVE FEES          | 100.00     |
| PROTEX CENTRAL INC                     | SERVICES                     | 423.32     |
| PYRAMID SCHOOL PRODUCTS                | SUPPLIES                     | 1,369.50   |
| RAPIDS                                 | SUPPLIES                     | 29.28      |
| SERVICE PRESS-HENDERSON NEWS           | SUPPLIES                     | 350.00     |
| SETON                                  | SUPPLIES                     | 407.93     |
| STORAGE & DESIGN GROUP                 | SERVICES                     | 5,300.00   |
| STRIV INC                              | SERVICES                     | 2,975.00   |
| SYMMETRY ENERGY SOLUTIONS LLC          | FUEL                         | 1,141.24   |
| TALACKO SAFETY SOLUTIONS               | SUPPLIES                     | 4,996.80   |
| UNITE PRIVATE NETWORKS LLC             | SERVICES                     | 1,258.80   |
| VILLAGE OF FAIRMONT                    | UTILITIES                    | 3,591.01   |
| WASTE CONNECTIONS OF NEBRASKA INC      | SERVICES                     | 1,376.52   |
| WOODWARD'S DISPOSAL SERVICE INC        | SERVICES                     | 75.00      |

Fund Total:

296,360.16

BUILDING FUND CLAIMS FOR AUGUST 10 2020

GENESIS CONTRACTING GROUP

ELEMENTARY HVAC

\$ 100,000.00

FUND TOTAL:

\$ 100,000.00

# APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702/Cma (Instructions on reverse side)

PAGE ONE OF TWO PAGES

TO OWNER: PROJECT: Fillmore Central Public Schools  
1410 L Street  
Geneva, NE 68361  
FROM ARCHITECT: VIA ARCHITECT:  
Genesis Contracting Group Engineering Technologies, Inc.  
404 Hill Street  
Lincoln NE, 68502  
CONTRACT FOR: HVAC Upgrades and Window/Door Replacement

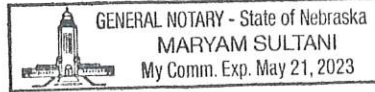
APPLICATION NO: 5  
PERIOD TO: 07/31/20  
PROJECT NOS: 20-003  
CONTRACT DATE: 02/03/20  
Distribution to:  
☐ OWNER  
☐ CONSTRUCTION MANAGER  
☒ ENGINEER  
☐ CONTRACTOR

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 1,199,000
2. Net change by Change Orders \$ 0
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 1,199,000
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 1,031,000
5. RETAINAGE:
  - a. 10 % of Completed Work \$ \$103,100 (Column D + E on G703)
  - b. 10 % of Stored Material \$ 0 (Column F on G703)Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 103,100
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 927,900
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE \$ 647,100
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 280,800

| CHANGE ORDER SUMMARY                               | ADDITIONS | DEDUCTIONS |
|----------------------------------------------------|-----------|------------|
| Total changes approved in previous months by Owner | \$0       |            |
| Total approved this Month                          | \$0       |            |
| TOTALS                                             | \$0       | \$0.00     |
| NET CHANGES by Change Order                        |           | \$0        |



The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Genesis Contracting Group LLC.

By: Cory D. [Signature] Date: 7/29/2020  
State of: Nebraska County of: Lancaster  
Subscribed and sworn to before me this 29 day of July, 2020  
Notary Public: Maryam Sultani  
My Commission expires: May 21, 2023

## CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 280,800.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

ARCHITECT: Martin D. [Signature] Date: 8/4/20  
By: [Signature]

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA DOCUMENT G702 APPLICATION AND CERTIFICATION FOR PAYMENT 1992 EDITION AIA® © 1992

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THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292



Prepared for:

**Fillmore Central Public School District**

---

Quote # 002224 Version 1

## tmsTime Monthly

| Description                                                                                                                              | Qty | Price   | Total    |
|------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|----------|
| <b>tmsTime Subscription Fee</b><br>Includes: Software licensing, hosting and updates                                                     | 42  | \$3.00  | \$126.00 |
| <b>tmsTime Support Agreement</b><br>Includes: Phone Support, email support, Quarterly Training Webinars, and online TMS Support Library. | 1   | \$42.00 | \$42.00  |

**Subtotal: \$168.00**

## One-Time Investment

| Description                                                                                                             | Qty | Price      | Total      |
|-------------------------------------------------------------------------------------------------------------------------|-----|------------|------------|
| <b>tmsTime System Implementation</b><br>In the event your needs go beyond the initial scope, \$180 per hour will apply. | 1   | \$2,000.00 | \$2,000.00 |
| <b>tmsTime Training</b><br>4 hour Block                                                                                 | 1   | \$500.00   | \$500.00   |

tmsTime is based on the # of active employees (30) provided. If the number of active employees increase, the cost of tmsTime is impacted.  
*An additional \$3.25 per employee over # provided above will be invoiced monthly.*  
 tmsTime Includes: 5 Users, Employee Self Service, Leave Management, Kiosk, and Export to Software Unlimited

Subscription Amount based on a 5 Year Agreement

\*Customer is required to fulfill entire agreement as noted above.

**Subtotal: \$2,500.00**

## Recurring Requirements

### Terms and Agreements

tmsTime Requires a signed agreement and Labor and Training paid in full to process the order.  
In the event your needs go beyond the initial scope, \$180 per hour will apply.  
Per Diem and Travel expenses billed at \$110 per hour.

Client is responsible for any additional fees when integrating with 3rd party software (ex: Payroll, Job Costing, Scheduling). Client is also responsible for confirming 3rd party application allows import of data.

Public Disclosure: Customer grants TMS the right to publicly disclose the fact that the Customer is using TMS, for TMS's advertising and other promotional purposes.

*A 1.5% per month late payment fee will be assessed on any unpaid balance remaining after 30 days. Any payments returned for NSF (Insufficient Funds) will result in a NSF Charge of \$30.00 or actual charges incurred, whichever is greater.*

### System Implementation

Programming, Installation and Training of tmsTime software and hardware includes:

#### Scope of Project:

Software Setup Survey

System configuration based on information client provides during the Software Setup Survey

Build Database with employee information client provides

In the event you request for additional programming or training outside of original scope, labor is billed at \$180.00 per hour.

### System Requirements

Browser enabled work stations with Internet Explorer 11.0 or higher,

Safari 11.0.3 or higher, Firefox 58.0.2 or higher, Chrome 64 or higher, Opera 50 or higher

Operating System- Windows Vista Service Pack 2 or higher (Client), Windows Server 2008 or higher (Server)

**Mobile Operating System:** Apple 11.2.5 and higher, Android Lollipop 5.1.x and higher

**\*Clock requires electricity and a network drop at the site of the terminal.**

## Fillmore Central Public School District



### Prepared by:

#### Headquarters

4050 Stadium Drive  
Sioux City, IA 51106  
Mindy Kroll  
(605) 306-5535  
[mindyk@tmstime.com](mailto:mindyk@tmstime.com)

### Prepared for:

#### Fillmore Central Public Schools

1410 L Street  
Geneva, NE 68361  
Lynne Houser  
(402) 759-4955  
[lynne.houser@fillmorecentral.org](mailto:lynne.houser@fillmorecentral.org)

### Quote Information:

**Quote #: 002224**

Version: 1  
Delivery Date: 07/14/2020  
Expiration Date: 07/31/2020

| Description         | Amount            |
|---------------------|-------------------|
| tmsTime Monthly     | \$168.00          |
| One-Time Investment | \$2,500.00        |
| <b>Total:</b>       | <b>\$2,668.00</b> |

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

### Headquarters

### Fillmore Central Public Schools

Signature: \_\_\_\_\_

Name: Mindy Kroll

Title: CEO

Date: 07/14/2020

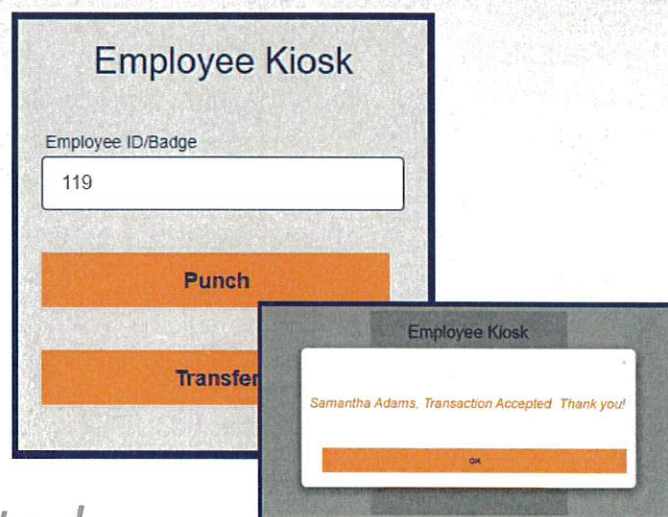
Signature: \_\_\_\_\_

Name: Lynne Houser

Date: \_\_\_\_\_

### OUR *tmsTime* KIOSK ENABLES YOUR EMPLOYEES TO PUNCH-IN AND OUT IN SECONDS.

tmsTime Kiosk is designed to be simple and easy to operate so that users can punch in and out with ease. Kiosk also allows transfers to ensure appropriate job allocation. Use only features that are important to you by controlling them on your admin account.



*A Virtual Time Clock...*  
Kiosk can work on any computer!

# SIMPLE & EASY

Our Kiosk time card calculator will ensure you have real-time reports with just a few clicks.



## Time for Employees

Secure access to their attendance and benefit information. Your employees can punch or enter hours worked; transfer to different departments; access their schedule, benefits, and archived time card information; request time off; enter expense information and initiate a private message dialog with their manager.

Different employees can have different ESS options to meet their needs. For example, hourly employees can have a traditional time card with function keys for punching. Salaried employees can enter their hours by project.

Adrian - Jason (Kous' calls, MD Technology Information Tech)

| Calendar     | Time Card | Leave Req | Messages           | Schedules | Personal          | Time of Balances | Activities | Activity |
|--------------|-----------|-----------|--------------------|-----------|-------------------|------------------|------------|----------|
| Pay Period   |           |           | Current Pay Period |           | Approve Time Card |                  |            |          |
| Transactions |           |           | Pay Period Totals  |           | Adjustments       |                  |            |          |
| Date         | In        | Out       | In                 | Out       | Am                | Schedule         | Exceptions |          |
| 01/17/16     |           |           |                    |           |                   |                  |            |          |
| 01/18/16     |           |           |                    |           |                   |                  |            |          |
| 01/19/16     | 8:00      | 17:00     |                    |           | 9:00              | 8:00/17:00       |            |          |
| 01/20/16     | 8:00      | 17:00     |                    |           | 9:00              | 8:00/17:00       |            |          |
| 01/21/16     | 8:00      | 8:56      | 10:00              | 10:13     | 2:46              | 8:00/17:00       |            |          |
|              | 10:18     | 11:36     | 11:37              | 11:56     |                   |                  |            |          |
| 01/21/16     | 12:41     | 12:51     | 14:58              | 15:08     | 0:43              | Unsat            |            |          |
|              | 15:11     | 15:33     | 16:10              | 16:11     |                   |                  |            |          |

Time Management Systems' *tmsTime* can stand alone or integrate together with *tmsPay* and *tmsSecurity* on one easy-to-use platform for the ultimate convenience.

- Real-Time Attendance, Benefit and Schedule Information
- Allow Employees to Request Time Off Online
- Eliminate Manual Entry of Timesheet Information
- Allow Employees to Review own Benefit Usage and Balances
- Secure Messaging between Supervisors and Employees
- IP Restrictions allow Employees to Punch-In Onsite Only

[illegible]

**tmsTime** a division of  
**TMS**  
TIME MANAGEMENT SYSTEMS

# tmsTime

## tmsTime's Leave Management

tmsTime's Leave Management helps to maintain coverage and ensure productivity while honoring employee leave requests. Supervisors can easily compare same day requests, analyze departmental schedules and coverage, and assess pending and scheduled leave for the employee. The leave approval view makes it easy.

The Employee Self Service module lets employees check their balances and see if co-workers are already taking time off. To make a leave request:

- Employees simply press a function key and make a few quick selections. They can even include a note to their supervisor.
- Employees see the status of their leave requests in Employee Self Service.
- Employees receive an email when a request is approved, changed, or denied.

Request Single Day Off

Details

Date:

06/29/2018

Hours:

0.00

Information:

Enter the number of work hours you will be off

Benefit:

PTO

Est. Balance:

0.00 PTO as of Fri 29-Jun

Notes:

- Employees' leave request can include a note to the supervisor
- Supervisors get dashboard and email notification of leave requests
- Supervisors can see which employees are already scheduled off before deciding to ensure full coverage
- Supervisors approve, deny, or change the leave request and can include a note to the employee
- Employees get notification of request approval, denial, or changes through email and Employee Self Service
- Approved leave is added to the employee's schedule

Home

tmsTime

tmsPay

Employee Experience Made Simple!

Operations

Calendar

Time Card

Leave Req

Messages

Personal

Benefits

Archives

Activity

Request Single Day Off

Request Multiple Days Off

Calendar

Time Card

Leave Req

Messages

Personal

Benefits

Archives

Activity

Request Single Day Off

Request Multiple Days Off

Calendar

Time Card

Leave Req

Messages

Personal

Benefits

Archives

Activity

Request Single Day Off

Request Multiple Days Off

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Request Single Day Off

Request Multiple Days Off

Calendar

Time Card

Leave Req

Messages

Personal

Benefits

Archives

Activity

Request Single Day Off

Request Multiple Days Off

Calendar

Time Card

Leave Req

Messages

Personal

Benefits

Archives

Activity

a division of
   
 TIME MANAGEMENT SYSTEMS

Time Management Systems' tmsTime can stand alone or integrate together with tmsPay and tmsSecurity on one easy-to-use platform, tmsConneXion, for the ultimate convenience.

EMPLOYEE

| Employee Self Service                                                                                                                                                                             | Advantages                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Benefit Balances                                                                                                                                                                                  | Real Time Access to information for time-off planning with current and projected leave time balances.                                                                                                                                           |
| Access to ESS time information                                                                                                                                                                    | 24 hour access online anywhere there is an internet connection. This means real time information and no waiting until the end of the pay period to see total hours worked or vacation time available. Aids in compliance with FLSA regulations. |
| Leave Management                                                                                                                                                                                  | Employee options to request time off and view balances in real time.                                                                                                                                                                            |
| Send Messages                                                                                                                                                                                     | Communicate with manager in one convenient location and receive messages from manager.                                                                                                                                                          |
| Transfers                                                                                                                                                                                         | Transfer to new work group in one click with options to restrict levels of transfer.                                                                                                                                                            |
| Schedules                                                                                                                                                                                         | View schedules up to four weeks in advance and shows number of staff that are scheduled & have time off.                                                                                                                                        |
| Time Card Approval                                                                                                                                                                                | Employee able to verify time in compliance with state laws.                                                                                                                                                                                     |
| Restricted IP Addresses                                                                                                                                                                           | By restricting IP addresses you determine the locations your employees punch in and out.                                                                                                                                                        |
| Notifications                                                                                                                                                                                     | Communicate with employees regarding missed punches or to approve their time card.                                                                                                                                                              |
| Time Card                                                                                                                                                                                         | Advantages                                                                                                                                                                                                                                      |
| Transactions- All on one page                                                                                                                                                                     | Punches, schedules, exception & notes all in one page for easier navigation, faster and improved user adoptions.                                                                                                                                |
| Benefit hours in real time                                                                                                                                                                        | Employee able to see real time benefit time available when making a leave request.                                                                                                                                                              |
| Methods for Collecting Time & Data                                                                                                                                                                |                                                                                                                                                                                                                                                 |
| Online- Able to log in anywhere with an internet connection with the option to restrict IP addresses.                                                                                             |                                                                                                                                                                                                                                                 |
| Time Clock- Badge/swipe cards and biometric clocks available.                                                                                                                                     |                                                                                                                                                                                                                                                 |
| Worksheet- Employees use the worksheet to enter hours per day, instead of punching in and out. Hours are entered into the cell associated with the day, by workgroup or special hour designation. |                                                                                                                                                                                                                                                 |
| Allocation Task Sheet- Employees are able to allocate their hours to workgroups instead of performing workgroup transfers in real time.                                                           |                                                                                                                                                                                                                                                 |
| Telephone- Remote employees are able to punch via telephone, transfer workgroups, check benefit balances- all in real time from any location.                                                     |                                                                                                                                                                                                                                                 |
| Mobile- Remote and mobile staff can punch in and out, view schedules, submit time off requests and view benefit balances. An alternative source for GPS information is US Telepunch.              |                                                                                                                                                                                                                                                 |

| SUPERVISOR | Dashboard                                      | Advantages                                                                                                                                                                                           |
|------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | Attendance Issues- Highlighted in color        | Easily identify issues that need to be resolved now or those that can wait- determined by you. Different color options available to meet your needs.                                                 |
|            | Leave Requests                                 | Approve, deny or change leave requests and include a note. when completed with one request click the drop down for remaining time off requests. Change sort order.                                   |
|            | Prominent Notification                         | Alternative option to identify important issues, such as leave requests, cancellation of leave requests, employees approaching overtime, clearly on the dashboard.                                   |
|            | Attendance Issues-Drill Down                   | Drill down feature saves time from going through every time card to address pertinent attendance issues. See as little or as much information as needed.                                             |
|            | Quick View Lists (News Item)                   | To identify relevant issues. Attendance key issues are easily identified by supervisors.                                                                                                             |
|            | Schedule View                                  | View schedules of one employee or groups of employees.                                                                                                                                               |
|            | Attendance History                             | Review all attendance history allows for accurate information for employee performance reviews and tracking of attendance trends. History can be viewed in calendar format with various time frames. |
|            | FMLA Requests                                  | Allows FMLA compliance capability and ability to plan ahead for planned absences.                                                                                                                    |
|            | View Weekly Totals                             | Provides FLSA compliance information.                                                                                                                                                                |
|            | Scheduling Change                              | One click allows change or edit an employee schedule on the same page saving supervisors editing time and effort.                                                                                    |
|            | View Time Card, Schedules, Transfers and Edits | Get relevant pay period information on one page. You can see time card activity, an employee's schedule, transfers, hours worked for the period, benefits and hours worked broken down by pay types. |
|            | Benefit Hours                                  | Supervisor able to see actual benefit hours available when making determination on leave requests all in real time.                                                                                  |
|            | Time Card- Approval                            | Easily approve time cards by day or pay period. Approve by employee, all employees or work group.                                                                                                    |
|            | Attendance Issues- Reason Codes                | Address attendance issues at reason codes for consistent attendance policy enforcement to reduce risk.                                                                                               |
|            | Time Card- In Cell Editing                     | In cell editing easily addresses attendance issues with reason codes, change a schedule or credit or debit hours as needed.                                                                          |
|            | Notes                                          | Additional information can be indicated with a note on the day of a attendance event.                                                                                                                |

| PAYROLL MANAGER | Payroll Monitor                                                                                                     | Advantages                                                                                                                                                                                           |
|-----------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 | Critical Attendance Issues                                                                                          | Easily identify issues that need to be resolved now or those that can wait- determined by you. Different color options available to meet your needs.                                                 |
|                 | Time Card Approval                                                                                                  | Approve, deny or change leave requests and include a note. when completed with one request click the drop down for remaining time off requests. Change sort order.                                   |
|                 | Summary Reports                                                                                                     | Alternative option to identify important issues, such as leave requests, cancellation of leave requests, employees approaching overtime, clearly on the dashboard.                                   |
|                 | Custom Reports                                                                                                      | Drill down feature saves time from going through every time card to address pertinent attendance issues. See as little or as much information as needed.                                             |
|                 | Period Totals Report                                                                                                | To identify relevant issues. Attendance key issues are easily identified by supervisors.                                                                                                             |
|                 | View Reports                                                                                                        | View schedules of one employee or groups of employees.                                                                                                                                               |
|                 | View FMLA Requests                                                                                                  | Review all attendance history allows for accurate information for employee performance reviews and tracking of attendance trends. History can be viewed in calendar format with various time frames. |
|                 | Menu Item Feature                                                                                                   | Advantages                                                                                                                                                                                           |
|                 | Group adjustments for global changes to employee punches, benefit balances, hours, dollars, transfers or schedules. | Save time by applying a group adjustment to select employees or workgroups. For example, power outage and sending employees home, crediting hours or dollars for incentive.                          |

**GENESIS CONTRACTING GROUP LLC**

404 Hill Street | Lincoln, NE. 68502

D: 402.791.0151 | F: 402.791.5220

**CHANGE ORDER REQUEST**

---

|              |                               |      |     |
|--------------|-------------------------------|------|-----|
| Project:     | Fillmore Central HVAC Remodel | COR: | 002 |
| Project No.: | 20-003                        |      |     |

---

|               |                                             |              |          |
|---------------|---------------------------------------------|--------------|----------|
| <b>TITLE:</b> | Replace Entrances adjacent to the Cafeteria | <b>DATE:</b> | 7-Jul-20 |
|---------------|---------------------------------------------|--------------|----------|

**TO:** Engineering Technologies Inc.  
1815 Des Moines Avenue  
Burlington, IA 52601

**ATTN:** Marty Kasl

---

Description of Proposed Change: Demo and replace the entrances adjacent to the cafeteria. Priced as 1-3/4" doors in lieu of 2" doors. Also priced with keyed removable mullion as discussed in the field.

Reason for Change: Replace Entrances adjacent to the Cafeteria

The total amount to provide this work is as follows:

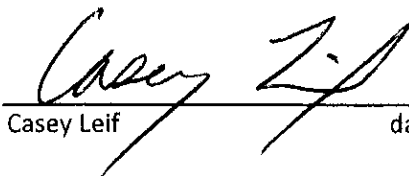
13,614.45

Attachment (Y/N; if Yes, Filename): None

---

Submitted by:

Approved By:

 7/7/2020  
Casey Leif date

\_\_\_\_\_  
date

## Contractor Proposal Request

|                                        |                 |
|----------------------------------------|-----------------|
| Project: Fillmore Central HVAC Remodel | Proposal #: 002 |
| Project No.: 20-003                    | Date 7/7/2020   |

**TITLE:** Replace Entrances adjacent to the Cafeteria

**TO:** Engineering Technologies Inc.  
825 M Street Suite 200  
Lincoln, NE 68508

**ATTN:** Marty Kasl

**Description of Work:** Demo and replace the entrances adjacent to the cafeteria. Priced as 1-3/4" doors in lieu of 2" doors. Also priced with keyed removable mullion as discussed in the field.

| Subcontractor - Description                                                                                                                                                           | Cost        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Genesis - Demo existing entrances (5 X \$65)                                                                                                                                          | \$325       |
|                                                                                                                                                                                       |             |
| Lincoln Glass - Provide two new entrances matching the function of the current openings<br>Includes standard 1-3/4" doors in lieu of the specified 2" doors. Add \$3,300 for 2" doors | \$12,990    |
|                                                                                                                                                                                       |             |
|                                                                                                                                                                                       |             |
|                                                                                                                                                                                       |             |
|                                                                                                                                                                                       |             |
|                                                                                                                                                                                       |             |
|                                                                                                                                                                                       |             |
|                                                                                                                                                                                       |             |
| Subtotal                                                                                                                                                                              | \$13,315    |
| OH&P: 10%                                                                                                                                                                             | \$32.50     |
| Bond and Insurance 2%                                                                                                                                                                 | \$266.95    |
| Total                                                                                                                                                                                 | \$13,614.45 |

## Casey Leif

---

**From:** jposkochil@lincolnglass.net  
**Sent:** Monday, June 29, 2020 11:35 AM  
**To:** Casey Leif  
**Subject:** RE: two sets of doors.pdf

\$12,990.00 for (1) pair of doors and (1) single door. Includes all door hardware to match everything else we've been doing. No demo included.

\$150.00 per each W3 for us to wrap the new bulkhead with .040 clear anodized aluminum. Our caulk joint would then be to that metal.

Let me know!

Thanks,



John Poskochil

*President*

**Lincoln Glass**

o: 402.475.6785 c: 402.314.2804

a: PO Box 22069 Lincoln, NE 68542-2069

w: www.LincolnGlass.net e: jposkochil@lincolnglass.net

**From:** Casey Leif <CaseyL@genesiscontractinggroup.com>  
**Sent:** Thursday, June 25, 2020 12:45 PM  
**To:** jposkochil@lincolnglass.net  
**Cc:** Jared Nacke <JaredN@genesiscontractinggroup.com>  
**Subject:** Re: two sets of doors.pdf

Correct.

Get [Outlook for iOS](#)

---

**From:** jposkochil@lincolnglass.net <jposkochil@lincolnglass.net>  
**Sent:** Thursday, June 25, 2020 12:43:41 PM  
**To:** Casey Leif <CaseyL@genesiscontractinggroup.com>  
**Cc:** Jared Nacke <JaredN@genesiscontractinggroup.com>  
**Subject:** RE: two sets of doors.pdf

Casey-

Just to confirm, you'd like these doors to be 1-3/4" thick non-thermal doors. These are different than all the other doors on the project which are all 2" thermal doors.

Hardware will be same as all the other doors but with a keyed removable mullion on the pair.

Thanks,

## Casey Leif

---

**From:** jposkochil@lincolnglass.net  
**Sent:** Monday, July 6, 2020 1:02 PM  
**To:** Casey Leif  
**Subject:** RE: two sets of doors.pdf

Casey,

Grant @ CGID called and wanted me to get the cost for 2" thermal doors to match the rest of the new doors on the school. It would be an additional \$1,000.00 per door leaf to go up to a 2" thermal door in lieu of a standard 1-3/4" door.

Please let me know ASAP. Doors are at least 5 weeks out if I ordered today.

Best,



**John Poskochil**

*President*

**Lincoln Glass**

o: 402.475.6785 c: 402.314.2804

a: PO Box 22069 Lincoln, NE 68542-2069

w: www.LincolnGlass.net e: jposkochil@lincolnglass.net

**From:** jposkochil@lincolnglass.net <jposkochil@lincolnglass.net>  
**Sent:** Tuesday, June 30, 2020 11:59 AM  
**To:** 'Casey Leif' <CaseyL@genesiscontractinggroup.com>  
**Subject:** RE: two sets of doors.pdf

Do you have an idea of when you'll know on this? I am about 5 weeks at least on doors right now and I assume they want this done before school.

Thanks,



**John Poskochil**

*President*

**Lincoln Glass**

o: 402.475.6785 c: 402.314.2804

a: PO Box 22069 Lincoln, NE 68542-2069

w: www.LincolnGlass.net e: jposkochil@lincolnglass.net

**From:** jposkochil@lincolnglass.net <jposkochil@lincolnglass.net>  
**Sent:** Monday, June 29, 2020 2:31 PM  
**To:** 'Casey Leif' <CaseyL@genesiscontractinggroup.com>  
**Subject:** RE: two sets of doors.pdf

Also includes the keyed removable mullion on the pair.

# **FILLMORE CENTRAL ELEMENTARY**

## **2020 - 2021**

### **PARENT – STUDENT HANDBOOK**



**Our Mission: To provide all students the opportunity and support to achieve excellence, develop responsibility, and become life-long learners.**

#### School Song

Fillmore Central High School; to the Panthers we'll be true!  
Fillmore Central High School; our loyalty's with you.  
Silver, Black and Purple; reign supreme and true.  
We are making history, marching on to victory!  
V-I-C-T-O-R-Y, Victory is our battle cry.  
P-A-N-T-H-E-R, Panther spirit will never die!

#### School Colors

Black, Silver, and Purple

#### School Mascot

Panthers

225 North 17<sup>th</sup>  
Geneva, NE 68361  
Phone: (402)759-3184  
Fax: (402)759-3110

This handbook is intended to provide general information about the operation, practices, and procedures of the school district. It also sets forth the rules and regulations of the school and the behavioral standards for students. The student handbook does not form a contract, and the Board of Education may change the rules, regulations, or handbook provisions at any time.

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## STAFF DIRECTORY

**Phone: 759-3184**

**Fax: 759-3110**

| <b>Staff</b>       | <b>Job Title</b>          | <b>E-mail address</b>                  |
|--------------------|---------------------------|----------------------------------------|
| Josh Cumpston      | Superintendent of Schools | josh.cumpston@fillmorecentral.org      |
| Aaron Veleba       | Elementary Principal      | aaron.veleba@fillmorecentral.org       |
| Becky Adkisson     | Guidance Counselor        | becky.adkisson@fillmorecentral.org     |
| Peg Ward           | Elementary Secretary      | peg.ward@fillmorecentral.org           |
| Melissa Myers      | Kindergarten A            | melissa.myers@fillmorecentral.org      |
| Kristin Nun        | Kindergarten B            | kris.nun@fillmorecentral.org           |
| Deb Rohr           | Grade 1A                  | deb.rohr@fillmorecentral.org           |
| Brooke Betka       | Grade 1B                  | brooke.betka@fillmorecentral.org       |
| Tiffany Scheele    | Grade 1C                  | tiffany.scheele@fillmorecentral.org    |
| Sadie Jones        | Grade 2A                  | sadie.jones@fillmorecentral.org        |
| Doreen Schelkopf   | Grade 2B                  | doreen.schelkopf@fillmorecentral.org   |
| Julie Johnson      | Grade 3A                  | julie.johnson@fillmorecentral.org      |
| Michael Reinsch    | Grade 3B                  | michael.reinsch@fillmorecentral.org    |
| Jenny Eichelberger | Grade 4A                  | jenny.eichelberger@fillmorecentral.org |
| Stacy Filipi       | Grade 4B                  | stacy.filipi@fillmorecentral.org       |
| Elizabeth Zoucha   | Title I                   | elizabeth.zoucha@fillmorecentral.org   |
| Joni Karcher       | Resource                  | joni.karcher@fillmorecentral.org       |
| Haley Hoarty       | Resource                  | haley.hoarty@fillmorecentral.org       |
| Anita Blum         | Speech-Language           | anita.blum@esu6.org                    |
| Gabriel Eberhardt  | PE                        | gabriel.eberhardt@fillmorecentral.org  |
| Jeff Schwarz       | Music                     | jeff.schwarz@fillmorecentral.org       |
| Jill Shipley       | Art                       | jill.shipley@fillmorecentral.org       |
| Jacey Wit          | Media/Technology          | jacey.wit@fillmorecentral.org          |
| Megan Kennedy      | Language Resource         | megan.kennedy@esu6.org                 |
| Barb Koca          | Para-Educator             | barb.koca@fillmorecentral.org          |
| Deb Jenkins        | Para-Educator             | deb.jenkins@fillmorecentral.org        |
| Jill McCoy         | Para-Educator             | jill.mccoy@fillmorecentral.org         |
| Kelly Nun          | Para-Educator             | kelly.nun@fillmorecentral.org          |
| Amy Rust           | Para-Educator/Health Para | amy.rust@fillmorecentral.org           |
| June Graham        | Para-Educator             | june.graham@fillmorecentral.org        |
| Victoria Stassines | Para-Educator             | victoria.stassines@fillmorecentral.org |
| Ron Doremus        | Head Custodian            | ron.doremus@fillmorecentral.org        |
| Judy Jones         | Custodian                 | judy.jones@fillmorecentral.org         |

### **Fillmore Central Board of Education**

|                |                    |              |
|----------------|--------------------|--------------|
| PJ O'Conner    | Christin Lovegrove | Shaun Farmer |
| Jana Schelkopf | Doug Gergen        | Mike Motis   |

### **T.Y.K.E. Teaching Staff**

|                 |                            |                          |
|-----------------|----------------------------|--------------------------|
| Shauna O'Brien  | TYKE Teacher               | shaunna.obrien@esu6.org  |
| Jodi Fintel     | TYKE Teacher               | jodi.fintel@esu6.org     |
| Michele Rayburn | SUCCESS/TYKE Administrator | michele.rayburn@esu6.org |
| Beth Lightwine  | Secretary                  | beth.lightwine@esu6.org  |

### **SUCCESS Teaching Staff**

|                |                       |                         |
|----------------|-----------------------|-------------------------|
| Kaela Lockhart | SUCCESS 1 & 2 Teacher | kaela.lockhart@esu6.org |
|----------------|-----------------------|-------------------------|

## **WELCOME.....**

Dear Parents / Guardians and Students:

Welcome to the beginning of a new and exciting school year! We look forward to working with you and your child to provide an educational experience that meets the needs of each child. This handbook has been prepared in order to provide you with an easy reference to pertinent information and to share the expectations of the school with parents and students. Please review this handbook with your child (ren) throughout the year in order to help alleviate potential misunderstandings.

This handbook cannot cover every situation that may arise during the year; therefore, the school may have to rely on individual discretion for certain instances.

A successful educational experience for children may best be accomplished through the cooperative efforts of the home and school. Please feel free to contact us whenever questions may arise.

## **MISSION STATEMENT OF FILLMORE CENTRAL PUBLIC SCHOOL**

The mission of Fillmore Central Public School is to provide all students the opportunity and support to achieve excellence, develop responsibility, and become life-long learners.

## **ELEMENTARY SCHOOL DAY SCHEDULE**

|             |                                                 |
|-------------|-------------------------------------------------|
| <b>7:30</b> | Staff is on duty and breakfast is served        |
| <b>8:05</b> | The first bell rings, children enter classrooms |
| <b>8:10</b> | Tardy bell rings, classes begin                 |
| <b>3:05</b> | School dismisses                                |
| <b>3:45</b> | Staff is off duty and office closes             |

## **SCHOOL CLOSING**

The decision to close schools due to extreme weather is normally made prior to 6 a.m. The school will make an automated phone call, or you may also listen to one of these area TV or Radio stations on mornings the weather is inclement:

- **KOLN TV CHANNEL 10 LINCOLN**
- **KHAS TV CHANNEL 5 HASTINGS**
- **KAWL YORK RADIO 1370**
- **KZ100 CENTRAL CITY**

## **BUS TRANSPORTATION**

Please contact Bob Taylor, the Fillmore Central Public Schools transportation coordinator, if you have questions about bus transportation at 759 – 3632. Shuttle routes between Fairmont and Geneva will transport students between towns. A morning shuttle departs from Fairmont to Geneva at 7:35 a.m. An after school shuttle departs from Geneva to Fairmont at 3:05 p.m.

## **ENTRANCE TO FILLMORE CENTRAL PUBLIC SCHOOLS**

The State of Nebraska and the Fillmore Central Board of Education each have specific required information that each student must submit prior to the initial entrance of a Fillmore Central Public School:

- Birth Certificate
- Written evidence of a health examination by a qualified physician and administered within six months prior to entrance. This includes all incoming kindergarteners and all students transferring from out of state
- A record of immunization as determined by state law and the Nebraska Department of Health regulations
- Prior school records and grades, when applicable

- A copy of Court Order of Guardianship if child is not with legal parent
- Upon entering the Fillmore Central Schools, parents and students will be given forms and a Student Handbook. The forms should be returned to the school upon the requested date.
- This handbook outlines the policies and procedures of the district.
- In addition, these student services are offered: Title 1, Free and Reduced lunch, Transportation, Speech and Language, Resource, Vision, Occupational Therapy, and Physical Therapy.

## **ACADEMICS**

### **MULTICULTURAL EDUCATION PHILOSOPHY**

It is the philosophy of the district as well as the mission of the district to provide learning experiences for students to obtain knowledge about and respect for the diversity and commonalities of the cultures, histories, and contributions of Americans, European Americans, African Americans, Hispanic Americans, Native Americans, and Asian Americans and to adequately stress the contributions of all ethnic groups.

### **GUIDANCE**

It is the belief of the Fillmore Central Public School that the function of the guidance program is to assist the student in obtaining the maximum benefit from his/her school experience. Counseling is the primary guidance service. It is a student - counselor relationship in which the student has the freedom to express his/her ideas and feelings. Students are encouraged to use the guidance counselor as a resource.

Counseling seeks to help students assume responsibility for making plans and decisions. The counselor gathers and organizes information about students from conferences with parents, teachers, students, grades, standardized test scores, and information forms.

### **SPECIAL EDUCATION IDENTIFICATION**

All children with disabilities, including children with disabilities attending nonpublic schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are eligible for these services.

### **PROMOTION and RETENTION**

Judgments about promotion from grade level to grade level, or retention of a student for a grade level will be based upon a joint collaboration between the professional educators of our school system and student families. When a student is having difficulties and is being considered for the possibility of retention, parents will be notified. The decision regarding retention of a student will be determined after a conference with the principal, parents, teacher(s), and/or counselor. If a mutual decision cannot be reached, the principal shall render a decision on or before the end of the school year. (An appeal of the principal's decision may be made by the parents to the Superintendent of schools with-in five school days of the principal's decision date and a hearing on the matter will be set.)

### **REPORT CARDS**

Report cards are sent home at the end of each quarter.

### **MID-QUARTER REPORTS**

Mid-quarter reports will be sent home with your child about 1/2 way through each quarter of the school year. However, in the 3<sup>rd</sup> and 4<sup>th</sup> quarter, for grades "K" - 2, only those students achieving below expectations will receive a report.

### **PARENT – TEACHER CONFERENCES**

Parent - teacher conferences are an important component of an effective partnership between home and school. Conferences are scheduled at the conclusion of the first quarter of the school year, and again at the conclusion of the third quarter of the school year. Parents are encouraged to attend both conferences. Participation in your child's education sends a positive message to your child(ren).

### **MISSED WORK ASSIGNMENT POLICY**

Students who are absent will have three school days (including the day they return) to complete any summative or formative tasks missed during their absence.

### **PLANNED VACATION OR TRIP**

Vacations or trips planned when school is in session are discouraged. When unavoidable, please inform your child's classroom teacher at least a week in advance and arrange for make up work to be done prior to leaving.

### **INCOMPLETE WORK**

Failure to complete work within three days of an absence will result in an 'incomplete' being recorded into the student-data information system for each unfinished summative task; additionally, students will forfeit the right to any retake for each 'incomplete' summative item. The building principal may make exceptions where deemed appropriate (such as lengthy absences due to illness). Students who know they will be absent are encouraged to make up work before they leave. Late work cannot be accepted after the end of a quarter.

### **GRADING SCALE**

The 3<sup>rd</sup> and 4<sup>th</sup> grade classes will use the following grading scale. These classes will also follow the parameters set forth in the Grading For Learning policy.

|                        |                      |
|------------------------|----------------------|
| <b>A+ = 97% - 100%</b> | <b>A = 93% - 96%</b> |
| <b>B+ = 89% - 92%</b>  | <b>B = 85% - 88%</b> |
| <b>C+ = 81% - 84%</b>  | <b>C = 77% - 80%</b> |
| <b>D+ = 73% - 76%</b>  | <b>D = 69% - 72%</b> |
| <b>F = 0% - 68%</b>    |                      |

The following grading scale is used in K – 2<sup>nd</sup> grade.

**“E” Excellent      “S” Satisfactory      “I” Improving      “N” Needs Improvement**

## **ARRIVAL AND DISMISSAL**

### **ELEMENTARY STUDENTS AT THE MIDDLE SCHOOL**

Supervision for elementary students who ride the shuttle bus from Fairmont to Geneva is provided at the middle school beginning at 7:15 a.m. The west doors of the Middle School are open at that time.

Supervision is again provided at the end of the school day for elementary students who ride the shuttle bus from Geneva to Fairmont. This supervision is also provided at the west doors of the middle school until 3:30 p.m.

### **ARRIVING AT SCHOOL**

The school day begins at 8:05 a.m. The tardy bell rings at 8:10 a.m. Breakfast is served from 7:30 – 8:00. Students should arrive no earlier than 7:30 a.m. Supervision is provided beginning at 7:30 a.m.

1. Parents/Guardians can accompany their child to morning waiting areas by checking in at the office.
2. Students arriving between 7:55 – 8:05:  
    “K”                      Report to the music room  
    1<sup>st</sup> Grade              Report to the gym  
    2<sup>nd</sup> – 4<sup>th</sup> grades      Report to the lunchroom
3. Students arriving at school between 7:30 – 7:55 will wait in the cafeteria and transition to grade level waiting areas at 7:55. Students can bring toys for this time (no electronics or trading cards).
4. Students are not allowed to wait for the 8:05 “bell” anywhere outside the building unless they are supervised by their parent/guardian.

5. Students should cross streets using the marked crosswalks.
6. Parents should instruct their children to cross the streets at corners and not to cross or ride bikes/scooters in the middle of a block or street.
7. Bikes/scooters should be parked in the bike racks and locked. Bikes/scooters are not to be ridden on the sidewalk while school is being dismissed.
8. Parents are to park in a marked parking area when waiting to pick up your child. Parents are not to park in a handicapped zone, even for a short time.

#### **DISMISSAL PROCEDURES**

1. Students will exit the building, at dismissal time, from the door nearest their classroom.
2. Staff provide supervision of students for 5-10 minutes after dismissal each day. Occasionally there is street crossing supervision at the Northwest corner of the school, and supervision at the intersection of 17<sup>th</sup> and "H" streets. Supervision is also provided at the front doors for "*K*" students, and 1<sup>st</sup> grade students are supervised while being escorted from the East side of the building to the South side of the building. Staff receive no training regarding safely crossing a street. Volunteers, also with no training, occasionally provide supervision as a crossing guard at the intersection of 17<sup>th</sup> and "H."
3. Students remaining on school property after 10 minutes are escorted into the elementary building to make a phone call or wait for their ride. Students are asked to remain in the building, near the front door until their ride arrives. They are expected to say "good-bye" to an adult in the office, usually the secretary, when their ride arrives.
4. Students who ride the bus each day will be supervised until the bus arrives (usually around 3:40).

#### **"PLANNED" EARLY DISMISSAL PROCEDURES**

1. Students who usually walk or bike home, ride the bus, or have a parent/sibling/friend pick them up after school each day, as indicated on the registration form, will do the same when there is a planned early dismissal.
2. It is the parent/guardian's duty to instruct the office or classroom teacher, in writing, by phone call, or by e-mail, if your child's usual after school plan will differ when there is a planned early dismissal.

#### **"UNPLANNED" EARLY DISMISSAL**

In the event of an unplanned early dismissal, contact with a parent/guardian/caregiver will be made before a student is allowed to leave. Staff are required to know the plan for each child, when an unplanned early dismissal takes place.

## **PARENT INVOLVEMENT**

When parents take an active role in their child's education, children have a greater probability to reach their potential as a student. Being an active participant in your child's education can mean, taking an interest in what they are learning about in school, talking to them about school in a positive way, keeping in contact with your child's teacher, and helping your child develop good study habits.

#### **HOME/SCHOOL COMMUNICATION:**

When you have information to share, a question that needs answered, or a problem that needs to be resolved, please feel free to contact your child's teacher or other school personnel. Please communicate with the person most directly involved. If a problem has not been resolved by direct communication with a

staff member, please contact the immediate supervisor of the staff member you spoke to first. We believe questions can be answered completely and problems resolved sooner if we communicate in this manner.

### **ELEMENTARY PARENT ADVISORY COMMITTEE (E.P.A.C.)**

All parents of students enrolled at the Fillmore Central Elementary School are encouraged to be an active member of the Elementary Parent Advisory Committee. This committee meets on the last Monday night in August, November and March. Meetings last less than 1 hour. EPAC provides support for the school and its students in a positive way by fundraising and sharing information.

### **POWERSCHOOL ACCESS**

We are pleased to offer you the option of accessing information regarding your student's grades, lunch account, and attendance via the internet. To access your student's data, you will need the following information:

1. Website Address: [ps.fillmorecentral.org/public](http://ps.fillmorecentral.org/public)
2. Your child's confidential USER ID (Please call the school if you have forgotten your child's ID)
3. Your child's confidential PASSWORD (Please call the school if you have forgotten your child's ID)

Please note that the log-in ID and password are a combination of letters and numbers. Sometimes it is difficult to tell the difference between a zero and the letter "O". Generally, the zero, "0", is more narrow than the "O."

You may view your child's information at any time from any computer with internet access. Please keep your password confidential so only you can access the information. The office will update information within a reasonable period of time.

**Please note: Kindergarten, first and second grade grades will not be viewable on the internet until the end of a quarter.**

If you forgot your child's USER ID and/or PASSWORD, you will need to stop by the office (elementary, middle school, or high school) in person, or have the information mailed to you. You may call Peg Ward at 759-3184 for more information about ID's and PASSWORD's.

## **SCHOOL LUNCH AND BREAKFAST PROGRAM**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. School breakfast will be served in the cafeteria from 7:30 a.m. – 8:00 a.m.

### **USDA NONDISCRIMINATION POLICY**

**For all other FNS nutrition assistance programs, State or local agencies, and their Sub recipients, must post the following Nondiscrimination Statement:**

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA

office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call [\(866\) 632-9992](tel:8666329992). Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: [\(202\) 690-7442](tel:2026907442); or (3) email: [program.intake@Ceusda.gov](mailto:program.intake@Ceusda.gov).

This institution is an equal opportunity provider.

Additional Milk: \$0.50 (Milk breaks are offered to students in grades K-1)

**PLEASE PAY FOR MEALS AND MILK IN ADVANCE. CHARGING IS PROHIBITED.**

## **SCHOOL FEES / GENERAL SCHOOL SUPPLIES**

Fillmore Central Public Schools has a student fees policy that allows for the collection of fees for various classes and extra-curricular activities. A list of fees is available from the building principal. Students who qualify for free or reduced lunch according to the federal hot lunch program guidelines may apply for a waiver of certain fees. These include fees for 1.) participation in extra-curricular activities, 2.) materials for course projects, 3.) spectator admission fees, 4.) and use of musical instruments. Fee waiver applications may be obtained from the principal's office and must be submitted prior to the start of the activity/ class for which the fee is being applied.

Fillmore Central is providing all required supplies needed in the classroom for all students. This commitment ensures every student is equally equipped to be successful.

## **STUDENT ATTENDANCE**

Fillmore Central Elementary has taken steps to ensure the accounting and safety of all students. In order to accomplish this we must have the support of the home. Therefore...

1. **The day of the absence, parents are to contact the school at 759 - 3184. Inform the office of the nature of the absence, and how long they anticipate their child to be out of school.**
2. These calls should be made between 7:30a.m. and 8:45 a.m. so we can check on the safety and whereabouts of our students.
3. The school will contact parents at numbers listed on the registration form, i.e. home phone number, work numbers, and emergency numbers when prior notification has not been received.
4. If homes do not have phones, it still becomes the parent's responsibility to notify the school of the absence.
5. When parental/guardian or emergency contact for the phone numbers listed on the registration form cannot be made, the school will contact the Fillmore County Sheriff's Office to do a Wellness Check at the child's residence.
6. Students who want to leave at any time during the day must have permission from their parents. This permission may be obtained by parent phone call or by parent note. Any other requests will be denied.
7. **Compulsory Attendance Law:** Any child who will reach six (6) years of age on or after January 1<sup>st</sup> of the then current school year is required to attend school.

### **ATTENDANCE POLICY and PROVISIONS**

School is a full time job; therefore, students are expected to be in attendance for all classes throughout the year. **Students who are absent from school lose out on valuable explanations of material, interaction with their teachers and peers, and often perform at a level below their potential.**

NE Statute 79-209 and FCPS Board Policy #5100 states that a student who accumulates more than five (5) unexcused absences per semester or more than twenty (20) absences, including at least one (1) unexcused absence, in a school year the student is deemed to be "excessively absent".

FCPS Board Policy #5100 requires that in a case where a student has accumulated five(5) days of unexcused absences in a semester, or the hourly equivalent, the parent/guardian will be contacted concerning absences from the principal or his designee.

In any case where a student has accumulated twenty(20) days of absenteeism in a school year, and any of those absences are by choice (unexcused), then the building principal or his designee shall initiate a series of events to determine if a case of truancy or excessive absenteeism exists. Such a process must include a meeting held between school officials and a parent/guardian of the student. If the determination is made that a case of truancy or excessive absenteeism exists then the building principal or his designee will attempt to work with the student and their family to bring about an acceptable resolution to the problem. In cases where a student's attendance continues to be an issue beyond the attempted resolution of the problem, the building principal or his designee shall notify the county attorney's office and request that the issue be investigated. Absences due to Verified Placement may be excluded from this calculation.

**EXCUSED:** Absences with prior approval of the principal are considered excused. All absences, except for illness and/or death in the family, require advance approval.

**UNEXCUSED:** Absences by choice are when a decision is made to miss school when it is not necessary, even if those absences are approved by a parent/guardian. Such absences will be recorded as Unexcused by the principal's office.

**TARDY / EARLY DISMISSAL:** The tardy bell rings at 8:10. Students are considered tardy until 9:10. Students are considered tardy if they are not in their assigned classrooms when class begins at 8:10 a.m. Students leaving between 2:05 and 3:05 are considered "early dismissed." Beyond tardy and early dismissal, any other absence (5 minutes, 15 minutes, an hour, etc.) will count as a 1/2 day or full day absent.

## **INTERNET AND COMPUTER USE**

### **FILLMORE CENTRAL ACCEPTABLE USE OF COMPUTERS AND NETWORKS POLICY**

It is the policy of Fillmore Central Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection

measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

A. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.  
The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
  - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - 7. Users shall not engage in any form of vandalism of the technology resources.
  - 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. To access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. To engage in or promote violations of student conduct rules.
  5. To engage in illegal activity, such as gambling.
  6. In a manner contrary to copyright laws.
  7. In a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

# **STUDENT RIGHTS, CONDUCT, RULES, and REGULATIONS**

## **DISCIPLINE POLICIES**

The basis for an education is to prepare the student for the demands of the adult world. The rules and standards of student conduct contained herein are intended to provide notice to students as to the conduct prescribed or required of them and of the responsibilities of the students in the Fillmore Central Public School System. Students are required to conduct themselves in a respectable manner, be considerate of other pupils' rights and make the best use of the opportunities available. Permission to remain in class is based on appropriate behavior. Attendance ends as soon as the pupil exhibits an unwillingness to observe the regulations of the particular class.

The rules and standards in this section apply to all school buildings or any school ground during, immediately before, or immediately after school hours. They also apply to any school-sponsored function or event whether on or off school grounds. This section does not define all aspects of student conduct; however, the Board of Education has the responsibility to set forth policies, rules, and regulations to help students conduct themselves in a proper manner as reasonably good citizens of the school community.

## **DISCIPLINE PHILOSOPHY**

It is the intent of the district's discipline philosophy to provide clearly stated expectations, be consistent, use logical consequences when possible, and communicate with parents. Teachers are encouraged to contact parents when problems arise. Likewise, parents are encouraged to maintain this two-way communication.

## **STUDENT CONDUCT**

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Fillmore Central Public School, all students are expected to refrain from the following conduct.

## **BULLYING**

Fillmore Central Elementary School prohibits bullying by staff and students of any person in the school, not merely students. Fillmore Central Elementary School Definition: Bullying involves: a desire to hurt or humiliate + actions or words that hurt or humiliate + a power imbalance + repetition (typically) + an unjust use of power + a sense of being oppressed on the part of the target + gratification by the aggressor.

Examples include but are not limited to: Persistent, unwanted joking and teasing; Name calling; Unwanted comments; Disrespect for another person's property; Leaving people out of activities (isolating, excluding, rejecting); Threatening people; Gossip and/or rumors; Making people do things they don't want to do; Rating or Ranking of personal characteristics. Punishment may include in or out of school suspension or expulsion.

## **SEXUAL HARASSMENT**

It is the policy of the Fillmore Central Elementary School to prohibit sexual harassment by students of any person in the school, not merely other students. It is a violation of this policy for any student to harass any person in the school by making any unwelcome verbal or physical sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct.

Activities prescribed by the adoption of this policy include, but are not limited to, verbal harassment or abuse, pressure of any type of sexual activity, remarks of a sexually demeaning implication, and unwelcome touching. Additional examples could include such behavior as leering, joking, offensive remarks, which are not directed specifically at the person who feels harassed.

Sexual harassment is a punishable offense. Punishment may include in or out of school suspension or expulsion. Federal and Nebraska School Law make sexual harassment illegal.

### **WHAT SHOULD YOU DO IF YOU ARE SEXUALLY HARASSED?**

1. Tell the harasser to stop! Misunderstandings happen, so the first step in stopping sexual harassment is to tell the person to stop! Say it clearly and firmly, "I didn't like what you did/said. I want you to stop!"
2. If he/she stops, it's probably not sexual harassment.
3. If he/she keeps doing it/saying it, it's probably sexual harassment.

If the harassment continues:

1. Talk to your friends. It will help you feel better and prevents misunderstandings.
2. Write down everything that happened! Include where it happened, when and who was there.
3. Avoid being alone with the harasser.
4. Report the incident to an adult. A parent, a trusted teacher, principal or school counselor can help you plan what to do next.
5. Have parents contact the principal. Parents may want to file a formal complaint if the harassment continues.

### **FORMS OF SCHOOL DISCIPLINE**

#### **EXCLUSION, SUSPENSION & EXPULSION**

Student behavior in (School District #25) *Fillmore Central Public School* is based on respect and consideration for the rights of others. Students have a responsibility to know and abide by the rules and regulations of the school. Students are expected to respect the rights of others and no student shall be permitted to interfere with the work of the school or the learning opportunities of other students.

#### **EMERGENCY EXCLUSION**

A student may be excluded from school in the following circumstances by the principal or superintendent or person authorized by the superintendent of schools:

1. If the student has a dangerous communicable disease transmittable through normal school contacts that poses an imminent threat to the health or the safety of the school community; or
2. If the student's conduct presents a clear threat to the physical safety of others or is so extremely disruptive as to make the student's temporary removal necessary to preserve the rights of other students to pursue an education.

Such exclusion shall be initiated as a short term suspension (up to five days) and may be extended for a period of time of up to twenty (20) should the threat to others remain as per the discretionary decision of the principal.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last not longer than necessary to avoid the dangers described above.

#### **SHORT TERM SUSPENSION**

The principal, superintendent or other individual from time to time designated to have such authority by the superintendent of schools may deny a student the right to attend school or take part in any school functions for a period of up to five school days on the following grounds:

1. Conduct constituting grounds for suspension or expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior delineated in the school handbooks and adopted by the Board of Education.

#### **SHORT TERM SUSPENSION PROCEDURES**

1. The principal considering the short-term suspension shall make a judgement based on the facts of the circumstance. In addition, such short-term suspension shall be made only after a

- determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charge against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.
  3. The student shall be afforded an opportunity to explain the student's version of the facts to the principal.
  4. Within 24 hours or such additional time as is reasonably necessary following the suspension, the principal shall send a written statement to the student, student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
  5. An opportunity shall be afforded to the student, parents or guardian of the student to confer with the principal to work out a solution to the problem prior to returning to school. The principal shall determine who shall attend the conference in addition to the student and parents/guardians.

### **LONG TERM SUSPENSION**

Long Term Suspension shall mean the exclusion of a student from attending school for a period exceeding five school days but less than 20 school days.

### **EXPULSION**

Expulsion shall mean exclusion from attending school for a period not to exceed the remainder of the semester.

### **GROUND FOR SHORT TERM OR LONG TERM SUSPENSION, EXPULSION, EXCLUSION**

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
2. Sexual assaulting or attempting to sexually assault any student or any school employee.
3. Willfully causing or attempting to cause substantial damage to private or school property of small value.
4. Cause or attempting to cause physical injury to a school employee or to any student.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
7. Engaging in the unlawful selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia.
8. Engaging in the selling, using, possessing, or dispensing of material represented to be alcoholic beverages, tobacco, narcotics, drugs, controlled substances or inhalant.
9. The use of language which is profane or abusive to students or staff members.
10. Public indecency as defined in Nebraska statutes, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age.
11. Repeated violation of any of the rules adopted by the school district or the school.
12. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
13. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and teaching process.
14. Willfully violating the behavioral expectations for those students riding (District #25) *Fillmore Central Public School* buses.

## **DUE PROCESS PROCEDURES FOR LONG-TERM SUSPENSION OR EXPULSION**

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

1. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent.
2. If the superintendent deems further action appropriate, said party shall either send by registered or certified mail or by personal service the student and the student's parents or guardian a written notice within two school days of the date of the decision. Said notice shall include the following:
  - 2.1 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.
  - 2.2 The penalties to which the student may be subjected and the penalty which the principal has recommended in the charge.
  - 2.3 A statement explaining the student's right to a hearing upon request on the specified charges.
  - 2.4 A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - 2.5 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.
  - 2.6 A form or a request for hearing to be signed by such parties and delivered to the superintendent in person or by registered or certified mail.
3. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussion and settling the matter with appropriate school personnel prior to the hearing stage.
4. In the event that the superintendent has not received a request for hearing within five school days following receipt of the written notice, the punishment will be that recommended in the charge by the principal.
5. If a hearing is requested after the end of five school days following the actual receipt of the written notice, but prior to thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
6. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
7. In the event that a hearing is requested within five schools days from receipt of the written notice, the superintendent of schools shall appoint a hearing officer.

### **Hearing Procedure:**

1. Hearing Officer. The hearing officer shall be any person designated by the superintendent of schools. The hearing officer shall be an individual who has had not 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 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 superintendent shall appoint an administrative representative with the responsibility 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, and the student, 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, and the student, 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 of the legal counsel for the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the 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 student, the student's parents, 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. The student however shall not be required to testify in his/her own defense in which case he/she will not be subject to cross-examination nor will any conclusion be drawn there from. 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 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 of 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, 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, 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 review of the determination by the (District #25) *Fillmore Central Public School* Board of Education.
13. Review by District #25 Board of Education: Upon receipt of the request for review of the superintendent's determination, the (District #25) *Fillmore Central Public School* Board of Education or a committee of not less than three members shall, within ten 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 a substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education 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 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, such new or additional evidence, the (District #25) *Fillmore Central Public School* 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.

The final decision of the 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.

## **OTHER FORMS OF STUDENT DISCIPLINE**

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, 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, detentions, or time-outs during the day. When in-school suspensions, detentions, time-outs, after-school assignments, 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.

A principal (or designee) may determine that it is necessary to exclude a student from classes. In-school suspension or time-out may be used as an alternative to out-of-school suspension. The decision to remove a student from the classroom setting is made after a staff member has investigated the facts. Every attempt to notify the parent/guardian in a timely manner will be made, but it is important to understand that parents are not always readily available when a decision to exclude a student needs to be made. Disruptive behavior during the school day may result in an immediate time-out period spent in an isolated area, if available. The time-out will not exceed one (1) full day. In-school suspension will not exceed more than three (3) consecutive school days. Students are expected to complete class assignments and /or other assigned material during this time, and they will receive classroom credit for work appropriately completed.

## **REPORTING STUDENT LAW VIOLATIONS**

- (1) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
- (2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- (3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Fillmore Central Public School to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - (a) Knowingly possessing illegal drugs or alcohol.
  - (b) Assault.
  - (c) Vandalism resulting in significant property damage.
  - (d) Theft of school or personal property of a significant nature.
  - (e) Automobile accident.
  - (f) Leaving the school grounds without permission.
  - (g) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

## **ADDITIONAL STUDENT CONDUCT RULES**

The following additional student conduct rules are established. Failure to comply with such rules, including repeated violations, is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct 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.

## **THE 4 B's**

We expect all people in the elementary building to know and follow these expectations. We believe that when these expectations are being met, our schools can provide an excellent environment for learning to take place.

**BE SAFE**

**BE RESPECTFUL**

**BE RESPONSIBLE**

**BE KIND**

When rules are not followed there will be consequences that deal directly with the behavior displayed. School personnel will give consequences that are fair and appropriate for each individual student.

## **USE OF "TIME-OUT" OR "BORING" ROOMS**

Time-out or Boring rooms are unlocked and have lights. Students may be given a Time-Out when their behavior is affecting the safety or learning opportunities of others. The Time-Out Rooms will be used at the discretion of the building principal or other authorized school personnel. Our goal, through intervention techniques, will be to help the child rejoin their classmates as soon as we feel they can continue to be a positive participant in their, and others', education.

## **BEFORE/AFTER SCHOOL TIME**

Administrators, teachers, and paraprofessionals have the authority to detain students after school or require students to arrive at school early, or keep students in from recess for extra help, to make up late work, or for disciplinary action. Work schedules, extracurricular activities, baby-sitting, appointments, etc. are not acceptable reasons for being unable to stay after school. However, parents can choose to have their child fulfill their before/after school time the following day if schedules conflict.

## **CLASS CONDUCT**

This shall be based on mutual respect for each person's individual rights. The basic right of class membership is contingent upon non-infringement of the rights of others. The classroom teacher shall maintain a proper atmosphere conducive to good instruction. Pupils will conduct themselves in a respectful manner, be considerate of other people's rights, and participate in opportunities available. Faculty, staff, and substitute teachers will be addressed as Mr., Mrs., Miss, or Ms. Depending upon their preference. The privilege to remain in class is based upon appropriate behavior. No cursing or abusive language will be tolerated. Offenders may be suspended from the class or from school. Students are not permitted to sit on tables or counter tops and are prohibited from placing their feet on top of tables, chairs, or counter tops.

Any school sanctioned or sponsored event is considered a legal extension of the classroom and all school rules apply. This includes activities at other locations as well as local events.

## **STUDENT CONDUCT AT ACTIVITIES**

We encourage and expect parental support in the fostering of proper conduct at all school activities, elementary and high school. Students are subject to school rules while attending school-sponsored events.

## **PLAYGROUND RULES**

1. Always follow directions of playground supervisors.
2. Be Safe, Be Responsible, Be Respectful, Be Kind
3. Use safety at all times when playing on the playground equipment.
  - Keep hands and feet inside the slide
  - Slides are for going down; no climbing up
  - No jumping out of swings
  - No standing in swings
  - Students are not allowed to play tag on or around the equipment
4. When playing a game: be fair, take turns, and show good sportsmanship.

5. Ask for permission BEFORE you....  
Go back into the school  
Get a ball out of the street
6. No cutting in line or saving spots in a line for a classmate.
7. Enter and exit the school quietly – use your “indoor voice.”

### **HALLWAY RULES**

Always walk, do not run. Talk softly so other classes are not interrupted.

### **LUNCHROOM RULES**

1. No yelling
2. Use proper table manners
3. Clean up the area where you ate lunch
4. No cutting in line or saving spots in a line for a classmate
5. Walk, do not run when entering or leaving the lunchroom

### **BUS CONDUCT**

Riding the bus is a privilege. To ensure the safe transport of all students on school buses, all of the school rules, as well as those designated specifically for transportation, will be in effect. Violation of the rules will be reported by the driver to the school principal or designee who has the authority to suspend that student from bus transportation. The district has added video cameras to route buses and may use this technology to assist in determining if a rules violation occurred.

### **FIELD TRIP CONDUCT**

Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities, and/or celebrations of accomplishments. Field trips are a privilege. Decisions to exclude a student from a field trip are based on attendance, grades, late/missed work, behavior, conduct, or any combination of reasons, or any other reason deemed appropriate by the principal. Students will be held to the same rules they follow when regular class is in session.

### **REPORTING THREATS OR VIOLENCE**

Every student has the responsibility to report immediately any threat of violence, suicide or abduction to the building principal or a teacher. Any student having knowledge of such information without reporting it shall be subject to disciplinary consequences. Any student, upon receiving information that a person is threatening to commit an act of violence, shall: 1. assume the threat is serious; 2. immediately report the threat to a teacher or principal; 3. be available and cooperative in providing information; 4. the source (student) will remain anonymous to the greatest extent possible.

## **SPECIFIC RULE ITEMS**

### **ADULT VISITORS TO SCHOOL**

Visitors are asked to use the front doors to enter the elementary building. During the school day all other entrances will be locked. Visitors must sign in at the office and will be asked to wear a visitor badge. We encourage family members to stop in and visit our school at any time throughout the school year. We do ask that we be notified in advance of your visit.

Please keep in mind that short visits are best because they do not distract students who need the structured routine of a normal school day. Visitors coming for the sole purpose of observing will keep their visits to a length of 1 hour or less (this does not include staying for lunch). Visitors are not allowed to bring their children under school age with them to school for the visit or on field trips.

### **CHILDREN VISITING SCHOOL**

Visitations by school age children, who are not enrolled in Fillmore Central elementary, are restricted to the lunch time and lunch recess of the student they are visiting. Permission will always be granted or denied

on a case-by-case request.

#### **PARENT HELPERS/VOLUNTEERS**

Parents who come as “helpers” can stay as long as the teacher they are working with decides is an appropriate length of time. This will always be 1 hour or less. Parents who are helping or supervising our students are not allowed to bring their children under school age with them to the classroom or on field trips.

#### **PLAYGROUND**

The playground is unsupervised during non-school hours.

#### **LOST and FOUND**

Lost items should be reported to the elementary principal's office. The office will seek to return each article found to its rightful owner. Any articles unclaimed will be disposed of in a manner determined by the principal throughout the school year. It is not permissible to leave bags, books, or articles of clothing in the gym or hallways for extended periods of time.

#### **INSURANCE**

Student insurance will be available to all students. A school day plan and a 24 hour plan will be available if you are interested.

#### **TEXTBOOK USAGE**

Textbooks are the property of the school and are given to students to use throughout the school year. Normal wear and tear is expected. A textbook returned with excessive wear and tear, and/or abuse, as determined by the principal, may result in compensation from the student. Examples of excessive wear and tear may include, but are not limited too: ripped pages, pencil or pen markings, and damaged covers or bindings.

#### **ACCIDENTS**

Students are required to report any accident occurring in school that results in an injury. Students should report to a school staff member. When a child is injured or is ill at school and it is deemed necessary that treatment is beyond that which can be administered, the parent is contacted and asked to come for the child. In case of emergency, the procedures designated by the parents on the Student Registration Form will be followed. Unless parents or guardians expressly forbid, in case of dire emergency the school will call a physician or the Geneva Rescue Squad for assistance. Please inform the school of any changes in procedure that arise.

#### **APPROPRIATENESS OF ITEMS AT SCHOOL**

It is difficult to make a blanket policy on small items that children bring to school to show to their teacher and classmates. We will permit children to bring items if they serve a school purpose. It must be understood that it is the responsibility of the child to bring and return these items safely. The school or teacher cannot accept the responsibility for such items becoming broken or stolen. Generally speaking pets are not allowed at school. Should an occasion arise when a child wishes to show a pet to the class, arrangements should be made with the teacher ahead of time. The school is not responsible for lost, stolen, or damaged personal items.

#### **SCHOOL PARTIES / CELEBRATIONS / REWARDS / BIRTHDAY PARTIES**

The classroom teacher will organize room parties. Usually we honor 3 room parties a year – Fall, Winter, and Valentine’s Day. Birthday treats are permissible on the celebrated days. If treats are passed out, all will have a choice of taking one or not. All girl or all boy birthday invitations are allowed to be distributed at school, as long as every girl/boy in the class receives the invitation. Invitations inviting every student in the class are also allowed. In accordance with the district’s Wellness Policy, all foods offered on the school

campus will meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

1. The District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children or other comparable resources. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

#### **GUM AND CANDY**

Neither gum nor candy is accepted during school hours unless provided by the classroom teacher due to a special occasion.

#### **SEARCHES OF STUDENT'S PROPERTY**

An administrator or the administrator's designee may search a student's property (including, but not limited to, the contents of the student desk, locker, automobile, pockets, purses, or backpacks) when there is reasonable cause to believe that search will disclose evidence of violation of a law, statute, board policy, or school rule.

#### **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. Law enforcement agencies/social services may question students prior to parental notification if deemed appropriate due to suspected child abuse or neglect. Typically, parents/guardians are asked to be present prior to questioning by law enforcement agencies if their child is the suspect.

#### **BICYCLES**

Bicycles should be parked in a bicycle rack.

#### **LOCKDOWN, LOCKOUT, EVACUATION, SHELTER, and HOLD DRILLS**

Lockdown, Lockout, evacuation, shelter, and hold drills will be held periodically throughout the year to ensure proper procedures in case of emergencies. Each classroom will have procedures and exit routes posted.

#### **CLASSROOM/TEACHER ASSIGNMENTS**

Any pupil may be assigned, at the discretion of school officials, to the grade level, class, or teacher most appropriate for the academic, social, and emotional development of the pupil. Judgments about the appropriateness of pupil assignment are the prerogative of the professional employees of the district.

#### **USE OF ELECTRONIC DEVICES**

Students are prohibited from using electronic devices while at school, except as provided in this policy. For purposes of this policy, electronic devices shall include, but are not limited to: mp3 players, Ipods, hand held games, tablets, smart watches, and cell phones.

Students may use electronic devices on school sidewalks, in school parking lots, and after school from 3:05 – 3:40 in the bus waiting area, as long as they do not create a distraction or a disruption. Students may not have electronic devices while they are anywhere else in the building. During school hours students must keep their electronic devices turned off.

Students may not use electronic devices while riding school vehicles unless they have received permission from the driver or sponsor of the vehicle.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of an electronic device or for any communication made using an electronic device.

### **CELL PHONES**

Cell phones are prohibited from being used while students are in the school building at any time, and while at any elementary school related function ~ specifically field trips, or while in a school vehicle. They may be used while on school grounds, but the student must be outside of the building, and it must be before the school day begins (8:05 a.m.) or after the school day ends (3:05 p.m.).

Students may keep their cell phone on their person. If a cell phone is confiscated parents/guardians will be required to pick up the phone from the school. It will not be sent home with the child at the end of the day.

By bringing a cell phone to school, students and parents consent to the phone being searched. Furthermore, repeated violations of the cell phone policy will result in the student not being allowed to carry a cell phone.

### **DVD PLAYERS AND LASERS**

DVD players, or other devices that play movies, and lasers, are not allowed at school, on school grounds, or in school vehicles at any time.

### **MORNING MILK**

Students in Kindergarten and 1<sup>st</sup> grade have a snack time each day. Milk is served with the snack, but must be paid in advance. However, credit for morning milk will be given until the 2<sup>nd</sup> Friday, after the quarter begins. At that time, if payment has not been received, the child will be offered water, instead of milk, during morning snack time.

### **TELEPHONE USE**

Office personnel will gladly cooperate with parents or guardians to get messages to students during school hours during times, which do not disturb class instruction time, unless it is an emergency. We seek your understanding and support to limit class disruption. We understand you may need to contact your student, and calls related to school needs and extensions of school functions are legitimate uses.

### **CONCERNS**

Fillmore Central Elementary School has a chain of command to follow when dealing with problems/concerns. Should there be a concern about something that may have happened or is happening, curriculum or any non-curriculum matters, please follow these steps:

1. Contact the child's teacher first. Discuss the problem and search for possible solutions together. If it cannot be resolved at this level, then...
2. Contact the principal, 759-3184, for a conference. If you do not feel the situation has been given proper consideration or resolved after this step, then you may seek further recourse by contacting the superintendent of schools.

### **POSTERS and SIGNS**

All posters and signs designated to be posted must have the approval by the principal before being posted. Failure to do so will result in the removal of the posting and may include disciplinary consequences.

### **STUDENT REGISTRATION FORMS**

Student enrollment cards provide us with important information. Please contact the school in regard to any changes throughout the year.

## DRESS CODE

Students will not be allowed to wear clothing that is derogatory in nature, unsafe, or that interrupts the learning environment. This includes, but is not limited to: clothing that is disruptive due to the amount of skin or body revealed, rude and/or vulgar messages on shirts and pants or shoes with wheels.

## STUDENT HEALTH

### IMMUNIZATIONS

The state of Nebraska requires that students be immunized against the following diseases **prior to enrollment**, and any student not in compliance **shall not be permitted to continue in school**.

- measles, mumps, and rubella (MMR) 2 times
  - poliomyelitis 3 times
  - diphtheria, pertussis, tetanus (dpt) 3 times
  - Hepatitis B 3 times
  - Chicken Pox 2 times
- ☐ Instead of a chicken pox vaccination, the state of Nebraska and Fillmore Central Public Schools will also accept written verification that your child has had chicken pox. The school nurse has a form available for this written verification.

Students may be provisionally enrolled in a Nebraska school if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible.

A nurse is available on a limited basis at the school. Professional review of immunization, health recording, as well as health screening will be handled through the nurse.

In cases that warrant more than first aid treatment, the parent will be contacted for further action. Under state law, our nurse is required to update immunization reports, and all new students entering our school either as a kindergarten student or a transfer student will need to furnish the nurse an immunization form (furnished by her office).

School health services are intended to support, not substitute for, the health care that should be provided by parents.

A physical inventory (height, weight, vision, hearing) will be done on each student during the school year and the finding recorded in their permanent file. Parents will be notified by phone or mail of the results or recommendations, only if concerns arise.

### ASTHMA & ALLERGIC REACTION PROCEDURES

A state regulation became effective on October 1, 2003. This regulation requires that our school be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a **life threatening** asthma attack or systemic allergic reaction (anaphylaxis).

The protocol requires that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief (commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by Dr. Jason Bepalec of Family Medical Clinic in Geneva, Nebraska.

If you know that your student has asthma or a known allergy, it is ***critically important*** that you communicate this information to our school staff. You may contact Amy Rust, health para, or any building principal. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician (using the schools medication form). In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school.

If you have questions or concerns about the protocol or your student's health issues, please contact Amy Rust, school health para, or any building principal.

### **MEDICAL EXCLUSION FROM SCHOOL**

It is for the well being of your child's health and his/her classmates that we have certain school policies on when a child should not be in school exposing other students, but at the same time we do not want a child absent from school so often or for such an extended period of time that they get behind on their class work. Our school policies are:

1. Parents of sick children will be contacted and the school expects the child to be picked up within 1 hour of notification.
2. Exclusion of children with a temperature of 100 degrees or above, symptoms of vomiting, diarrhea, or a suspicious contagion.
3. Any pupil with a rash must be excluded until the disappearance of the rash. If the physician recommends that the child be readmitted, with a written notice to that effect, the admittance is acceptable.
4. Some contagious infections require treatment and the student may return to school 24-48 hours after verified treatment has been initiated and/or when the physician permits return in writing. These diseases include but may not be limited to: Pinkeye, Impetigo, Intestinal Worms, Ringworm, Scabies, Scarlet Fever, and/or Strep infections.
5. Contagious infections such as Chicken Pox, CMV, (CytomegaloVirus), Infectious Mononucleosis, Influenza (Flu), Fifth's Disease, Hepatitis, and Tuberculosis require that the student's symptoms be altered or absent before they are readmitted to school unless we have a physician's statement, in writing, stating otherwise.
6. Life threatening contagious infections without known treatment may require exclusion from regular school attendance. These diseases include but may not be limited to: AIDS, Chronic Hepatitis, etc.
7. Students may be excluded from school under "Emergency Exclusion" for a dangerous communicable disease that is transmissible by normal contact and/or poses an imminent threat to health. Students can be excluded from school and school functions for up to five (5) school days.

### **COMMUNICABLE AND INFECTIOUS DISEASES**

It shall be the responsibility of the Fillmore Central Public School principal(s) to assist in meeting the provisions of the State Health Department covering communicable and contagious diseases by promptly reporting to the superintendent the presence of such diseases. Parents are requested to inform the principal and superintendent if their child has contracted a contagious or communicable disease. The principal shall not reenter any such student except under circumstances described below.

Students will be excluded from school for the following communicable diseases and prescribed periods of time:

1. Measles (Rubeola): A student may return to school the fifth day after the onset of the rash. The State Health Department must be notified immediately and will advise the school regarding

exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to rash.

2. Three day measles (Rubella): Students may return to school four days after the onset of a rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to rash.
3. Fifth Disease: A student may attend school while rash is still present if there is no fever, excessive itching, sore throat and other discomfort.
4. Mumps: A student may return nine days after the onset of parotid swelling. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease.
5. Chicken Pox (Varicella): A student may return to school after one week if symptom free and pox are dried.
6. Shingles (Herpes zoster): A student may return to school after all lesions are dried. Rare in students – may return with lesions covered or as the doctor advises.
7. Streptococcal infection: A student may return to school 24 hours after the start of antibiotic therapy and afebrile (no fever).
8. Ringworm, impetigo, scabies, and pinkeye (conjunctivitis): A student must remain out of school at least one day and until treatment has begun. Children with mild scabies, lice, impetigo, tinea corporis and conjunctivitis can be sent home with instructions not to return until the condition improves or a physician states admission is acceptable.
9. Head lice: Students can be excluded from school until they are determined to be louse free.
10. Hepatitis: A student will be readmitted upon approval of a family physician.
11. Scarlet Fever: A student may return to school 24 hours after starting antibiotics.
12. Elevated Body Temperature: Students with temperatures over 100 degrees will be sent home. They may return after being fever free for 24 hours.

## **MEDICATION**

Fillmore Central Public Schools recognizes that at the present time, many children are only able to attend school because of the effective use of medications in the treatment of chronic disabilities or chronic and acute illnesses. Any student who is required to take medication during the regular school day must comply with the following school regulations. **Medication must be brought into the school by an adult and picked up by an adult.**

1. All medications, including cough drops, over-the-counter, prescription, and Epi-Pens, must be turned in to the office.
2. Written authorization signed by the parent will be required for prescription medicine and will include:
  - a) child's name    b) name of medication    c) time to be administered
  - d) dosage            e) duration
3. Prescription medications **must** be in the prescription bottle from a pharmacy otherwise they will **not** be administered at school.

4. Parents should check with the physician on the timing of medications. It may be possible to eliminate the need to give medications during school hours.
5. Over-the-counter medications brought from home will only be dispensed if in original container and a written authorization has been signed by the parent containing the same information as under #2 of this policy.
6. The parents of the child must assume responsibility for informing the school of any changes in the child's health or change in medication.
7. The school district retains the discretion to reject requests of administration of medicine.
8. Medication will only be dispensed by the school nurse or those appointed to do so by the school principal.
9. Do not send prescription medication on the bus to school with your child. This can create a safety hazard for your child and others.

#### **ALCOHOL AND ILLICIT DRUG USE PROHIBITED**

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

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

The Board will implement and support curricular materials and activities that teach about the harmful effects of alcohol and illegal drugs and serve as prevention and intervention programs.

#### **TOBACCO USE PROHIBITED**

It shall be the policy of Fillmore Central Public School that in order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, it is the Board's policy that there will be no smoking in any school building or any school owned vehicle at any time.

School employees, volunteers, and students possessing, using, selling, or dispensing tobacco, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc. will be disciplined according to school and/or pertinent state law.

## **STATE AND FEDERAL PROGRAMS**

#### **NOTICE OF NONDISCRIMINATION**

The Fillmore Central School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Josh Cumpston, Superintendent of Schools  
1410 L Street  
Geneva, Nebraska 68361  
(402)759-4955, [josh.cumpston@fillmorecentral.org](mailto:josh.cumpston@fillmorecentral.org)

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the Superintendent of Schools. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

#### **NOTIFICATION OF RIGHTS UNDER FERPA:**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
  2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
  3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office; U.S. Department of Education;  
400 Maryland Avenue, S.W.; Washington, D.C. 20202-4605

#### **Title I Parental Involvement Policy**

Fillmore Central commits to meeting all requirements of the No Child Left Behind Act of 2001 as they apply to all Title I programs conducted within the District. This Policy and all procedural steps included in the implementation of this Policy have been developed jointly with parents and will be reviewed, evaluated regarding its effectiveness, and updated annually at a scheduled meeting for this purpose, held at a convenient time for staff and parents. Parents are encouraged to provide input into such review, evaluation and possible revisions. This Policy will be distributed to all parents annually, in a language that parents can understand.

The District recognizes the unique needs of students who are being served through the Title I Program and stresses the importance of parental involvement in the academic success of their children. Opportunities will be provided for parent involvement in their child's education in the following manner:

1. Parents will be involved in the planning, review, and improvement of the Parent Involvement Policy and School/Parent Compact through at least one annual meeting held at a convenient time.
  - The annual meeting will be held each fall during the back to school open house. The meeting will inform parents about their child's participation in Title I, explain what Title I is, and the requirements for Title I.
2. The District will strive to increase opportunities that will help build the capacity for strong parental involvement in all aspects of the District's programs.
  - Fillmore Central will strive to increase Parental Involvement through meetings, materials provided to parents to provide assistance, and encourage volunteer opportunities within the school.
3. Parents will be provided timely information regarding the District's curriculum, academic assessments used, and proficiency levels expected of all students through a variety of communication methods utilized by the District to inform and involve parents as a partner in their child's academic success.
  - Parents will receive information through the student handbook, access to curriculum on the school website, Title I teacher website, parent teacher conferences, report cards and progress reports.
4. Parents will be provided opportunities to participate, as appropriate, in decisions relating to the education of their children regarding such matters as curriculum, assessments and student performance standards as well as the planning of effective parental involvement activities.
  - Parents will be given opportunities to participate in the development of Fillmore Central's School Improvement Plan, EPAC (Elementary Parent Advisory Committee), and the Title I Targeted Assistance Self-Review document. Other activities to involve parents may include: Proud Panther Night, math night, reading night, etc.
5. The District will coordinate and integrate parental involvement programs and activities with other community programs.
  - These programs may include: Head Start, Title III and Migrant programs, public library, public preschool (TYKE), Blue Valley, and Summer Reading.
6. Parents will be provided assistance, opportunities, and/or materials to help them understand the topics relating to their child's academic achievement in a format, and when feasible, in a language they can understand. This includes participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
  - These opportunities will be provided by the school staff through a variety of means of communication such as parent-teacher conferences, handbooks, teacher websites, progress reports, and other school publications.
7. The District will conduct an annual evaluation of the content and effectiveness of the parental involvement policy.
  - A survey of parents is conducted to determine if their needs have been met and barriers prohibiting their participation in their child's education have been identified and reduced.

#### **NOTICE CONCERNING STAFF QUALIFICATIONS**

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Fillmore Central Public 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 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 the building principal. Finally, Fillmore Central will give timely notice 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.

**STATE-WIDE WEB BASED SPECIAL EDUCATION STUDENT RECORD SYSTEM (SRS)**

In order to help make student records for Special Education students more accessible to parents and school personnel, we are using the statewide Student Record System (SRS). SRS is an online system that utilizes a secure site on a UNL server. The site is secure and will only be accessible to the child's parents, case manager, and building supervisors. At your child's initial IEP meeting you will be given the site address, your assigned user name and single-use password. If you do not have access to the internet, you will still receive paper copies of your child's IEP and other forms as in the past. Please contact the Elementary School Office if you have questions or concerns.

# Calendar

# Grading For Learning

# Grading For Learning

**THE FOLLOWING PAGES CONTAIN  
FORMS TO BE COMPLETED BY  
PARENTS AND STUDENTS**

- **Complete the forms**
- **Remove forms from handbook**
- **Give forms to your child's teacher or school office**
- **Keep the handbook for your reference**

**PLEASE READ, SIGN, AND RETURN FORMS  
BEFORE MONDAY, AUGUST 24, 2020**

**THANK YOU FOR YOUR COOPERATION**

**FILLMORE CENTRAL ELEMENTARY STUDENT REGISTRATION FORM**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street/RR/Box # \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**Ethnic Background**

Part A: (Choose only one). \_\_\_\_\_ No, not Hispanic/Latino \_\_\_\_\_ Yes, Hispanic/Latino

Part B: (Choose one or more). \_\_\_\_\_ American Indian/Alaska Native \_\_\_\_\_ Asian  
\_\_\_\_\_ White \_\_\_\_\_ Black or African American  
\_\_\_\_\_ Native American or Other Pacific Islander

**FAMILY INFORMATION**

Lives with :(circle one) Both Parents    Father    Mother    Father/Step-mother    Mother/Step-father    Other: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Home Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Cellular Phone #1 \_\_\_\_\_

Cellular Phone #2 \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Employer \_\_\_\_\_

Employer \_\_\_\_\_

Active Military/National Guard \_\_\_\_\_ Yes \_\_\_\_\_ No

Active Military/National Guard \_\_\_\_\_ Yes \_\_\_\_\_ No

E-mail address where you would like to receive school information: \_\_\_\_\_

Other children in family: \_\_\_\_\_

**DISMISSAL INFORMATION**

My child will usually get home after school by (circle one): bus    walk/bike    parent/friend/sibling pickup    other, \_\_\_\_\_

**Please list individuals who have your permission to pick up your child:**

**"PLANNED" EARLY DISMISSAL PROCEDURES**

Students who usually walk or bike home, ride the bus, or have a parent/sibling/friend pickup after school each day, as indicated on the registration form, will do the same when there is a **planned, early dismissal**. **We have 8 planned early dismissals: The last day of school, Thanksgiving, Christmas, Easter, and four teacher in-service afternoons.** It is the parent/guardian's duty to instruct the office, in writing, by phone call, or by e-mail, if your child's usual after school plan will differ when there is a **planned, early dismissal**.

**EMERGENCY INFORMATION**

Contacts in case of sickness or emergency and parents cannot be reached:

Name \_\_\_\_\_

Daytime or Cellular Phone \_\_\_\_\_

Name \_\_\_\_\_

Daytime or Cellular Phone \_\_\_\_\_

Doctor's Name \_\_\_\_\_

Doctor's Phone \_\_\_\_\_

I, the undersigned, do hereby authorize officials of Fillmore Central Public School, District No. 25, to contact directly the persons named on this form, and do authorize the named physicians to render such treatment as may be deemed necessary in an emergency for the health of said child. In the event that other persons named on this form or parents cannot be contacted, the school officials are hereby authorized to take whatever action is deemed necessary in their judgment for the health of the aforesaid child. I will not hold the school district financially responsible for the emergency care and/or transportation for said child.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Health History

Fillmore Central Public School

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Sex \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Name \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

### TYLENOL \_\_\_\_\_ YES \_\_\_\_\_ NO

Fillmore Central Public Schools has my permission to give my child Tylenol for minor aches and pains. Tylenol will be administered according to the recommended dosage.

### COUGH DROPS \_\_\_\_\_ YES \_\_\_\_\_ NO

Fillmore Central Public Schools has my permission to give my child cough drops for a cough and / or sore throat. Cough drops will be administered according to the recommended dosage.

The following information is requested to assist the school in responding appropriately to your child's health needs.

#### A. Previous History

Please explain any "yes" answers

1. Were there any significant health concerns during pregnancy? \_\_\_ No \_\_\_ Yes \_\_\_\_\_
2. Was this pregnancy less than nine months? \_\_\_ No \_\_\_ Yes \_\_\_\_\_
3. Were there any medical problems at birth? \_\_\_ No \_\_\_ Yes \_\_\_\_\_

#### B. Check conditions that pertain to your child or that a doctor has observed and THE DATE DIAGNOSED.

- |                                                      |                                                        |                                                |
|------------------------------------------------------|--------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Sleeping problem _____      | <input type="checkbox"/> Hives _____                   | <input type="checkbox"/> Kidney problems _____ |
| <input type="checkbox"/> Eating problem _____        | <input type="checkbox"/> Chicken Pox _____             | <input type="checkbox"/> Heart problems _____  |
| <input type="checkbox"/> Coordination problem _____  | <input type="checkbox"/> Frequent colds _____          | <input type="checkbox"/> Diabetes _____        |
| <input type="checkbox"/> Tires easily _____          | <input type="checkbox"/> Hay fever _____               | <input type="checkbox"/> Rheumatic fever _____ |
| <input type="checkbox"/> Recurrent headaches _____   | <input type="checkbox"/> Asthma _____                  | <input type="checkbox"/> Pneumonia _____       |
| <input type="checkbox"/> Weight problem _____        | <input type="checkbox"/> Nosebleeds _____              | <input type="checkbox"/> Eczema _____          |
| <input type="checkbox"/> Allergies _____             | <input type="checkbox"/> Blow to head _____            |                                                |
| <input type="checkbox"/> Loss of consciousness _____ | <input type="checkbox"/> Convulsions or seizures _____ |                                                |
| <input type="checkbox"/> Other _____                 |                                                        |                                                |

#### C. Illness and Accidents

Please explain any "yes" answer.

1. Has there been more than one ear infection each year? \_\_\_ No \_\_\_ Yes \_\_\_\_\_
2. Have there been any hearing problems? \_\_\_ No \_\_\_ Yes \_\_\_\_\_
3. Has there been a vision problem? \_\_\_ No \_\_\_ Yes \_\_\_\_\_
4. Has your child been hospitalized or had surgery? \_\_\_ No \_\_\_ Yes If yes, please specify: \_\_\_\_\_

#### D. Current Health Status

1. Does your child take medicine regularly? \_\_\_ No \_\_\_ Yes  
Please list: \_\_\_\_\_
2. Does your child have a health condition now under treatment? \_\_\_ No \_\_\_ Yes  
Please list: \_\_\_\_\_ Physician: \_\_\_\_\_
3. Date of last medical exam \_\_\_\_\_ Dr. \_\_\_\_\_
4. Date of last dental exam \_\_\_\_\_ Dr. \_\_\_\_\_

#### E. Family History

1. List any family health problems or additional information (if any) \_\_\_\_\_

**FILLMORE CENTRAL ELEMENTARY SCHOOL**

**Student** \_\_\_\_\_ **Grade** \_\_\_\_\_

**STUDENT/PARENT HANDBOOK FORM:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

I have read the Student/Parent Handbook and understand the regulations outlined therein will be followed. I understand that should there ever be a question about compliance with these regulations, I may request a conference with the principal to discuss the matter.

**MEDIA RELEASE:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

I give my permission to release information to the news media about the above named student(s) as it relates to academic and activity accomplishments.

**PUBLISHING STUDENT WORK :** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

I give my permission to publish student work or projects on the world wide web (internet).

**INSURANCE:** \_\_\_\_\_ **YES** (I am taking coverage insurance; form enclosed)

\_\_\_\_\_ **NO** (Not taking coverage)

**DRUG FREE POLICY:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

I have received notice and understand the Drug Free Student Policy of the Fillmore Central Public School District.

**IN-TOWN FIELD TRIPS:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

I give my permission for my child to accompany his/her teacher on school field trips within the city limits of Geneva during the current school year.

**OUT-OF-TOWN FIELD TRIPS:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

I give my permission for my child to accompany his/her teacher on school field trips outside the city limits of Geneva during the current school year.

**ENGLISH IS OUR HOME LANGUAGE:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

If you checked "NO," please list the primary language(s) spoken in your home? \_\_\_\_\_

**MY CHILD TAKES A DAILY PRESCRIPTION MEDICATION:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

If you checked yes, please stop at the office and complete a prescription medication form.

**AUTOMATED CALLING SYSTEM**

Fillmore Central Public Schools uses an automated phone calling system to notify parents of emergencies, school closings, etc. Only three phone numbers per household will be called. Please carefully consider the phone numbers you would like our automated system to call. For those parents/guardians with more than one child in school, the automated calling system will automatically detect duplicate numbers, and will not call you more than once at that number.

Phone Numbers you choose: \_\_\_\_\_ Is this number: home work cell  
(Please circle one)

\_\_\_\_\_ Is this number: home work cell  
(Please circle one)

\_\_\_\_\_ Is this number: home work cell  
(Please circle one)

**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

## **FILLMORE CENTRAL ACCEPTABLE USE OF COMPUTERS AND NETWORKS POLICY**

### **STUDENT'S AGREEMENT**

In order to make sure that all members of Fillmore Central Public School community understand and agree to these rules of conduct, Fillmore Central Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Fillmore Central Public School, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Fillmore Central Public School and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Fillmore Central Public School, any of its employees, or any institution providing network access to Fillmore Central Public School responsible for the performance of the system or the content of any material accessed through it.

**Student's Name** \_\_\_\_\_

**Student's Signature (when able)** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **PARENT'S AGREEMENT**

In order to make sure that all members of Fillmore Central Public School community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Fillmore Central Public School. As the parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Fillmore Central Public School responsible for materials acquired or sent via the network.

I agree not to hold the Fillmore Central Public School, any of its employees, or any institution providing network access to Fillmore Central Public School responsible for the performance of the system or the content of any material accessed through it.

**Student's Name** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

# Fillmore Central Middle School

## *2020-2021 Parents and Student Handbook*



**Our Mission: Excellence, Responsibility, and Life-long Learning**

### School Fight Song

Fillmore Central Middle School; to the Panthers we'll be true!  
Fillmore Central Middle School; our loyalty is with you,  
Silver, Black and Purple; reign supreme and true,  
We are making History, marching on to Victory!!!

### School Colors

Black, Silver, and Purple

### School Mascot

Panthers

### School Address & Telephone

Fillmore Central Middle School  
950 F Street, Box 157  
Fairmont, NE 68354  
Phone: (402) 268-3411  
Fax: (402) 268-3491

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## Welcome

Welcome to Fillmore Central Middle School for the 2020-2021 school year. The administration, faculty, and support staff are looking forward to the coming school year and hope it is very rewarding for you. Many of you have already attended FCMS; we welcome you back. To those of you attending for the first time, we welcome you to Fillmore Central Middle School.

## Introduction

This handbook has been prepared to acquaint you with the curriculum, student services, and activities available to you at FCMS. Also included are the policies, which we all must observe in order to maintain the best possible learning environment. Please read this booklet carefully and refer back to it as needed.

**It is our belief that young people must assume the responsibility for their actions and attitudes.** This is the primary step in growing up. The school exists for the purpose of assisting you in the learning and maturing process. Acceptable behavior is expected of all students. This behavior must reflect good taste, decency, and sensitivity to the rights and property of others. In order to function properly, public school education must provide an equal learning opportunity for all students. In addition to the regular curriculum, principles and practices of good citizenship must be taught and demonstrated.

The rules and standards in this handbook apply to all school buildings or any school grounds during, immediately before, or immediately after school hours. They also apply to any school-sponsored function or event whether on or off school grounds. This handbook does not define all types and aspects of student conduct. However, the Board of Education has the responsibility to set forth policies, rules and regulations to help students conduct themselves in a proper manner as good citizens of a school community.

Policy explanations in this handbook are superseded by any and all school board policies passed regarding any of the items. Notification of any changes will be made available to students and parents. In addition, items may need to be revised to meet new laws, regulations, or situations. Any questions related to them should be referred to the school administration. This handbook is in effect until the issuance of a new edition. The student handbook is not intended to be all-inclusive; therefore, a student committing an act not listed will nevertheless be subject to the discretionary authority of the Fillmore Central Middle School.

## To the Parent/Guardian

It is the purpose of this handbook to help familiarize you with the school. Cooperation between the home and school is more easily achieved as we become better acquainted. Without your cooperation, it is difficult for the school to help your child reach his/her educational goals. **It is necessary that all parents/guardians review this handbook with their children** so that complete understanding is reached on procedures, policies and regulations at Fillmore Central Middle School.

## District Mission Statement

Fillmore Central Public School's mission is to provide all students the opportunity and support to achieve excellence, develop responsibility, and become life-long learners.

## Beliefs

The following belief statements reflect the fundamental values and priorities of the Fillmore Central Public Schools.

We believe:

1. In the worth of the individual.
2. All students can learn.
3. Learning is a lifelong process.
4. In a positive, safe, and secured learning environment.
5. That education is a shared responsibility of teachers, students, home, and the community.
6. In a quality education.
7. In a broad-spectrum curriculum to meet all student needs.
8. That effective schools have effective leaders.
9. That public education benefits the entire community.

### **Telephone Directory**

In an effort to help our parents and students, we have included a listing of phone numbers most often used in our school district. Email addresses of middle school personnel may be found on the school's website – [www.fillmorecentral.org](http://www.fillmorecentral.org).

|                                                      |          |
|------------------------------------------------------|----------|
| Josh Cumpston, Superintendent of Schools             | 759-4955 |
| Ryun Theobald, Senior High Principal                 | 759-3141 |
| Steve Adkisson, Middle School Principal              | 268-3411 |
| Aaron Veleba, Elementary Principal                   | 759-3184 |
| Steve Adkisson, Middle School Activities Director    | 268-3411 |
| Ryun Theobald, High School Activities Director       | 759-3141 |
| Gabe Eberhardt, Assistant Activities Director        | 759-3141 |
| Becky Adkisson, Elementary Guidance Counselor        | 759-3184 |
| Becky Adkisson, Middle School 5/6 Guidance Counselor | 268-3411 |
| Denise Betts, Senior High Guidance Counselor         | 759-3141 |
| Denise Betts, Middle School 7/8 Guidance Counselor   | 268-3411 |
| Bob Taylor, Transportation Director, Bus Barn        | 759-3632 |
| Bob Taylor, Transportation Director, Cell Phone      | 759-1034 |

### **Middle School Staff**

#### **Administration**

Josh Cumpston, Superintendent  
Steve Adkisson, FCMS Principal

#### **Core Teachers**

Sally Bailey, 5<sup>th</sup> & 6<sup>th</sup> grade Social Studies and 6<sup>th</sup> Reading  
C.C. Fitzgerald, 5 – 8 Math  
Cathy Kimbrough, 5<sup>th</sup> & 6<sup>th</sup> grade Math  
Aaron Lauby, 7<sup>th</sup> & 8<sup>th</sup> grade History  
Alex Moses, 5<sup>th</sup> & 6<sup>th</sup> grade Science and 5<sup>th</sup> Reading  
Rhonda Schiermeyer, 7<sup>th</sup> & 8<sup>th</sup> grade Math  
Hailey Steider,, 5<sup>th</sup> and 6<sup>th</sup> grade Language Arts and 5<sup>th</sup> Reading  
Jennifer Stengel 7<sup>th</sup> & 8<sup>th</sup> grade Language Arts and Reading Intervention  
Wheeler, John, 7<sup>th</sup> & 8<sup>th</sup> grade Science

#### **Non-Core, Exploratory, and Elective Classes**

Susan Biba, Family & Consumer Science, Health  
Shad Eberhardt, Physical Education  
C.C., Fitzgerald Business and Technology  
Ben Kaye-Skinner, Instrumental Music  
Jill Shipley, Art  
Jeff Schwarz, Vocal Music  
John Wheeler, 7<sup>th</sup> & 8<sup>th</sup> grade Science, History of Natural Disasters  
Jeff Wusk, Industrial Technology  
Aaron Lauby, Research and Analysis  
Rhonda Schiermeyer, Math Art

### **Resource/SPED Staff**

Bergen, Angela, Special Education  
Friesen, Vickie, Success III  
Robinson, Dana, Language Intervention  
Straight, Jenise, SLP  
Tobis, Matt, Special Education

### **Support Staff**

Adams, Misty, Para Educator  
Coleman, David, Para Educator  
Coon, Sandy, Para Educator  
Kamler, Susan, Library Paraprofessional  
Lukes, Crystal, Health Paraprofessional  
Scott, Lori, Secretary  
Uldrich, Traci, Para Educator

### **Student Testing & Surveys**

School policy (#7205) dictates that the school must provide advanced, written notice of any standardized testing required of a child. Parents are thus notified that students in grades, to be determined as dictated by Nebraska State Standards, will be administered a standardized achievement test in the months of March and April. All 5<sup>th</sup> - 8<sup>th</sup> grade students will be involved with Nebraska State Standards and Assessments, covering language arts, math, science, and social studies. Students will be tested in both the fall and spring using the NWEA Measure of Academic Progress standardized test. Test will be given in the areas of science, math, reading, and language usage.

The policy further states that the school must give advanced, written notice of any survey that may tend to inquire into the values, beliefs, or privacy of any student or family. Parents are permitted to observe this survey before administration. If a parent finds it objectionable, he/she must, in written form, notify the school of his objection. That student may then be excused from completing the survey.

### **Student Fees Policy**

Fillmore Central Public Schools has a student fees policy in accordance with Nebraska Student Fees Authorization Act. This policy allows for the collection of fees for various classes and extra-curricular activities. A list of fees is available from the building principal. Students who qualify for free or reduced lunch according to the federal hot lunch program guidelines may apply for a waiver of certain fees. These include fees for A) participation in extra curricular activities, B) materials for course projects, C) spectator admission fees and D) use of musical instruments. Fee waiver applications may be obtained from the principal's office and must be submitted prior to the start of the activity/class for which the fee is being applied.

### **Activities**

Extracurricular activities will be available for students depending on grade level. More detailed information is available in the Activities Handbook.

### **Breakfast and Hot Lunch Program**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. School breakfast will be served in the cafeteria from 7:40 a.m. – 8:00 a.m.

### **USDA Nondiscrimination Statement**

**For all other FNS nutrition assistance programs, State or local agencies, and their Sub recipients, must post the following Nondiscrimination Statement:**

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-83.39. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_clist.html](http://www.ascr.usda.gov/complaint_filing_clist.html), and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

### **Attendance**

School begins at 8:07 a.m. and dismisses at 3:20 p.m. for all students. By being in attendance regularly, students learn more, meet the standards for "regular" attendance as specified by **state law statute 79-209**, and establish a record many employers consider in hiring. Both absences and tardies are recorded on a per period basis and become a part of each student's disciplinary record. Such records are held three years after graduation.

### **Notifying The School Regarding Absences**

If your child is unable to attend school, a telephone call to the school office, on or before the day of absence, prior to 8:30 a.m., is requested. If you do not call to inform the school why your child is absent, we will make an attempt to contact you. If our attempt to contact you fails, we will notify local law enforcement officials that your child is unaccounted for.

### **Excessive Absences & Truancy**

NE Statute 79-209 and FCPS Board Policy #5100 states that a student who accumulates more than five (5) unexcused absences per semester or more than twenty (20) absences, including at least one (1) unexcused absence, in a school year is "excessively absent".

FCPS Board Policy #5100 requires that in a case where a student has accumulated five (5) days of unexcused absences in a semester, or the hourly equivalent, the parent/guardian will be contacted concerning absences from the principal or his designee.

In any case where a student has accumulated twenty (20) days of absenteeism in a school year, and any of those absences are by choice (unexcused), then the building principal or his designee shall initiate a series of events to determine if a case of truancy or excessive absenteeism exists. Such a process must include a meeting held between school officials and a parent/guardian of the student. If the determination is made that a case of truancy or excessive absenteeism exists then the building principal or his designee will attempt to work with the student and their family to bring about an acceptable resolution to the problem. In cases where a student's attendance continues to be an issue beyond the attempted resolution of the problem, the building principal or his designee shall notify the county attorney's office and request that the issue be investigated. Absences due to Verified Placement may be excluded from this calculation.

### Types Of Absences

The principal reserves the responsibility to judge the validity of all excuses and to categorize according to the five categories outlined below:

**VERIFIED PLACEMENT EXCLUSION:** Verified Placement absences are absences in which it is determined that a student must miss school due to extraordinary circumstances. These absences would include serious illness, serious injury, or hospitalization that can be verified by a health professional such as a doctor, a dentist, or a counselor. Other examples would include out-of-school suspensions; and/or placement in an institution to modify behavior and/or to change a student's residence as long as the student participates in an educational program with the approval of Fillmore Central Middle School. All such absences must have written or verbal verification from the person responsible for treatment, specifying the amount of time the student will be or has been absent from school due to the condition of the student's health and/or behavior. Verification must be received no more than 2 school days after the day of the absence. For extended absences, the verification must be received no more than 2 school days after the first day of absence. **Cases of mild or moderate illness or injury do not qualify for Verified Placement status even in cases where notification is provided by a health professional.**

**EXCUSED:** Excused Absences are absences not classified as Verified Placement for which it is deemed necessary for a student to miss school. Such absences might include absences caused by illness, injury, appointments, family bereavement, family gatherings which require total family involvement, weddings (by prior parental permission only); family emergencies; family vacations (while permitted, vacations during the year are discouraged); court appearances; meetings with a probation officer; drivers license (maximum time allowed is 1/2 day); working at home or for employer (by prior parental permission only); justified 4-H or State Fair activities; special religious observances recognized as crucial to the religion. A reason for the absence must be provided by a parent/guardian no more than 2 school days after the day of the absence in the form of a signed note or direct phone call.

**ACTIVITY ABSENCE:** All activities or events sponsored by the Nebraska School Activities Association and/or events sanctioned by Fillmore Central Middle School carry the following attendance stipulations:

1. In cases of Fillmore Central Middle School involvement at the activity, all Fillmore Central Middle School participants, team members, or student managers in the activity will be dismissed to attend (subject to the discretion of the coach, director, supervisor, activities director, or principal).
2. In activities where Fillmore Central Middle School students are participating, students other than those involved may be dismissed to attend provided that:
  - a. the student presents a note from his/her parent/guardian and obtains a pre-destined form at least two (2) days prior to the event
  - b. the event is either a state qualifying or state event sanctioned by the NSAA
  - c. the student choosing to attend must not have exceeded attendance threshold and be in good academic standing.
3. In extreme emergencies other arrangements may be made by contacting the principal's office. The absence will be unexcused if the afore-mentioned criterion is not met.

**PARTICIPATION:** Absences caused by a student's participation in school sponsored or school sanctioned activities do not count in determining total number of absences. Parents are encouraged to limit involvement in activities when such a combination of activities would limit school attendance.

**UNEXCUSED:** Absences are classified as such due to truancy: leaving school without checking out of the principal's office, forged excuses, oversleeping without a legitimate reason (maximum of one per semester even if reasons are legitimate), or failure to bring a note from a parent/guardian or to have a parent/guardian telephone the principal's office giving the reason for the absence within three days after the student returns to school.

**VERY UNUSUAL:** Absences, not covered above, caused by circumstances beyond the student's control and deemed appropriate by the principal.

Many absences can be reasonably foreseen. A parent/guardian must notify the principal's office prior to an anticipated absence.

### **Withdrawals and Transfers**

**Students who withdraw from school or whose families are moving outside the school district should contact the principal or counselor to receive the proper forms and information necessary to complete an accurate withdrawal process.**

### **Tardiness**

7<sup>th</sup> and 8<sup>th</sup> grade students are considered Tardy for any class, including Pride, if they are not in their scheduled classroom or designated area before the bell has rung for class to start and they do not have a pass from a teacher or staff member excusing their late arrival. Students who arrive late to class without a pass and have missed at least half of the class period will be considered Absent-Unexcused.

5<sup>th</sup> and 6<sup>th</sup> grade students are considered tardy for Pride if they are not in their Pride rooms before the bell has rung to start class. 5<sup>th</sup> and 6<sup>th</sup> grade students are considered Tardy for their other classes if they report to their scheduled class or designated activity after such time, in the best, professional judgment of the instructor or supervisor, is deemed necessary or appropriate.

Students will be assigned the punishment as deemed necessary by the building principal.

**Any student who arrives to school after the 8:07 bell, regardless of the reason, must report to the office. Students arriving late will be counted as tardy. Exceptions will be made when deemed necessary by the building principal.**

### **Make-up Work**

Students who are absent will have three school days (including the day they return) to complete any summative or formative tasks missed during their absence. Failure to complete the tasks will result in a 'Missing' being recorded into the student-data information system for each unfinished summative task; additionally, students will forfeit the right to any retake for each 'missing' summative item. The building principal may make exceptions where deemed appropriate (such as lengthy absences due to illness). Students who know they will be absent are encouraged to make up work before they leave.

### **Extended School Room II (ESRII)**

E.S.R. II provides an opportunity for students in grades 5-8 to receive additional support for completion of their school work. The main focus will be on the completion of missing assignments that have not been completed and turned into their classroom teacher by the due date. In addition, a student may also complete a missing summative assessment (test) if needed. Students and parents will find E.S.R. II to be an environment in which schoolwork may be completed free from distractions and with the support and help of school staff. Teachers may assign a student to ESR II due to missing assignments or students may request to attend by notifying their teacher. If your child is assigned to E.S.R.II because of missing assignments, you will be notified the day before they are to attend E.S.R.II. Parents/gaurdians are asked to return the attached ESR II Permission Form prior to students being given the opportunity to attend.

### **When is E.S.R II?**

For those students riding the shuttle bus, E.S.R II will be held in Geneva at the High School building from 3:35 p.m. – 4:30 p.m. on Monday, Tuesday, Wednesday and Thursday. Students are expected to wait in the main lobby of the High School building after getting off the bus and will be taken to the E.S.R.II room by a Middle School staff member.

For those students living in Fairmont or riding the route bus E.S.R.II will be held in the Middle School cafeteria from 3:20 p.m. – 4:00 p.m. on Monday, Tuesday, Wednesday and Thursday.

It is our hope that this program will be viewed as an opportunity for our students to be successful. Do not hesitate to contact me if you would have any questions

### Accidents

It is the responsibility of each student to report any injury or accident to a teacher or to the office, as soon as possible, following an accident. **If medical treatment may be required, the accident report form must be completed within 24 hours of the accident.**

### School Closings

In the event that weather prohibits the holding of school, **students/parents should not call the principal's or superintendent's home telephone to inquire about school cancellation.** Telephone lines need to be kept open to place calls to radio stations, television stations, and faculty members. School closing information can be obtained from a variety of sources. These include:

- 
- School's social media platforms – Fillmore Central's website, Facebook page, and Twitter account
- KAWL, radio 1370 AM and 104.9 FM
- KUTT, radio 99.5 AM
- KZ100, radio 100.3 FM
- KHAS, Channel 5 T.V. in Hastings
- KOLN/KGIN, Channel 10/11 T.V. in Lincoln/Grand Island
- KLKN, Channel 8 (13) in Lincoln
- [www.cancellations.com](http://www.cancellations.com)

### Arrival and Departures from School

Students should plan to arrive at school no earlier than 7:30 a.m. unless involved in a special activity. School breakfast will be served in the Middle School cafeteria from 7:30 a.m. – 8:00 a.m. Students riding the shuttle bus from Geneva will be served breakfast in High School cafeteria from 7:30 a.m. – 7:50 a.m. **During passing time, no student is permitted to leave the school building.**

Fillmore Central Middle School is a closed campus. Therefore, students will not be allowed to go home to eat lunch.

### Conduct

#### **Behavior Philosophy**

The attainment of school goals and the assurances of the rights of all students to learn require the cooperation of all students, parents, teachers, administrators, and support staff. Primarily students are responsible for their own behavior. When behavior is determined to be inappropriate according to the guidelines of the school, the responsibility for changing that behavior is assumed by the student and parent. FCMS guidelines for appropriate behavior include the following:

- Be Safe
- Be Respectful
- Be Responsible

### Student Behavior

It is impossible to list every situation in the student handbook, so administrators and teachers reserve the right to make decisions about behavior not listed here. In an attempt to clearly define the goals listed above, we have listed expected behaviors in specific situations. These guidelines apply in the classroom, in the school building, on school grounds, in attendance at all school functions, and on school buses. If questions arise, please feel free to ask our staff.

Students at Fillmore Central Middle School will be expected to:

1. **Establish positive, friendly student-to-student relationships. Unacceptable actions include the following:**
  - a. Aggressive, bullying behavior

- b. Overt acts of attention getting, thus disturbing others
  - c. Acts of character defamation of fellow students
  - d. Cheating or stealing
  - e. Excessive acts of student affection in or on school grounds
  - f. Acts of extortion, coercion, harassment or group ostracism in or on school property according to Board Policy 4000.8
  - g. Acts of fighting in or on school property
  - h. Use of foul language, obscene actions towards fellow students
  - i. Acts of gambling in or on school grounds
  - j. Displaying obscene literature
  - k. Misuse of student passes
  - l. Excessive, loud, disorderly conduct or behavior
  - m. Displaying poor eating manners
2. **Establish positive, friendly student-to-teacher/administrator relationships. Unacceptable actions include the following:**
- a. Acts of defiance of teacher/administrator directives or authority
  - b. Acts of disruption of the instructional process
  - c. Acts of disrespect
  - d. Stealing from staff members or the school district
  - e. Acts of physical aggression toward teacher/administrator
  - f. Acts of rudeness and poor manners
  - g. Acts of retaliation
  - h. Acts of lying or forgery
3. **Students should develop appropriate behavior in the classroom. Unacceptable actions include the following:**
- a. Talking while instruction is taking place
  - b. Writing or passing notes during instruction
  - c. Sleeping in the classroom
  - d. Moving about the room without permission
  - e. Acts of noise-making that disrupts instruction
  - f. Misuse of computer and Internet equipment according to Board policy #6327
4. **Students should develop appropriate behavior within the school building by:**
- a. Serving detentions within the prescribed time periods
  - b. Being in the proper locations during school time
  - c. Walking in the halls and having a pass in the halls
  - d. Occupying designated areas only
  - e. Following attendance procedures
  - f. Handing in required office forms
  - g. Sitting on benches, desks, chairs in the building appropriately
  - h. Keeping hands to themselves
5. **Students must not bring to school or have in their possession items, which could reasonably be construed as constituting a weapon in any form (knives, guns, clubs, fireworks). Unlawful possession of a firearm on school ground. (LB 988)**
- 1. Offense. Any person who possesses a firearm in a school, on school grounds, in a school-owned vehicle, or at a school-sponsored activity or athletic event shall be guilty of the offense of unlawful possession of a firearm on school grounds.
  - 2. Penalty. Under Sec. 8001. of the Title VIII-Gun Free Schools Act "any student who is determined to have brought a weapon to a school under the jurisdiction of the agency shall be expelled from school for a period of not less than one year..."
  - 3. Exceptions. The offense of unlawful possession of a firearm on school grounds shall not apply to:
    - a. Armed Forces and Law Enforcement Officers
    - b. Adult Supervision for receiving instruction

- c. Gun Rack Rule. Firearms contained within a private vehicle operated by a non-student adult which are not loaded and (i) are encased (ii) or in a locked firearm rack that is on a motor vehicle
6. **Students must refrain from all activities which may result in the destruction of school property. This includes breakage, marring, or destruction caused by fire or smoke for which the student is responsible.**
7. **Students are not to engage in any bullying, threatening, or harmful/potentially harmful behaviors towards themselves or another person (this includes acts of “initiation”) while at or in reasonably close proximity to any of the Fillmore Central Schools campuses.**

VIOLATIONS OF THE ABOVE RULES ARE GROUNDS FOR DISCIPLINARY CONSEQUENCES THAT COULD INCLUDE SUSPENSION OR EXPULSION FROM THE FILLMORE CENTRAL MIDDLE SCHOOL.

#### **STUDENT RESPONSIBILITY FOR REPORTING THREATS OF VIOLENCE**

**Every student has the responsibility to report immediately any threat of violence, suicide, or abduction to the building principal or a teacher. Any student having knowledge of such information without reporting shall be subject to disciplinary consequences as deemed appropriate by school administrators.**

Any student, upon receiving information that a person is threatening to commit an act of violence, shall:

- Assume the threat is serious
- Immediately report the threat to a teacher or the building principal (or other school administrator if the principal is unavailable)
- Be available and cooperative in providing a statement of information
- The information source (student) will remain anonymous to the greatest extent possible.

#### **Disciplinary Procedures**

Depending upon the behavior exhibited by the student, different disciplinary procedures are used. A description of common consequences and procedure follows:

#### **Timeout Room**

Students who continue to be disruptive despite attempts of the teacher to redirect them may be sent to the timeout room located in the office. The teacher notifies the office that a student is coming to timeout. The principal or the counselor may need to escort the student to the office. The goal is to help a student become calm enough to return to class.

#### **Detention**

Inappropriate behavior or other infractions teacher, paraprofessionals or the principal believe interfere with attaining the goals of the Fillmore Central Middle School are cause for being assigned a detention. This includes disruption and/or violations of rules for classrooms, the hallways, the lunchroom area, and other areas.

#### **Noon detention**

1. Noon detention will be held in the office area under the supervision of a staff member.
2. Students will go to the lunchroom to get their trays and report to the office area for the duration of the lunch period.
3. Students are not to bring any books or work unless serving a detention with an individual teacher and the student is directed to bring specific work to do.
4. The student must meet behavior expectations during noon detention or they will be asked to return the following day.
5. Students that are repeatedly assigned a noon detention may be assigned an after school detention.

### **Suspensions**

Suspension may be either in school or out-of-school. In-school suspension may be used for first offense violations and for situations, at the discretion of the principal. Out-of-school suspension will be used in all instances calling for suspension, as well as flagrant first-time violations.

#### **Restriction From Activities**

Students shall not be allowed to participate, practice, observe, or otherwise engage in any school-sponsored activities during the term of their suspension. Students shall not be allowed to attend school-sponsored activities or events that are held on school grounds or are otherwise sponsored or hosted by Fillmore Central. The term of suspension will include the period of time that begins with the student being notified of their suspension and that lasts through the entirety of that student's last day of suspension.

#### **In-school Suspension**

In-school suspension shall mean the student reports to the principal's office at **8:05 a.m.** and will remain in his office or his designated place of suspension until **3:20 p.m.**, or until the principal approves the student's dismissal. The student will, if possible, receive credit for any daily work that other students may be graded on. Students may take tests for credit under the supervision of the principal or his designee. All students serving in-school suspension will adhere to the following rules:

1. The student must have work to do relating to courses of study.
2. The student must remain in a designated place of suspension until dismissed by the principal.
3. The student will not talk to anyone without approval by the principal.
4. The student may eat lunch and use the restroom facilities as designated by the principal.

Violation of in-school suspension rules may result in detentions, longer in-school suspensions, or out-of-school suspension.

#### **Short-term Suspensions & Emergency Exclusion:**

Any student may be excluded from the Fillmore Central Middle School for a period of time not to exceed five school days in the following circumstances provided that the suspension is assigned under the guideline provided by Nebraska Student Discipline Act:

1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community. (Clearance must be obtained from Medical Personnel before student may return.)
2. If the student conduct presents a clear threat to the physical safety of him, her, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. Some of the activities or behaviors that could result in a short-term suspension are as follows:
  - A. Possession or use of tobacco on school property or at school sponsored activities (first offense, suspension from school for 1-3 days),
  - B. Refusal to comply with reasonable standards of behavior established by teacher or building administrators;
  - C. Use of abusive language;
  - D. Vandalism of property belonging to the school district, staff, or students;
  - E. Fighting
  - F. Theft or pilferage of property belonging to the school district, the staff, or students;
  - G. Committing any other act or becoming involved in any other activity which disrupts the normal educational opportunities for other students, i.e. cell phones, palm pilots, tape recorders, etc.
3. Conduct constituting grounds for expulsion or long-term suspension as set out in Nebraska Law.
4. Such short-term suspension shall be made only after the administrator has made an investigation of the alleged conduct or violation and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes. Before such short-term suspension shall take effect the student shall be given oral or written notice of the charges against him/her and an explanation of the evidence the authorities have. He/She shall have the

opportunity to present his/her version of the incident. The administrator shall, as soon as is reasonably possible following the suspension, send a written statement to the student, the student's parents/guardian, describing the student's conduct, misconduct or violation and the reasons for the action taken. The administrator shall make a reasonable effort to hold a conference with the parents/guardian before or at the time the student returns to school.

### **Long-term Suspensions and Expulsion:**

Long-term suspensions shall mean the exclusion of a student from attendance in all schools within the Fillmore Central Public School System for a period exceeding five school days but less than twenty school days. Expulsion shall mean exclusion from attendance in all schools within the system for a period of time not to exceed the remainder of the semester in which it took effect. The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during educational function or event off-school grounds:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value or repeated damage or theft involving private or school property of small value;
3. Causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the unlawful possession, selling, dispensing, or use of controlled substance or alcoholic liquor (See Alcohol and Drug Rule);
7. Public indecency as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age.
8. Sexually assaulting or attempting to sexually assault any school employee or any student 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 the school employee or student. For conduct described in this subdivision, including sexual assaults or attempted sexual assaults which occur off school grounds not at an educational function or event, if the student attends the same school as the victim attends or is employed by, the student may be subject to mandatory reassignment to another school within the system and the mandatory reassignment may be in addition to long-term suspension or expulsion 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. Engaging in any other activity forbidden by the laws of the State of Nebraska and constitutes a danger to other students or interferes with school purposes, or
10. A repeated violation of any rules and standards validly established pursuant to section 79-292 if such violations constitute a substantial interference with school purposes.

### **Hearing Procedures:**

When, in the opinion of the school administration, a student has been involved in an incident, which would result in long-term suspension (more than 5 days), or expulsion from school, the procedure for a hearing, if requested by the student, shall follow the requirements, of public laws 79-262 through 79-292. Briefly stated the provisions of those laws are:

1. The student's right to request a hearing within five to thirty school days before a hearing examiner. The hearing examiner will be any non-involved person as designated by the school's superintendent or Board of Education.

2. The hearing will be scheduled within two school days after it is requested.
3. The student has the right to counsel during the hearing.
4. The hearing examiner will report his findings.
5. A review shall be made of the hearing examiner, the determination by the superintendent, who may change, revoke, or impose the sanction recommended by the hearing examiner but shall not impose a sanction more severe than that recommended by the hearing examiner.
6. The student's right to appeal the hearing examiner's decision within seven school days to the school board.

### **Tobacco Regulations**

Fillmore Central Public Schools is committed to providing a positive learning environment for students. The Board of Education is aware of the health problems linked with tobacco use and is devoted to promoting healthy lifestyles among students and staff. Because of this commitment, all district-owned or operated facilities and grounds are declared smoke-free and use of all tobacco products is prohibited for adult fans and visitors.

The use and possession of tobacco by students on school property or during school-sponsored activities is forbidden. **Any student caught possessing, using, selling, or dispensing tobacco, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor device, etc. in the school building or during a school-sponsored activity may be suspended one to three days from school.** Students will also be restricted from participation in activities. Repeated violations will result in longer suspension, loss of privileges, further restrictions on participation in activities and expulsion.

### **Alcohol and Drug Regulations**

All students will be required to sign a Drug-Free Form upon entering Fillmore Central Middle School. The possession of or use of alcohol or drugs on school property or during school-sponsored activities is strictly forbidden. Any student in possession of drugs or alcohol on school property or under the influence of drugs or alcohol during the school day or during a school-sponsored activity may be suspended out-of-school, referred to the Board of Education for long-term suspension, or referred to the Board of Education for expulsion.

Students failing to comply with these regulations and who are in violation of the law may be turned over to the proper legal authorities for investigation and appropriate legal action. Repeated infractions of regulations may result in the student being suspended out-of-school, referred to the Board of Education for long-term suspension, or referred to the Board of Education for expulsion.

### **Bullying Policy**

Fillmore Central Middle School has adopted the following definition of bullying:

Bullying involves: a desire to hurt or humiliate + actions or words that hurt or humiliate + a power imbalance + repetition (typically) + an unjust use of power + a sense of being oppressed on the part of the target + gratification by the aggressor.

Examples include but are not limited to: Persistent, unwanted joking and teasing; Name calling; Unwanted comments; Disrespect for another person's property; Leaving people out of activities (isolating, excluding, rejecting); Threatening people; Gossip and/or rumors; Making people do things they don't want to do; Rating or Ranking of personal characteristics.

### **What to Do About Bullying Ha Ha So Strategies**

**H (Help)** Get help from an adult, friend, peer.

**A (Assert Yourself)** Make assertive statements addressing your feelings.

**H (Humor)** Use humor to de-escalate a situation.

**A (Avoid)** Walk away or avoid certain places to avoid bullying situations.

**S (Self-Talk)** Use positive self-talk to maintain positive self-esteem.

**O (Own It)** “Own” the put down in order to diffuse it.

### **Sexual Harassment Policy**

It is the policy of the Fillmore Central Middle School to prohibit sexual harassment by students of any person in the school, not merely other students. It is a violation of this policy for any student to harass any person in the school by making any unwelcome verbal or physical sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct.

Activities proscribed by the adoption of this policy include, but are not limited to, verbal harassment or abuse, pressure of any type of sexual activity, remarks of a sexually demeaning implication, and unwelcome touching. Additional examples could include such behavior as leering, joking, offensive remarks, which are not directed specifically at the person who feels harassed.

Sexual harassment is a punishable offense. Punishment may include in or out of school suspension or expulsion. Federal and Nebraska School Law make sexual harassment illegal.

### **What Should You Do if you are sexually harassed?**

1. Tell the harasser to stop! Misunderstandings happen, so the first step in stopping sexual harassment is to tell the person to stop! Say it clearly and firmly, “I didn’t like what you did/said, and I want you to stop!”
  - If he/she stops, it’s probably not sexual harassment.
  - If he/she keeps doing/saying it, it’s probably sexual harassment.

If the harassment continues:

2. Talk to your friends. It will help you feel better and prevents misunderstandings.
3. Write down everything that happened! Include where it happened, when and who else was there.
4. Avoid being alone with the harasser.
5. Report the incident to an adult. A parent, a trusted teacher, principal or school counselor can help you plan what to do next.
6. Have parents contact the principal. Parents may want to file a formal complaint if the harassment continues.

### **Bus Behavior**

Riding the bus is a privilege. To ensure the safe transport of all students on school buses, all of the school rules, as well as those designated specifically for transportation, will be in effect. Violation of these rules will be reported by the bus driver to the school principal or designee who has the authority to suspend that student from bus transportation. The district has added video cameras to our route buses and may use this technology to assist in determining if a rules violation occurred.

### **Bus Consequences**

Consequences will be given at the discretion of the bus driver, transportation director and school administrator. Consequences may be as severe as suspension from bus transportation for the remainder of the school year. Suspensions may be recommended by the bus drivers or transportation director, but the final decision will be made by the administration.

### **Computer Use**

1. Fillmore Central Public Schools is sole owner of all computers and peripherals of the network.
2. Computer usage is a privilege not a right. The computers are for education use only. They are not for student entertainment, which includes playing games and listening to music unless it is part of an assignment or given permission by school personnel.
3. Students wishing to connect their personal devices – phones/tablets - to the school’s WIFI for school use, must first register the device with the office. Failure to register the device may lead to device being blocked.
4. Copying of school software is not allowed.
5. Students will use their proper network ID at all times. Use of another student’s ID is prohibited.
6. Altering menus, operating systems, desktops or files is prohibited.

7. Vandalism of computers or peripherals includes, but is not limited to, removal of keys, key tops, removal of mouse rollers is strictly prohibited.
8. Installation of a program that puts a virus into any of the computers or the network could result in suspension and legal action to recover damages.

**Consequences for the behaviors above may result in loss of computer privileges as well being disciplined.**

The following is prohibited:

1. Transmission and/or storage of material that is subversive or has the potential of causing physical harm to the user or others,
2. Transmission and/or storage of material that is obscene, vulgar, abusive or otherwise offensive,
3. Fraudulent messages (messages sent under an assumed name or with an intent to obscure the origin).
4. Harassment (the persistent annoyance of another user),
5. Attempts to access or destroy the data of another user, including but not limited to computer viruses, altering system software, and altering or deleting user files.

**Consequences for the behaviors above will follow the school discipline plan and may include loss of computer privileges.**

#### **Network Security**

Students accessing the school district network services must assist in maintaining a secure system. Users of the school district network services must adhere to the following:

- Confidentiality of data files and email messages cannot be guaranteed. While every effort will be made to keep information secure, users must remember that electronic information may be accessed by others.
- Data files stored on district servers and computers and email messages are like school lockers and desks. In the event of suspicious activities, files and messages can be opened and reviewed by teachers and administrators.
- Addresses, phone numbers, passwords or personal information that would violate user privacy or the privacy of others should never be revealed.

The School District for Fillmore Central Middle School will not be responsible for financial obligations incurred by users of the district's network or Internet system. The district will not accept responsibility for how students use knowledge of Internet or the quality of the information obtained. Any damages a user may suffer including loss of data will not be the responsibility of the district. All users shall assume full liability, legal, financial, or otherwise, for their actions.

#### **Power School and Accessing Student information**

Fillmore Central Middle School has given parents/guardians access to seeing their student(s) grades, lunch balance, attendance, daily bulletin, teacher comments and you can even e-mail your students teachers via the Internet. Each student has a unique access code for the parents to use to access the confidential information. A letter will be generated to you at the beginning of the fall semester and directions and the confidential information for you to use in accessing the information. You may view your student's information at any time from any computer with internet access.

#### **Dress Expectations**

This is your school. It is up to you as an individual and student body to practice personal cleanliness, modesty in appearance, and appropriate behavior. Respect yourself for the way you look, act, and learn; then others will respect you. Keep in mind; you do not have the right to disrupt the learning of others. If how you are dressed is a distraction, you will be asked to change what you are wearing. If your personal hygiene causes discomfort for others, you will be asked to shower and dress in clean clothing.

Realizing that dress and appearance affect some attitudes, it is your responsibility to come to school wearing appropriate attire. Clothing that is not acceptable includes: **wearing apparel that is sexually suggestive; features crude, vulgar or profane language; advertises tobacco, alcohol or other drugs; displays racial or ethnic slurs; portrays any type of gang, satanic or occult group affiliation, or items that promote violence (No Fear t-shirts).**

Some clothing does not display these kinds of things, but are still distracting to the learning environment and are not allowed. Examples of this attire are **cut-up/torn or obvious holes above the knee in jeans/slacks/pants, no shoes, mesh shirts with no undergarments, “half-shirts”, tank tops, muscle shirts, hats on in the building, running shorts, short shorts and skirts (above finger-tip length), biking tights/shorts, belts hanging down from the loops, and overly big waistlines on pants which hang down below the waist and show under garments.**

Sometimes, the concern over student appearance isn't about clothing. It's about other things that affect the efficiency of the school. Some of these kinds of things include: **body graffiti; exotic body piercing (this pertains to piercing any body part other than the ear); ear piercing (may be restricted if it becomes disruptive).**

**The final decision relating to the appropriateness of student dress is the responsibility of the building administrators or his/her designee.**

#### **Consequences for Dress Code Violations**

Students not meeting the standards for dress will be asked to correct the inappropriate attire. A complete change of clothing that is appropriate for school may be provided by the administration if necessary. On-going violations of the dress code are subject to disciplinary action, with the inappropriate clothing being kept until a conference can be held with the parents.

#### **Telephone Usage Policy**

Students will be allowed to use the office telephone on a limited basis. They must have permission from a teacher, coach, secretary or principal. Only calls deemed necessary will be allowed, and all calls will be supervised. Students and parents should make prior arrangements for pickup times from after-school activities.

#### **Student Messages**

The school encourages parents to keep student messages to only those necessary and that messages go through the office. Office personnel will call the student to the office at the end of the day. Many times there is only one person working in the office, which makes it impossible for that person to leave to deliver the message to the student in person.

#### **Cell Phones**

All cell phone brought into the building by students must be used in a responsible manner. Students must have their teacher's permission to use in the classroom. Cell phones used in a non-responsible manner during school hours may be confiscated. Cell phones should not be turned on in the locker room or rest room areas under any circumstances. Students may use headphones with their devices, but should not have them around their necks or in their ears during passing time. All music being listened to during school time, must not contain language that is offensive to others. **Students are not to be using cell phone or devices during noon recess time.** This time is set aside for activity and person-to-person conversations.

#### **Backpacks, Gym Bags, and Coats**

Backpacks and gym bags are convenient devices for transporting school supplies to and from school. Backpacks, gym bags, and are not allowed in the lunchroom, etc. and should be kept in lockers during these times of the day. Backpacks, gym bags, and coats are not to be left lying unattended in hallways, the lunchroom, classrooms, etc., unattended items will be picked up and placed in the lost and found. Backpacks and heavy bags may be detrimental to health. Backpacks, gym bags, and coats can cause an unsightly safety hazard when left lying in the hallway, classrooms etc.

### **Agenda Books**

Agenda books will be provided by school personnel. All students are required to have them in each class and to complete them daily. These books are important as an organizational tool and as a communication device with parents. Good communication between home and school improves a student's opportunity to be successful. If a student loses his/her agenda book, they will need to buy a replacement from the office.

### **Textbook usage**

Textbooks are the property of Fillmore Central Public Schools. Students will not be charged for the use of textbooks; however, they may be assessed charges for the abuse of textbooks. Damages that occur that are beyond the normal wear and tear of a textbook are the responsibility of the students. Examples include but are not limited to: ripped pages, pencil or pen markings, damaged covers or bindings. The Principal must approve all assessed charges.

### **Celebrations and Rewards**

In accordance with the district's Wellness Policy, all foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

1. Celebrations and parties. The District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children or other comparable resources. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

### **Emergency Routines**

The Fillmore Central Public Schools all plan to provide for the safety of each student in the event of an emergency situation. Lockdown, lockout, shelter, and hold drills are held periodically during the year in accordance with the law. Each classroom will have posted the route for people in that room to use when exiting the building during a fire alarm/tornado drill.

### **Fund-Raising**

The Principal and the Activities Director must approve all fund-raising drives prior to the occurrence. Off site fund-raisers may be advertised on school grounds after receiving approval by the building Principal.

### **Grades and Grade Reports**

Grades will be figured, assigned and reported to students and parents at the end of the 1<sup>st</sup> and 3rd quarter of the school year, through a progress report. Report cards will be mailed home at the end of the first semester and the end of the school year. Students and parents will be given the procedures, requirements and expectations from individual teachers to insure understanding about how grades are figured. The Grading For Learning document was approved by the BOE and therefore, is the official grading policy for Fillmore Central School District grades 3-12. Please contact the office if you need additional copies of the GFL document.

### **Academic Recognition**

The Fillmore Central Middle School believes it is important to recognize its students for their academic achievements. Starting with the 2000-2001 school year Fillmore Central Middle School will recognize its students with two specific types of academic recognition.

1. Principal's Honor Roll: In order to qualify for the Principal's Honor Roll recognition, a student must achieve an average for the grade-reporting period of at least 93%.
2. Honor Roll: In order to qualify for the Honor Roll recognition, a student must maintain an average of 89-92% for the grade-reporting period.

Classes marked with a ^ in the following class listings indicate courses used for determining Honor Roll status.

### **Communication for missing assignments**

ICU is an academic support system for students and communication tool for teachers and parents. Students are entered into the ICU database when an assignment becomes missing. Assignments become missing when a student has missed the assigned due date for the assignment or it can be used to communicate an assignment when a student is absent from the class. An email or text message will be pushed out to the parents contact information that is listed in powerschool or has been shared with the school office staff. This ICU system compliments our current GFL (grading for learning) policy.

### **Failing List**

In addition to quarterly progress reporting, teachers will also complete a Failing List after the third week of each semester. Letters will be mailed to parents each Friday and will include classes that a student is failing.

### **Academic Progress Reports**

Individual teachers may choose to send home academic progress reports as deemed necessary. Academic progress report may be mailed home and contain information about student progress and performance. Parents wishing to follow up on academic progress reports with conferences should contact the Principal's office to arrange appointments.

### **Late Work Policy**

Fillmore Central Middle School wants to stress the importance of returning completed homework to the teacher in a timely manner. Refer to the Grading For Learning document for the Late Work Policy.

### **Parent-Teacher Conferences**

Fillmore Central Middle School will host parent-teacher conferences twice during the school year. The date, time, location and other information will appear in school calendars and newsletters. In addition, parent-teacher conferences may be arranged anytime during the year at the request of either the parent or the teacher. To arrange a parent conference, call the principal's office (402-268-3411).

### **Academic Requirements**

The following specific requirements must be successfully completed during the middle school years:

#### **Fifth Grade Classes:**

##### **Core**

Language Arts^  
Reading^  
Social Studies ^  
Science^  
Math^

##### **Non-Core & Exploratory**

Art  
Industrial Tech  
Keyboarding  
Choir  
PE

##### **Electives**

Band^

#### **Sixth Grade Classes:**

##### **Core**

Language Arts^  
Social Studies^  
Math^  
Science^  
Reading^

##### **Non-Core & Exploratory**

Art  
Industrial Technology  
Keyboarding  
Choir  
PE

##### **Electives**

Band^

#### **Seventh Grade Classes:**

##### **Core**

Language Arts^  
Social Studies^  
Math^  
Science^

##### **Non-Core & Exploratory**

Applied Science  
Art  
Family and Consumer Science  
Health

##### **Electives**

Band^  
Choir ^  
Math Art^  
History of Natural Disaster^

Industrial Technology  
Digital Citizenship  
PE

Research and Analysis^  
RWSL Workshop^

### **Eighth Grade Classes:**

#### **Core**

Language Arts^  
Social Studies^  
Math^  
Science^

#### **Non-Core & Exploratory**

Art  
Video Production  
Fitness  
Health  
Industrial Technology  
PE  
Healthy Lifestyles

#### **Electives**

Math Art^  
Band^  
History of Natural Disaster^  
Choir^  
RWSL Workshop^  
Research and Analysis^

NOTE: Exceptions may be made for students with special needs and/or who are enrolled in special programs. Classes available are subject to change.

**Class Changes:** Students in grades 5-8 may choose whether or not they will participate in band. A student in 7-8 may also choose whether or not to participate in choir. Students will have 10 school days from the last day of a semester (beginning with the 1<sup>st</sup> day of the new semester) to drop/add these classes. After this time period no class changes will take place except in extreme circumstances. Students may only change their schedule by picking up a drop/add form from the office, completing it and turning it back in to the office within the appropriate timeframe. A parent, the teacher, and the building principal must approve all class changes.

### **Middle School Credit**

#### **8<sup>TH</sup> GRADE ALGEBRA**

Students taking Algebra I during their 8<sup>th</sup> grade year will have the successfully completed course added to their high school transcript. The grade that is earned by that student will **not** be used towards their high school GPA.

#### **8th Grade Credit**

8th grade students are required to pass 3 out of 4 of their core classes (math, language arts, science and American history) and 75% of their exploratory and elective classes each semester. Failure to do so automatically causes the student to be referred to the Student Assistance Team (SAT) for consideration for retention following the policy procedures for retention listed below.

#### **5-7<sup>th</sup> Grade Promotion**

When a child's educational progress indicates that he/she may be a candidate for retention, the parent/guardian will be notified. Decisions about promotion or retention shall be based on consideration of academic achievement of the student and be directed toward the welfare and development of the student. The decision regarding retention of a student in grades five through seven will be determined according to the Retention Policy printed below.

### **SAT (Student Assistance Team)**

It shall be the purpose of the Fillmore Central Middle School Student Assistance Team to identify young people who are exhibiting behaviors that inhibit learning and growth and to make proper intervention.

### **Retention Policy**

1. Decisions about promotion or retention of students shall be based on consideration of the academic achievement of the student and be directed toward the welfare and development of the student.
2. Parents/guardians must be notified by the end of the third quarter that retention is being considered.
3. In the event a student is failing academic course work, the Student Assistance Team (SAT) team members will meet and after consideration of the individual circumstances, make a recommendation concerning retention or promotion of the student.

4. Students will be required to repeat the same grade level or course of study when it has been determined that the student's educational needs are best served by retention.
5. The parent/guardian will be notified in writing of the recommendation by May 1 of the current school year.
6. The parent/guardian has the right to appeal the recommendation by requesting to meet with the SAT team.
7. If a decision cannot be mutually agreed upon, the parents/guardians may appeal the decision to the Superintendent of Schools within five (5) school days of the decision date. A hearing shall be set within five (5) school days of the receipt of the hearing request. A recommendation based upon the evidence presented in the hearing shall be made to the Superintendent of Schools by the hearing officer. The superintendent shall within five (5) days of receipt of the hearing officer's recommendation, make a final decision and notify the parents and the principal.

### **Students Rights**

#### **Release of Student Information**

It is the practice of Fillmore Central Middle School not to release the names and/or addresses of its students to outside individuals or organizations. The school is required by law to provide the above information to various U.S. military organizations. However, to insure student privacy, Fillmore Central Middle School will not release the names and/or addresses of its students to any organizations, outside of the United States military.

#### **Searches of Student's Property**

An administrator or the administrator's designee may search a student's property (including, but not limited to, the contents of the student desk, locker, automobile, pockets, or backpacks) when there is reasonable cause to believe that a search will disclose evidence of violation of a statute, board policy, or school rule.

#### **Police Questioning of Students**

A student may be questioned in private and with confidentiality by a law enforcement officer at school, but in the presence of the principal or someone designated by the principal.

Parent/guardians will be notified if their student will be questioned by law enforcement officials and given the chance to be present during questioning. If it is not possible for the parent/guardian to be present, they should be informed of the substance of the interview as soon as possible by the questioning officer and/or school.

A law enforcement officer may remove a student from school with parental consent, authorization by a judge, legal arrest, request by the school, emergency conditions jeopardizing the health or safety of students.

### **Student Services**

#### **Counselor**

The counselor for the 7 & 8 grade is located south of the main office and the counselor for grades 5 & 6 is located in the West Wing. His/Her primary purpose for being in the school is for the benefit of each individual student. He/She is available throughout the school day and welcomes the opportunity to discuss your concerns with you. Above all, he/she is someone who cares about you as a student, about you as an individual, and about the future for which you are preparing.

Some of the things a counselor may do for you are:

1. Respect you as an individual by keeping confidential the things you discuss with him/her.
2. Assist you in dealing with your personal problems and in gaining a better understanding of yourself.
3. Assist you in finding answers to the various questions you have about Middle School.
4. Provide information about occupations, careers and vocations.
5. Assist you in improving your study skills.
6. Assist you in exploring your interests, abilities, and aptitudes.

Remember, when something is affecting your ability to concentrate and think clearly, and you are not sure what to do about it, you might consider visiting with the counselor.

### **Health Paraprofessional**

The Health Paraprofessional is located in the main office. If a student becomes ill or injured during school hours, he/she must check with the Health Paraprofessional or the office secretary before leaving the building. **Failure to check out before leaving the building may result in the absence being designated as UNEXCUSED.** Parents will be contacted to make arrangements for proper and safe conveyance transportation, if it is necessary for the student to go home. If the student is out with a contagious disease, the student must present a signed permit by a Doctor of Medicine allowing entry into school. If, for medical reasons, a student cannot participate in physical education or other school activities, a note from his/her doctor stating the reason and the length of time involved must be presented.

### **Medication**

Because of safety issues involved in students carrying prescription medications or non-prescription medication on the bus, **parents** must transport the medication to school and fill out the appropriate forms to allow the school to administer the medication to their student.

### **Asthma and Allergic Reaction Procedures**

A new state regulation became effective on October 1, 2003. This regulation requires that our school be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a **life threatening** asthma attack or systemic allergic reaction (anaphylaxis).

The protocol requires that 911 be called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is a small pre-filled automatic injection device that resembles a highlighter. It is used to deliver breathing and lung function. Albuterol is another medication that is used to bring breathing relief (commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening “breathing” emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by Dr. Jason Bspalec of Family Medical Clinic in Geneva, Nebraska.

If you know that your student has asthma or a known allergy, it is **critically important** that you communicate this information to our school staff. You may contact the building’s Health Paraprofessional, or any building principal. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician (using the school’s medication form. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school.

If you have questions or concerns about the protocol or your student’s health issues, please contact the middle school nurse-para, Crystal Lukes, or any building principal.

### **School Immunization Rules and Regulations**

#### **All Students**

All students, regardless of grade, must have 2 doses of the chicken pox vaccine or have previously contracted the chicken pox virus.

### **Students Entering The 7<sup>th</sup> grade**

Any student entering the 7<sup>th</sup> grade **MUST** have a physical before entering school and have the following vaccinations:

3 doses of DtaP, DTP, DT or Td vaccine, one given on or after the 4<sup>th</sup> birthday, 3 doses of Polio vaccine, 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month, 3 doses of Hepatitis B vaccine, 2 doses of chicken pox (Varicella) vaccine and 1 dose Tdap vaccine.

Nebraska Statute 79-248 - 79-252 requires that school health screenings be conducted every year for 7<sup>th</sup> and weight/height (BMI). A child is not required to submit to school health screening if the parent or guardian provides the school with a statement signed by a physician, physician assistant, an advanced practice registered nurse-nurse practitioner or any other qualified provider stating that your child has undergone such required screening within 6 months of school starting. If no statement is received, the child will be screened at school.

### **Transfer Students From Out Of State**

**All Transfer students from outside the state of Nebraska, regardless of grade are required to have the following:**

3 doses of DtaP, DTP, DT, or Td vaccine, one given on or after the 4<sup>th</sup> birthday, 3 doses of Polio vaccine, 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month, 3 doses of Hepatitis B vaccine, 2 doses of the chicken pox vaccine (or have previously had the chicken pox), 1 dose Tdap vaccine, and a physical before entering classes.

### **Insurance**

A school time accident insurance policy is made available to all students who desire to enroll. A brochure explaining the policy, benefits, etc. is given to all students the first day of school. All students who compete in inter-school sports will carry insurance to cover injury sustained in practice or competition. The school will also make available an athletic insurance policy to any student who so desires (contact the Activities Office for information).

### **Student Records**

Each student's permanent record is available to be reviewed by his/her parents at any time upon request and after arrangements have been made. The records are available to the students for review after they have reached the age of majority. Fillmore Central school district forwards education records requested by other schools in which the student seeks or intends to enroll.

### **State-Wide WEB-Based Special Education Student Record System (SRS)**

In order to help make student records for Special Education Students more accessible to parents and school personnel, we have begun using the statewide Student Record System (SRS). SRS is an online system that utilizes a secure site on a UNL server. The site is secure and will only be accessible to the child's parents, case manager and building supervisors. At your child's next IEP meeting, you will be given the site address, your assigned user name and single-use password. If you do not have access to the internet, you will still receive paper copies of your child's IEP and other forms as in the past.

### **Hallway Lockers**

Lockers will be assigned for student use. The lockers may be used by the student but remain the property of the school and therefore, may be searched or examined if there is a reason to suspect school rules or regulations are being violated. Pornographic material or material promoting the use of drugs and/or alcohol is forbidden. Posters recognizing a student's involvement in activities are allowed to be displayed inside the school lockers. Such displays must be kept neat in appearance and should be kept free from graffiti and inappropriate messages. Displays that become unsightly or contain inappropriate graffiti/messages will be taken down. Students are not allowed to use lockers that are not assigned to them by school personnel.

**Students are encouraged to put locks on their lockers to protect their belongings. If you bring a lock from home, the key or combination must be turned in to the office in case you should lose or forget**

**yours; otherwise, the lock will be forcibly removed from your locker. PLEASE LOCK YOUR LOCKERS. The school cannot be responsible for lost items.**

### **Gym Lockers / Locker Room**

Gym lockers may be assigned to 7<sup>th</sup> & 8<sup>th</sup> grade students for use for PE and after-school activities. Students may keep coats and bags in their gym lockers when there isn't enough room for these items in their hallway lockers. Students will not be allowed to access their gym locker or the locker room during the day except for the following circumstances: dressing/changing for PE class, dressing/changing for after school practice, storing items (coat, bag, etc.) in their locker before school, getting a coat or putting a coat away for outside for outside recess, gathering items (coats, bag, etc.) to take home after the school day has ended. Students will not be allowed to loiter in the locker rooms before school, during school, during lunch, or after school.

### **Money**

Students who, for whatever reason, bring large amounts of money to school are encouraged to check it in at the principal's office upon arrival and check it out again just prior to leaving the building.

Money brought to school for fundraising should be turned into the appropriate sponsor/advisor immediately upon arrival. **Students are discouraged from bringing large amounts of money or valuable items to school. The school is not responsible for money or valuables stolen from lockers, purses, etc.**

### **Visitors**

All visitors are asked to use only the south doors leading to the office area of the building. During the school day, all entrances will be locked and visitors must be buzzed into the building by office personnel.

**STUDENTS ARE NOT TO LET ANY VISITORS INTO THE SCHOOL BUILDING, EVEN IF THEY KNOW THE INDIVIDUAL THEY ARE LETTING IN.** Visitors must sign in at the office and will be asked to wear a visitor's badge. We encourage family members to stop in and visit our school at any time throughout the school year. We do ask that we be notified in advance of your visit. Please keep in mind that short visits are best because they do not distract students who need the structured routine of a normal school day. Visitors should keep their visits to a length of one hour or less. This does not include staying for lunch. Parents who wish to eat lunch with your student should notify the office in advance and pay for the meal in the office.

Students may not bring visitors to school without prior approval of the Principal. Visitors will be expected to abide by the same rules as the student body observes, or they will be asked to leave. The Principal reserves the right to refuse visitor passes. Having school-age visitors during the school day can be disruptive to the learning environment.

### **Lost and Found**

All lost and/or found items should be reported and/or turned into the Principal's office. Items not claimed at the end of each semester will be turned over to a charitable organization.

### **Students Driving To School**

Students who wish to drive to the middle school must first meet with the building principal to show legal authorization (school permit, driver's license, etc.) and to receive guidance on issues pertaining to parking, safety, and security.

### **Student Grievances**

Students have both the right and responsibility to express school-related concerns and grievances to the administration. For the purpose of this policy, a grievance is defined as any claim by a student or a group of students that there has been a violation, misinterpretation, or misapplication of a school district policy, rule, or regulation.

For the discussion and consideration of a grievance, a student or group of students should request a meeting time and place with the school principal. At the meeting, the student(s) and principal will:

1. Come to an understanding of the problem,
2. Consider possible solutions to the problem,

3. \*Select best solution for implementation,

**\*Note:** This decision is the prerogative of the principal and may not be a mutually agreeable decision. The decision of the principal may be appealed to the superintendent for final disposition.

Student(s) may request a faculty or staff member to be present at this meeting. Student(s) are assured that they will not endure any reprisals subsequent to initiating a grievance.

### **Notice Concerning Staff Qualifications**

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Fillmore Central Public 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, Fillmore Central Public 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.

### **FAMILY EDUCATION RIGHTS and PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age, ("eligible students") certain rights with respect to the student's education records. They are:

1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask *Alpha School District* to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District such as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue,  
SW, Washington, DC 20202-4605**

### **Notice of Nondiscrimination**

The Fillmore Central School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

**Mr. Josh Cumpston, Superintendent**  
**Fillmore Central Public Schools**  
**1410 L Street**  
**Geneva, NE 68361**  
**(402) 759-4955**  
**josh.cumpston@fillmorecentral.org**

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the Superintendent of Schools. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

### **COMMUNITY RELATIONS - Policy # 7205**

Public – Participation, Parental Involvement

A public hearing was conducted on 6-26-95 concerning parental involvement and participation in the school district. It was declared that it shall be the policy of the District to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used in the school.

It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent or his/her designee may deem appropriate. The superintendent or his/her designee will have available a complaint form which the parent should use to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

It shall further be the policy of the District to receive written communication when a parent believes it is appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences that the parent may find objectionable. The superintendent or his/her designee shall have available a complaint form, herein above referred to, for receiving information from a parent concerning what specific testing, classroom instruction or other school experiences the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection.

It shall further be the policy of the District to provide full access to the records of the students to a parent or legal guardian as set forth in state statutes, the Federal Education Right to Privacy Act, and other applicable law during regular business hours of the school where the student's records are maintained.

Some student testing is required by the teacher, the district and the State. This may include classroom testing, standardized achievement tests, criterion referenced tests, etc. Students are expected to take part in such testing. Parents have the right to inspect samples of such tests and to register complaints if they so wish.

It shall be the policy of the District to conduct student surveys judicially with consideration to the fact that some parents may find certain items of the survey objectionable. It shall, however, be the policy of the District to not generally excuse students from any school authorized survey since to do so might impair the validity and accuracy of such a survey. Parents will be notified in writing in advance of any student survey being conducted. If after receiving written notification of a proposed student survey, a parent objects in writing to their child's participation in that survey, their child will not complete the survey.

This policy shall be reviewed annually and either altered and adopted as altered or reaffirmed by the board following a public hearing.

### **Student Drug-Free Policy**

It shall be the policy of the Fillmore Central Public Schools, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation, to absolutely prohibit the unlawful possession, use or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as part of any of the school activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. Possession, use, or distribution of alcohol.

It shall further be the policy of the District that the violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, or referral to appropriate authorities for criminal prosecution.

This receipt shall serve to demonstrate that you as parent or guardian of the student attending the Fillmore Central Schools have received notice of the standards of conduct of this District exacted of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any of the school's activities as described in Board policy or administrative regulation. This notice is being provided to you pursuant to P.L. 101-226 and 34 C.F.R. part of 86, both federal legal requirements for the District to obtain any federal financial assistance.

Your signature on this receipt acknowledges that you and your child or children who are students attending the District fully understand the District's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of the school's activities as hereinabove described and that noncompliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

According to board policy and federal law, all students and their parent/guardians of Fillmore Central Public Schools are required to **complete the signature page, computer user agreement, and medical release form and return by August 25.**

### **DATING VIOLENCE**

Fillmore Central Public Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff.

Pursuant to Section 79-2,140, the Legislature has defined (a) "dating violence" to mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and (b) "dating partner" to mean any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. provides physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff.

Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Dating violence training, as defined by Section 79-2,141(4,) shall be provided to staff deemed appropriate by the administration. The administration will be responsible for reviewing the school district's Student Code of Conduct to insure that this policy is reflected therein.

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## Welcome

Dear Student and Parents,

This Fillmore Central High School handbook is provided to help students and parents become familiar with their responsibilities as well as general procedures and school regulations at Fillmore Central Senior High School. In addition, it should serve as a useful planning tool.

No matter where you go or what you do, you will find certain regulations to guide you. Naturally, there are rules and regulations at Fillmore Central Senior High. They are meant for your benefit.

All students are to show respect for property, the rights and privileges of others, just as you expect and appreciate this respect when others show it to you. As students of FCHS, you are responsible to the school instructors, support staff and administration for your conduct while you are a student in our district. Good behavior can help make your school life a happy and rewarding experience.

Your conduct at Fillmore Central High School activities is a reflection on your school, your family, but most importantly a reflection on you. I want you to be proud of your school and your fellow students. Each student has a responsibility for representing their school and themselves with the highest standards.

As a school, we believe a strong home-school partnership developed through cooperation, communication, and understanding will help provide students with skills necessary to become informed, independent citizens who have developed self-control, self-direction, and self-discipline.

Most importantly, Fillmore Central High School is here to serve our students and parents. Please let us know if we can be of assistance.

Have a great year!

Ryun Theobald  
Principal  
Fillmore Central Senior High School

## INTRODUCTION

This handbook is intended, in general terms, to describe some of the rights and responsibilities of students at Fillmore Central High School and to set forth appropriate regulations governing student conduct. District policy clearly outlines what your school should provide you. So that you can help staff members attain these outcomes, the Mission Statement of District No. 25 is reproduced below.

A very fundamental lesson, which must be learned by all of us, is the lesson of discipline and self-discipline. Life is constantly demanding some kind of discipline of us, and the foundations laid here at school will form the basis for happiness and success in later life.

In order to function properly, public school education must provide an equal learning opportunity for all students. In addition to the regular curriculum, principles and practices of good citizenship must be taught and demonstrated. This includes an appreciation for the rights of others, however, no school or school system can discharge these responsibilities adopted for the benefit of all persons.

The rules and standards in this handbook apply to all school buildings, any school grounds during, immediately before or immediately after school hours and during district transportation of students. They also apply to any school-sponsored function or event whether on or off school grounds. This handbook does not define all types and aspects of student conduct. However, the Board of Education has the responsibility to set forth policies, rules, and regulations to help students conduct themselves in a proper manner as good citizens of a school community.

Policy explanations in this handbook are superseded by any and all school board policies passed regarding any of the items. Notification of any changes will be made available to students and parents. In addition, items may need to be revised to meet new laws, regulations, or situations. Any questions related to them should be referred to the school administration. This handbook is in effect until the issuance of a new edition. The student handbook is not intended to be all-inclusive; therefore, a student committing an act not listed will nevertheless be subject to the discretionary authority of Fillmore Central Public Schools.

The Fillmore Central School District does not discriminate on the basis of race, color, national origin, sex, disability, religion or age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Ryun Theobald, Fillmore Central High School Principal  
1410 L Street  
Geneva, NE 68361  
(402)-759-3141  
[ryun.theobald@fillmorecentral.org](mailto:ryun.theobald@fillmorecentral.org)

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the Superintendent of Schools. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816)268-0550 (voice), or (877)521-2172 (telecommunications device for the deaf), or [ocr.kansascity@es.gov](mailto:ocr.kansascity@es.gov).

## TELEPHONE DIRECTORY

In an effort to help our students and parents, we have included a listing of phone numbers most often used in our school district.

|                                                              |          |
|--------------------------------------------------------------|----------|
| Josh Cumpston, Superintendent of Schools                     | 759-4955 |
| Ryun Theobald, Senior High Principal                         | 759-3141 |
| Denise Betts, High School & Middle School Guidance Counselor | 759-3141 |
| Ryun Theobald, Activities Director                           | 759-3141 |

|                                               |                |
|-----------------------------------------------|----------------|
| Gabe Eberhardt, Assistant Activities Director | 759-3141       |
| Casey Head, Success IV                        | 759-3843       |
| Steve Adkisson, Middle School Principal       | 268-3411       |
| Aaron Veleba Elementary Principal             | 759-3184       |
| Director Student Services, ESU #6             | 1-800-327-0091 |

|                                       |          |
|---------------------------------------|----------|
| Senior High School Principal's Office | 759-3141 |
| Middle School Principal's Office      | 268-3411 |
| Elementary School Principal's Office  | 759-3184 |
| Bus Barn                              | 759-3632 |
| Activities Office                     | 759-3141 |
| Success IV Classroom – Casey Head     | 759-3843 |

# High School Faculty and Staff E-Mail Address

| Last Name    | First Name | Email Address                                                                                  | Position                 |
|--------------|------------|------------------------------------------------------------------------------------------------|--------------------------|
| Betts        | Denise     | <a href="mailto:denise.betts@fillmorecentral.org">denise.betts@fillmorecentral.org</a>         | Guidance                 |
| Biba         | Susan      | <a href="mailto:susan.biba@fillmorecentral.org">susan.biba@fillmorecentral.org</a>             | Family Consumer Science  |
| Dahl         | Aaron      | <a href="mailto:aaron.dahl@fillmorecentral.org">aaron.dahl@fillmorecentral.org</a>             | Computer                 |
| Eberhardt    | Gabe       | <a href="mailto:gabe.eberhardt@fillmorecentral.org">gabe.eberhardt@fillmorecentral.org</a>     | Weights                  |
| Foote        | Colleen    | <a href="mailto:colleen.foote@fillmorecentral.org">colleen.foote@fillmorecentral.org</a>       | Custodian                |
| Head         | Casey      | <a href="mailto:casey.head@fillmorecentral.org">casey.head@fillmorecentral.org</a>             | Success IV               |
| High         | Jordan     | <a href="mailto:jordan.high@fillmorecentral.org">jordan.high@fillmorecentral.org</a>           | Social Studies           |
| Kaye-Skinner | Ben        | <a href="mailto:ben.kayeskinner@fillmorecentral.org">ben.kayeskinner@fillmorecentral.org</a>   | Vocal/Instrumental Music |
| Hoarty       | Haley      | <a href="mailto:haley.hoarty@fillmorecentral.org">haley.hoarty@fillmorecentral.org</a>         | Resource                 |
| Komenda      | Ryan       | <a href="mailto:ryan.komenda@fillmorecentral.org">ryan.komenda@fillmorecentral.org</a>         | Mathematics              |
| Lauby        | Shelia     | <a href="mailto:sheila.lauby@fillmorecentral.org">sheila.lauby@fillmorecentral.org</a>         | Resource                 |
| Lockhart     | Mitchell   | <a href="mailto:mitch.lockhart@fillmorecentral.org">mitch.lockhart@fillmorecentral.org</a>     | Science                  |
| Meyer        | Jodi       | <a href="mailto:jodi.e.meyer@fillmorecentral.org">jodi.e.meyer@fillmorecentral.org</a>         | English                  |
| Scheil       | Doug       | <a href="mailto:doug.scheil@fillmorecentral.org">doug.scheil@fillmorecentral.org</a>           | Custodian                |
| Seggerman    | Dave       | <a href="mailto:dave.seggerman@fillmorecentral.org">dave.seggerman@fillmorecentral.org</a>     | Science                  |
| Sherman      | Steve      | <a href="mailto:steve.sherman@fillmorecentral.org">steve.sherman@fillmorecentral.org</a>       | PE/Lifetime              |
| Shipley      | Jill       | <a href="mailto:jill.shipley@fillmorecentral.org">jill.shipley@fillmorecentral.org</a>         | Art                      |
| Smith        | Colby      | <a href="mailto:colby.smith@fillmorecentral.org">colby.smith@fillmorecentral.org</a>           | Social Studies           |
| Talley       | Cindy      | <a href="mailto:cindy.talley@fillmorecentral.org">cindy.talley@fillmorecentral.org</a>         | Business                 |
| Taylor       | Bob        | <a href="mailto:bob.taylor@fillmorecentral.org">bob.taylor@fillmorecentral.org</a>             | Transportation           |
| Temme        | Dawn       | <a href="mailto:dawn.temme@fillmorecentral.org">dawn.temme@fillmorecentral.org</a>             | AD Secretary             |
| Theobald     | Ryun       | <a href="mailto:ryun.theobald@fillmorecentral.org">ryun.theobald@fillmorecentral.org</a>       | Principal                |
| VanDeWalle   | Kurt       | <a href="mailto:kurt.vandewalle@fillmorecentral.org">kurt.vandewalle@fillmorecentral.org</a>   | Agricultural             |
| Verhage      | Adam       | <a href="mailto:adam.verhage@fillmorecentral.org">adam.verhage@fillmorecentral.org</a>         | Mathematics              |
| Vnoucek      | Kelsey     | <a href="mailto:kelsey.vnoucek@fillmorecentral.org">kelsey.vnoucek@fillmorecentral.org</a>     | Media Center             |
| Waldron      | Veronica   | <a href="mailto:veronica.waldron@fillmorecentral.org">veronica.waldron@fillmorecentral.org</a> | English                  |
| Wusk         | Jeff       | <a href="mailto:jeff.wusk@fillmorecentral.org">jeff.wusk@fillmorecentral.org</a>               | Industrial Tech          |
| Yates        | Deb        | <a href="mailto:deb.yates@fillmorecentral.org">deb.yates@fillmorecentral.org</a>               | Principal Secretary      |

To read our daily bulletin that is published to our students and staff, you may go to [www.fillmorecentral.org](http://www.fillmorecentral.org) and click on high school and daily bulletin.

## **Fillmore Central School Song**

Fillmore Central High School; to the Panthers we'll be true!!

Fillmore Central High School; our loyalty's with you.

Silver, black and purple; reign supreme and true

We are making History, marching on to victory.

**School Colors: Black, purple and silver**

**School Mascot: Panthers**



## MISSION STATEMENT

The mission of the Fillmore Central Public School District is to provide all students the opportunity and support to achieve excellence, develop responsibility, and become life-long learners.

### WE BELIEVE

- ◆ in the worth of the individual.
- ◆ that learning is a lifelong process.
- ◆ that all students can learn.
- ◆ in a positive, safe, and secured learning environment.
- ◆ that education is a shared responsibility of teachers, students, home, and the community.
- ◆ in a quality education.
- ◆ in a broad spectrum curriculum to meet all student needs.
- ◆ that effective schools have effective leaders.
- ◆ that public education benefits the entire community.

**Policy adopted: 12/2010**

**Fillmore Co. School District #30-0025**

## NOTICE CONCERNING STAFF QUALIFICATIONS

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Fillmore Central Public 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, Fillmore Central Public 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.

## ACCESSING STUDENT INFORMATION THRU POWERSCHOOL

Since January 2006, Fillmore Central High School has given parents/guardians access to seeing their student(s) grades, lunch balance, attendance, daily bulletin, teacher comments and you can even e-mail your students teachers via the Internet. Each student has a unique access code for the parents to use to access the confidential information. A letter will be generated to you at the beginning of the fall semester and directions and the confidential information for you to use in

accessing the information. You may view your student's information at any time from any computer with internet access.

### SCHEDULE CHANGES

Classes may be dropped or added by students during the first week of the class, or any time prior to the end of the previous semester. If a change is made after the one-week period, the class and its grade will be listed on the student's transcript.

Procedures for dropping and adding classes:

- I. The student picks up a drop/add form from the counselor's office.
- II. Approval must be obtained from the counselor, principal, teachers and parent.

### STUDENT TESTING & SURVEYS

School policy (#7205) dictates the school must provide advanced, written notice of any standardized testing required of a student. All 9<sup>th</sup> and 10<sup>th</sup> grade students will participate in the MAPS assessment. 11<sup>th</sup> Grade students take the ACT. Grades 11 and 12 will be offered the ASVAB Military Entrance Exam, 10<sup>th</sup> Grade will be given the Pre-ACT Plan Exam and the 11<sup>th</sup> Grade will be given the PSAT Exam.

The policy further states the school must give advanced, written notice of any survey that may tend to inquire into the values, beliefs, or privacy of any student or family. Parents are permitted to observe this survey before administration. If a parent finds it's objectionable, he/she must, in written form, notify the school of their objection. The student may then be excused from completing the survey.

### ACTIVITIES

The following are the extracurricular activities at Fillmore Central High School, which are open to the student body, depending upon grade level. More detailed information is available in the Activities Handbook section.

|                        |                  |              |                 |
|------------------------|------------------|--------------|-----------------|
| Basketball             | FFA              | Speech       | Girls' Softball |
| Cross Country          | FBLA             | Track        | Student Council |
| Football               | Jazz Band        | Mock Trial   | Golf            |
| Volleyball             | L Street Singers | Close-up     | One Act         |
| FCCLA                  | Quiz Bowl        | Cheerleading | Wrestling       |
| National Honor Society |                  |              |                 |

HOMECOMING, JUNIOR-SENIOR BANQUET, PROM AND OTHER SCHOOL DANCES  
Annually, one of Fillmore Central's home fall football games is designated as homecoming. A homecoming King and Queen are crowned. In the spring season, the Junior-Senior Banquet and Prom is held. All students attending school dances could be subject to a breathalyzer test before being allowed entrance. This is to ensure that the students are afforded a safe and alcohol-free environment. Individuals in good academic/behavioral standing and are freshman through 20 years of age are eligible to attend Fillmore Central High School sponsored dances.

## ATTENDANCE

### Regular Attendance

**School begins at 8:10 AM and ends at 3:35 PM.** By being in attendance at school allows students to learn more, meet the standards for "regular" attendance as specified **by state law statute 79-209 and Fillmore Central Board Policy #5100** and establish a record many employers consider in hiring. Both absences and tardies are recorded on a per period basis and become a part of each student's disciplinary record. Such records are held five years after graduation.

### Absences

A note or a telephone call from a parent or guardian prior to or within three days after the student's return to school is necessary to have excused absences. Supporting documentation is required for a "Verified Placement" Absence (See Below).

According to Nebraska Statute 79-209 and Fillmore Central Board Policy #5100 states that a student who accumulates more than five (5) unexcused absences per semester or more than twenty (20) absences, including at least one (1) unexcused absence, in a school year is "excessively absent."

FCPS Board Policy #5100 requires that in a case where a student has accumulated five (5 ) days of unexcused absences in a semester, or the hourly equivalent, the parent/guardian will be contacted concerning absences from the principal or his designee.

In any case where a student has accumulated twenty (20) days of absenteeism in a school year, and any of the absences are by choice (unexcused), then the building principal or his designee shall initiate a series of events to determine if a case of truancy or excessive absenteeism exists. Such a process must include a meeting held between school officials and a parent/guardian of the student. If the determination is made that a case of truancy or excessive absenteeism exists then the building principal or his designee will attempt to work with the student and their family to bring about acceptable resolution to the problem. In cases where a student's attendance continues to be an issue beyond the attempted resolution of the problem, the building principal or his designee shall notify the county attorney's office and request that the issue be investigated. Absences due to Verified Placement may be excluded from this calculation.

**VERIFIED PLACEMENT:** Absences caused by illness or injury and **verified** by health personnel such as a doctor, dentist, or counselor will be viewed as verified placement and will not count toward the student's number of absences. Court appearances and probation meetings may also be **verified** by having the verification form signed and returned to the principal's office. Furthermore, students placed on out-of-school suspension, or in an institution to modify behavior or to change a student's residence, as long as an educational program is continued, are absences that will not count toward the number of days a student is absent from Fillmore Central Senior

High, if the student continues in an educational program. The verification form must be a written verification from the person responsible for treatment, specifying the amount of time the student will be or has been absent from school due to the condition of the student's health and/or behavior. Seniors will be granted two days of verified placement for college or military testing, while juniors will be granted one day for college visits during the spring semester of their junior year. (Verified Placement forms are available in the office).

**EXCUSED ABSENCES** caused by illness, injury, dental or medical appointments **not** verified by a doctor, dentist, counselor; family bereavement, family gatherings which require total family involvement, (i.e. weddings by prior parental permission only), family emergencies, family vacations (while permitted, vacations during the year are discouraged), court appearances, meetings with a probation officer; driver's license (maximum time allowed is ½ day), working at home or for employer (by prior parental permission only), college visitations (by prior parental permission only), justified 4-H or State Fair activities, special religious observances recognized as crucial to the religion. (EXCUSED ABSENCE LIMITATIONS PER TERM: **TEN PER CLASS FOR SEMESTER/TWENTY ABSENCES PER SCHOOL YEAR**).

**ACTIVITY ABSENCE:** All activities or events sponsored by the Nebraska School Activities Association and/or events sanctioned by Fillmore Central Public Schools carry the following attendance stipulations:

1. In cases of Fillmore Central Public School's involvement at the activity, all Fillmore Central Senior High participants, team members, and student managers in the activity will be dismissed to attend (subject to the discretion of the coach, director, supervisor, activities director, or student managers).
2. In activities where Fillmore Central Senior High students are participating, students other than those involved may be dismissed to attend provided:
  - a. the student presents a note from his/her parent/guardian and obtains a pre-destined form from the principal's office at least two (2) days prior to the event
  - b. the event is state event sanctioned by the NSAA.
  - c. the student choosing to attend must not have exceeded the attendance threshold and be in good academic standing.
3. In extreme emergencies other arrangements may be made by contacting the principal's office.

The absence will be unexcused if the previous mentioned criterion is not met.

**UNEXCUSED:** Absences are classified as unexcused if the student leaves school without checking out of the principal's office, forge excuses, oversleeps without a legitimate reason (maximum of one per semester even if reasons are legitimate), or failure to bring a note from a parent/guardian or to have a parent/guardian telephone the principal's office giving the reason for the absence within three days after the student returns to school. (UNEXCUSED ABSENCE LIMITATIONS PER SEMESTER: **ONE PER CLASS. EACH UNEXCUSED ABSENCE WILL RESULT IN DETENTIONS. STUDENTS WHO ARE UNEXCUSED WILL MAKE-UP DOUBLE THE AMOUNT OF TIME THEY LOST DURING THE WEEK IN DETENTION. IF**

A STUDENT ACCUMULATES TWO UNEXCUSED ABSENCES, THAT STUDENT MAY FORFEIT THE CREDITS FOR CLASS(ES) INVOLVED.

**VERY UNUSUAL:** Absences, not covered above, caused by circumstances beyond the student's control and deemed appropriate by the principal shall be excused.

#### FORFEITURE OF CREDIT

**In order for a student, to obtain credit, the student must not have more than ten (10) absences per semester. (UNEXCUSED ABSENCES are prohibited.)** If a student exceeds the limit of ten (10) **EXCUSED ABSENCES** he/she has three options available.

1. Remain enrolled in class **without** earning credits. (The appropriate grade is issued even though credit is denied.)
2. File a written appeal with the principal-appointed Committee on Absenteeism requesting an "extension of absences". Should this committee deny the student's request, an appeal may then be made to the Superintendent who would hold a hearing at a time mutually agreed upon by both parties.
3. Should the Superintendent deny the student's request, an appeal may then be made to the Board of Education who would hold a hearing at a time mutually agreed upon by both parties. All appeals must be made jointly (parent/guardian and student) and presented within seven (7) days of the notification of forfeiture of credit. The granting of semester credits is at stake. A denial of credits issued, results under this option.

If appeals to the Committee on Absenteeism, the Superintendent, and the Board of Education are unsuccessful or if no appeal is made, the decision will be final. The Committee on Absenteeism may implement solutions outside of this policy that encourage good attendance while keeping a student's credited status in question.

Notices of attendance will be mailed or emailed to parents/guardians after the **fourth, sixth and eighth EXCUSED** absence.

#### TARDINESS (SCHOOL AND NON-SCHOOL)

If a student is not in the appropriate room as assigned when the bell rings (after a "passing period") because he/she was detained by a school official, it is the responsibility of that student to obtain a pass from that official explaining the reason for his/her tardiness. Such a tardy is a "school tardy" and will not count against a student. All other tardiness will result in corrective action.

**During passing time, no student is permitted to leave the high school building unless it has been approved by the principal's office.**

**Tardies - Any student who arrives late to school, regardless of the reason, must report to the office. Students arriving 1-15 minutes late will be counted as tardy.**

## MAKE UP WORK

When students know ahead of time an absence will occur, it is the students' responsibility to secure homework assignments from the teachers and, when appropriate, to complete all work for that teacher **before the day the student is to be absent**. The Principal reserves the right to examine each case individually.

When students return to school from an unanticipated absence, it is the students' responsibility to clear the absence in the office, secure missed assignments, and complete all missed work as assigned by the classroom teacher(s) involved. For each day a student is absent, he/she will be given three days to make up all work missed. In cases of extended periods of absence, for example, serious illness, extensions may be granted by the teacher or the principal for completion of the work. The student is responsible for all materials missed.

## MISSING ASSIGNMENTS

The high school will continue to use the ICU database to communicate with parents on missing assignments. ICU is an academic support system for students and a communication tool for teachers and parents. Students are entered into the ICU system when an assignment is not turned in on time. This tool can also be used to communicate assigned work when a student is absent from the class. An email and text message will be pushed out to the parent contact information that is listed in powerschool or has been shared with the school. The ICU system compliments our current GFL policy.

## ACCIDENTS

It is the responsibility of each student to report any injury or accident to a teacher or to the office, as soon as possible, following an accident. **If medical treatment is required, the accident report form must be completed within 24 hours of the accident.**

## SCHOOL CLOSINGS

In the event that weather prohibits the holding of school or in case parents desire to come after students when adverse weather occurs, the school closing notice will be given to radio and TV stations in Lincoln and Omaha.

School cancellation of classes, activities and events will be announced through the automated calling system and posted on the Fillmore Central website, [www.fillmorecentral.org](http://www.fillmorecentral.org).

## ARRIVAL AND DEPARTURE AT SCHOOL

Students **must** check out in the Principal's office before leaving school for any reason. This includes work release and elementary mentoring.

**Students detained after school for disciplinary reasons must arrange for their own transportation home from school that day.**

Students driving to school are to park their vehicles in the proper places and in a proper manner immediately upon arrival in the morning and at noon. Students who find it necessary to drive regularly during lunch are to park their vehicles immediately upon return. On the grounds, cars are to always be driven in a safe manner without quick acceleration or high speed. Speed limits are posted, please observe them. Students driving illegally on a school permit will be referred to law enforcement officers.

Failure to follow the above directions or failure to operate the vehicle in a safe manner will result in the notification to parents of their child's driving incident and the operator losing his/her open campus privilege for a period of one week.

### CLOSED CAMPUS

Under no circumstances should students, grades 9-11, be permitted to leave during regular school hours, including noon, without notifying the Principal's office. Fillmore Central has a fully equipped cafeteria where students may purchase their lunch or may eat sack lunch brought from home. Students are expected to remain in school or on the school grounds – excluding the parking lot – from the time they arrive in the morning until dismissal in the afternoon. A permit-to-leave the building form from the office is required before a student may leave the school during the regular school day. Students shall not be in the halls adjacent to classes in session. Occasionally, parents may take their student to lunch but with prior permission only from a school official. Seniors will need to be academically eligible in order to leave campus. In addition, students who are habitually tardy may have their open campus privilege revoked or suspended for a period of time as determined by the principal.

### USDA Nondiscrimination Statement (Continued)

**For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:**

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

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

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

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

This institution is an equal opportunity provider.

## CONDUCT

### **Behavior Philosophy**

The attainment of school goals and the assurances of the rights of all students to learn require the cooperation of all students, parents, teachers, administrators, and support staff. Primarily students are responsible for their own behavior. When behavior is determined to be inappropriate to the goals of the school, the responsibility for changing that behavior is assumed by the student and parent. In general, a student should behave in such a way as to accomplish these goals:

1. A student should establish positive relationships with fellow students and all of the school staff.
2. A student should respect the learning climate in classrooms and in the rest of the school.
3. A student should respect other's property (including school property).
4. A student should obey instructions from staff members.
5. A student should respect himself/herself and take responsibility for actions in a mature manner.
6. A student should obey school rules.

Only through the support of students, parents, and the school will a student be able to achieve the mission of our community. All groups need to work together to understand and to cooperate for the benefit of the educational process for the students of our district.

### **Consequences of Behavior**

A part of maturing is the understanding there are always consequences for behavior, either positive or negative. It is a goal of the staff to find rewards for positive behaviors. When negative behavior occurs, it is also a goal for the staff to find appropriate negative consequences. These consequences should be legal in nature, appropriate, and educational for the student. If negative behavior continues, consequences will become more serious in nature. Consequences must match the seriousness of the behavior.

Generally, for inappropriate behavior, consequences will follow this order: warning, detention, daily suspension with parent conference recommended, short-term suspension (2-5 days) with parent conference required, long-term suspension (more than 5 days), or expulsion for the semester. Teachers and administrators may also use, but are not limited to, student contracts, counseling, SAT (Student Assistance Teams), or other measures that are legal and appropriate.

## STUDENT BEHAVIOR

It is impossible to list every situation in the student handbook, so administrators and teachers reserve the right to make decisions about behavior not listed here. In an attempt to clearly define the goals listed above, we have listed expected behaviors in specific situations. These guidelines apply in the classroom, in the school building, on school grounds, in attendance at all school functions, and on school buses. If questions arise, please feel free to ask our staff. Students at Fillmore Central Senior High School will be expected to:

**1. Establish positive, friendly student-to-student relationships. Actions not acceptable include the following:**

- a. Aggressive, bullying behavior
- b. Overt acts of attention getting, thus disturbing others
- c. Acts of character defamation of fellow students
- d. Cheating or stealing
- e. Excessive acts of student affection in or on school grounds
- f. Acts of extortion, coercion, harassment or group ostracism in or on school property
- g. Acts of fighting in or on school property
- h. Use of foul language, obscene actions towards fellow students
- i. Acts of gambling in or on school grounds
- j. Displaying obscene literature
- k. Misuse of student passes
- l. Excessive, loud, disorderly conduct or behavior
- m. Displaying poor eating manners

**2. Establish positive, friendly student to teacher/administrator relationships. Actions not acceptable include the following:**

- a. Acts of defiance of teacher/administrator directives or authority
- b. Acts of disruption of the instructional process
- c. Acts of disrespect
- d. Stealing from staff members or the school district
- e. Acts of physical aggression toward teacher/administrator
- f. Acts of rudeness and poor manners
- g. Acts of retaliation
- h. Acts of lying or forgery

**3. Students should develop appropriate behavior in the classroom. Actions not acceptable include the following:**

- a. Talking while instruction is taking place
- b. Writing or passing notes during instruction
- c. Texting
- d. Sleeping in the classroom
- e. Moving about the room without permission
- f. Acts of noise-making that disrupts instruction
- g. Misuse of computer and Internet equipment according to Board policy #6315
- h. Watching movies on laptops during class time

**4. Students should develop appropriate behavior within the school building by:**

- a. Serving detentions within the prescribed time periods
- b. Being in the proper locations during school time
- c. Walking in the halls and having a pass in the halls
- d. Being in only designated areas
- e. Following attendance procedures
- f. Handing in required office forms
- g. Sitting on appropriate benches, desks, chairs in the building (not window ledges or table tops)

- h. Displaying only appropriate signs of public affection in the building (Displays of affection beyond holding hands during school are inappropriate and disruptive of the school's learning environment. Disciplinary steps will be taken to enforce this guideline by teachers and administration including warning and parental conference. Continued violations could lead to disciplinary actions.)

**5. Students must not bring to school or have in their possession items, which could reasonably be construed as constituting a weapon in any form (knives, guns, clubs, fireworks). Unlawful possession of a firearm on school ground. (LB 988)**

- a. Offense. Any person who possesses a firearm in a school, on school grounds, in a school-owned vehicle, or at a school-sponsored activity or athletic event shall be guilty of the offense of unlawful possession of a firearm on school grounds.
- b. Penalty. Under Sec. 8001. Of the Title VIII-Gun Free Schools Act "any student who is determined to have brought a weapon to a school under the jurisdiction of the agency shall be expelled from school for a period of not less than one year..."
- c. Exceptions. The offense of unlawful possession of a firearm on school grounds shall not apply to:
  - I. Armed Forces and Law Enforcement Officers
  - II. Adult Supervision for receiving instruction Gun Rack Rule.
  - III. Firearms contained within a private vehicle operated by a non-student adult which are not loaded and
    - (i) are encased
    - (ii) or in a locked firearm rack that is on a motor vehicle

**6. Students must refrain from all activities, which may result in the destruction of school property. This includes breakage, marring, or destruction caused by fire or smoke for which the student is responsible.**

VIOLATIONS OF THE ABOVE RULES ARE GROUNDS FOR SUSPENSION OR EXPULSION FROM FILLMORE CENTRAL HIGH SCHOOL.

INITIATION &/OR HAZING

Unstructured INITIATION ACTIVITIES CANNOT BE PERMITTED. In the past some students have infringed on the rights of others. These activities definitely affect school performance adversely and cannot be tolerated. Violating this rule on or in the proximity of school will result in detention, after school sessions, or suspension.

DISCIPLINARY PROCEDURES

Depending upon the behavior exhibited by the student, different disciplinary procedures are used. A description of each procedure follows:

**Detentions**

- 1. Detentions are held either in a teacher's room or another location designated by the appropriate teacher, as time specified by the teacher or principal. Since detentions are only assigned to students who **earn** them, students will not be allowed to make detentions up during their "free time". If students have "other plans", i.e., work, activities, ride the bus, etc., they are encouraged to adhere to all school policies.

2. Student detentions begin when the student is seated and working in the appropriate area. Detention generally will not begin after 3:40 p.m. If a student shows up after 3:40 p.m. without the teacher or principal approval, he/she will be asked to report the next day to detention and will serve one additional detention.
3. Detentions will be used to work on academic work, **immediately after school and last approximately forty-five minutes in length**. If a student does not bring work, the student may be assigned work.
4. Students will be silent the entire detention period. Students will not be allowed to leave detention to get a drink, go to their lockers, go to the restroom, etc. without the permission of the monitor.
5. Failure to attend an assigned detention, without prior approval of the teacher or principal, will automatically result in an additional detention assignment. Students may only serve three consecutive detentions. Infractions that result in more than three detentions may cause the students to be suspended, in-school, for one to five days.
6. Students waiting for students serving a detention are to wait outside the building or, if severe weather exists, just inside the entryway.
7. Students may be given a choice of making up the assigned detentions): (a) the day the detention is assigned or (b) the next day. **The principal and the involved teacher(s) reserve the right to void this option when reasonable.**

**Reasons a student may be sent to detention:**

1. Eating food or candy, drinking pop, etc., in a classroom without teacher permission.  
**During lunch, students are to keep all non-school food, candy, and pop outside the building.** If students fail to do so, such items will be confiscated.
2. Misuse of a pass slip. Any student who leaves a teacher's jurisdiction during any type of classroom activity must have a pass initiated by the teacher concerned. This pass is required to be returned by the student to the teacher who wrote the pass, before the period is concluded for the time that the pass was initiated. Pass slips to see another teacher may not be granted unless the pass slip is previously signed by the teacher to be visited and approved by the teacher whose jurisdiction the student is leaving. Pass slips to the office may be granted without approval of the office if the pass is judged by the teacher to be essential or is of an emergency nature.
3. Use of profanity.
4. Use of violent force and/or other coercive behavior.
5. Littering
6. Disrespectful behavior.
7. All non-school tardiness
8. Failing to check out at the principal's office before leaving school for any reason.  
While this does not include leaving for lunch, students must notify the office if they are not going to return after lunch.
9. Damage caused by students, whether intentional or by accident, will be repaired by all students involved as designated by the principal. Additional detentions may be assigned.
10. Inappropriate behavior or other infractions a teacher or the principal believe interfere with attaining the goals of the Fillmore Central Senior High. Disruption and/or violations of rules for classrooms, the hallways, the lunchroom area, and other areas may lead to the assignment of detentions.

## TOBACCO REGULATIONS

Fillmore Central High School is a smoke free campus. The use and possession of tobacco and any other form of tobacco or imitation, such as an electronic cigarettes, vapor pens, etc. on school property at any time is forbidden. Any student caught smoking or chewing tobacco or in possession of tobacco in the school building, on campus or during a school-sponsored activity may be suspended one to three days from school. Students will also be restricted from participation in activities.

## ALCOHOL AND DRUG REGULATIONS

All students will be required to sign a Drug-Free Form upon entering Fillmore Central Senior High School. The possession of or use of alcohol or drugs on school property or at school-sponsored activities is strictly forbidden. **Fillmore Central Public Schools is a Tobacco Free Campus.** Any student in possession of drugs or alcohol on school property or under the influence of drugs or alcohol during the school day or during school-sponsored activities will face suspension or expulsion.

Students failing to comply with these regulations and who are in violation of the law may be turned over to the proper legal authorities for investigation and appropriate legal action. Repeated infractions of regulations will result in the student being referred to the Board of Education for long-term suspension or expulsion.

## DISRUPTIVE AND CHRONIC NON-ACHIEVEMENT

The Fillmore Central Senior High School works toward making every student successful. Despite the best efforts of a school system, circumstances surrounding a student outside of school may prevent a student from being successful in every component of his/her educational program. Students with class work of such quality that they no longer have a chance to receive a passing grade for the semester shall be re-assigned to an alternative educational opportunity if they in any way detract from the learning of other students in the class. Prior to the re-assignment, parents will be presented with evidence of disruption and non-achievement. The principal or his/her designees are given the responsibility of re-assignment.

## BULLYING POLICY

Bullying type behavior is not to be permitted at Fillmore Central Schools. Bullying is defined as the intimidation or attempted intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks towards another person. It may include, but not be limited to, actions such as verbal taunts, name calling and put downs, including ethnically-based or gender-based verbal put downs, and extortion of money or possessions. Any student who engages in bullying or harassing behavior on district property, in a vehicle owned, leased or contracted by the district being used for school purposes, or who engages in such a behavior at a school sponsored activity or athletic event shall be subject to disciplinary measures including short and long-term suspension and/or expulsion, as per board policy #5415.

## SEXUAL HARASSMENT POLICY

It is the policy of the Fillmore Central Public Schools to prohibit sexual harassment by students of any person in the school, not merely other students. It is a violation of this policy for any student to harass any person in the school by making any unwelcome verbal or physical sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct.

Fillmore Central's definition of bullying: Fillmore Central Senior High School defines bullying as: a desire to hurt or humiliate, actions or words that hurt or humiliate, a power imbalance, repetition (typically), an unjust use of power, a sense of being oppressed on the part of the target, gratification by the aggressor. Examples include but are not limited to: Persistent, unwanted joking and teasing; name calling; unwanted comments; disrespect for another person's property; leaving people out of activities; threatening people, gossip or rumors, sexting, making people do things they don't want to do, rating or ranking of personal characteristics.

Activities proscribed by the adoption of this policy include, but are not limited to, verbal harassment or abuse, pressure of any type of sexual activity, remarks of a sexually demeaning implication, and unwelcome touching. Additional examples could include such behavior as leering, joking, offensive remarks, which are not directed specifically at the person who feels harassed.

Sexual harassment is a punishable offense. Punishment may include in or out of school suspension or expulsion. Federal and Nebraska School Law make sexual harassment illegal.

### **What should you do if you are sexually harassed?**

Tell the harasser to stop! Misunderstandings happen, so the first step in stopping sexual harassment is to tell the person to stop! Say it clearly and firmly, "I didn't like what you did/said, and I want you to stop!"

If he/she stops, it's probably not sexual harassment.

If he/she keeps doing/saying it, it's probably sexual harassment.

### **If the harassment continues:**

Talk to your friends. It will help you feel better and prevents misunderstandings.

Write down everything that happened! Include where it happened, when and who else was there.

Avoid being alone with the harasser.

Report the incident to an adult. A parent, a trusted teacher, principal or school counselor can help you plan what to do next.

Have parents contact the principal. Parents may want to file a formal complaint if the harassment continues.

## BUS BEHAVIOR

Riding the bus is a privilege. To ensure the safe transport of all students on school buses, all of the school rules, as well as those designated specifically for transportation, will be in effect. Violation of these rules will be reported by the driver, to the school principal or designee who has the authority to suspend that student from bus transportation.

### INSTRUCTION FOR STUDENTS RIDING THE BUS

1. The driver is in full charge of the bus and students must obey the driver.
2. Students shall keep assigned seats at all times with arms and head inside of bus.
3. Anything that interferes with student safety such as fighting, profanity, abusive language, balls,

### **Possible Order of Consequences for Bus Offenses**

- |                         |                                                                                       |
|-------------------------|---------------------------------------------------------------------------------------|
| 1 <sup>st</sup> Offense | Warning conference/Parent Contact by driver-Parent Contact by Transportation Director |
| 2 <sup>nd</sup> Offense | 1 day of bus suspension                                                               |
| 3 <sup>rd</sup> Offense | 2 days of bus suspension/Parent conference with driver and Transportation Director    |
| 4 <sup>th</sup> Offense | 5 days of bus suspension/Parent conference with Principal                             |
| 5 <sup>th</sup> Offense | Suspension for remainder of the term                                                  |

### **CHEATING**

Students caught cheating on tests, quizzes, or other required work will be reported to the principal and students will be given the opportunity to re-do the assignment. The teacher will notify parents/guardians, if a child is caught cheating. Repeated instances of cheating may lead to removal from class or other disciplinary action.

### **COMPUTER USE**

Fillmore Central Public Schools is sole owner of all computers, laptops and peripherals of the network. Computer usage is a privilege not a right. The computers are for education use only. They are not for student entertainment during the school day, which includes playing games, watching movies, and listening to music unless it is part of an assignment.

### **LAPTOP GUIDELINES**

1. Laptops should be put in sleep mode and placed in the laptop bag prior to moving them. Do not carry a laptop by the screen at any point.
2. Laptops should be brought to school every day fully charged, and they must be taken home every night.
3. Do not eat or drink near your laptop.
4. Do not place anything on top of or near the laptop that could put pressure on the screen. Do not leave anything on the keyboard, such as a pencil, which could break the screen upon closure. Also, do not poke or touch the screen.
5. Do not reveal your full name, phone number, home address, social security number, credit card number, or password to others.
6. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or technology coordinator as quickly as possible. This is a responsibility and part of your adherence to the Fillmore Central usage agreement.
7. Comply with trademark, copyright law, and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation of Fillmore Central student policies. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
8. Students should maintain high integrity with regard to e-mail content. Always use appropriate language. Do not transmit language/material that is profane, obscene, abusive, harassing, or offensive to others.
9. Do not go to chat rooms or send chain letters without permission. No spamming is allowed. No private chatting or e-mailing during class without permission from your instructor.

10. Students should back up all of their work often. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Students also have the option to create additional backups of their work using their CR-RW drives. Computer malfunctions are not an acceptable excuse for not submitting work.
11. Students are not allowed to play games, audio files, or videos of any kind on their computers during regular school hours, unless given permission by instructors and are part of an assignment.
12. Students aren't allowed to download audio files, video files, or games while at school.

\*\*\*The Computer Loan Agreement can be found at the back of this handbook.\*\*\*

Consequences of the above may result in loss of computer privileges as well being disciplined.

### **FREQUENTLY ASKED QUESTIONS ON LAPTOPS**

- **Will students' laptops be monitored by staff?**
- Laptops will be monitored in class to the same extent that students and materials are monitored by teachers now. Simple and effective classroom management practices by teachers will ensure that computers are being properly and effectively used during class time.
- District personnel will have access to each student's computer through electronic monitoring software. All computers will be periodically checked for inappropriate content or usage. An individual student's computer can and will be monitored as necessary.
  
- **Will students have the same laptops until they graduate?**
- As long as the computers aren't replaced by new computers through a new lease/purchase, students will use the same computer each year.
  
- **When/how will student computers receive software updates?**
- At the end of each year, students will check their computers back in to our tech. personnel. During the summer our technology personnel will "cleanup" the computer and perform any necessary maintenance and updates.
  
- **What about students/families who don't have internet access at home?**
- If a family determines that they need/want internet access in their home, they will be responsible for paying for and setting up any internet services for their home.
- There are "hot spots" in town that provide access to the internet through a wireless connection. The school parking lot will most likely be one of those places.
- Not all work will require the use of the internet. In many cases, tasks that require internet access could be completed at school. Many times, internet files that a student needs can be downloaded while at school and taken home. Examples would include PDF files, MPEG files, etc.
- Keep in mind that most of the tools that a student will need to use in completing assignments are the tools that are already on the computer's hard drive (Word, Power Point, Excel, iMovie, iPhoto, Garage Band, Keynote, Pages, Numbers, etc.).

- **What happens if the computer get's damaged and needs repaired?**
- There are basically two types of situations. Situation #1 relates to normal malfunction or accidental breakage. Situation #2 relates to negligence, vandalism, and intentional misuse/damage/breakage.
- Situation #1 – Repairs will be submitted to Apple approved technicians. Some or the entire repair could be covered bby an Apple warranty for faulty parts. The School District Protection Plan that parents can belong to by paying the \$40.00, or parents's personal insurance will cover any cost not covered by a warranty. First Incident is covered 90% through School District Protection Plan, 10% covered by parent/student. Second incident is covered 75% School District Protection Plan and 25% parent/student. The Third incident and beyond will be covered by parent/student completely.
  - In this situation, students will most likely be able to check out a “loaner” laptop computer to use while their computer is being repaired. The same rules, conditions, and policies apply to the use and care of the loaner computer while it is checked out to the student.
- Situation #2 – In a case where it is determined that the computer was lost, damaged, broken, vandalized due to negligence or an intentional act, the student/family will be responsible for the entire cost of either repairing or replacing the computer.
  - In this case, the student will most likely not be given a loaner computer. Further more, the student may have their laptop privileges permanently revoked or suspended for a specific period of time.
- **What are the actual costs to students/parents?**
- Parents will be required to pay \$40 for purchasing the self-insurance contract from the school. The replacement cost for a single computer is approximately \$735.
- **What if a family cannot afford to replace the laptop in cases where it is damaged outside of the warranty?**
- A student/family will be required to agree to and sign an insurance contract before being allowed to check out a computer. Students who do not purchase the \$40 insurance contract or signs a self-insurance waiver will not be allowed to check out a school laptop.
- Students will have their computer privileges suspended in cases where the student/family refuses or fails to pay their share of the repair cost.
- A student/family will be required to pay the entire repair/replacement cost in cases that involve a computer being lost or stolen. A student/family will be required to pay the entire repair/replacement cost in cases that involve the computer being vandalized or damaged/broken due to negligence or an intentional act. Replacement cost for a computer is approximately \$735. In these cases the student will not be allowed to have access to another computer until the cost for repair/replacement is paid in full. It is also possible that the student may have their laptop privileges permanently revoked or suspended for a specific period of time.
- **How will you address websites like Facebook?**
- We will be able to block inappropriate websites at school as students will have to use the school's network to access the web.

- Once students leave school, their use of the Internet would have to be monitored by parents. It should be noted that students who bring inappropriate content into the school with their computer will have their privileges reduced, suspended, revoked.
  
- **Will this keep costs down on future textbook purchases? Will students continue to use textbooks?**
- Students will continue to use textbooks in classes. Fillmore Central has started using online textbooks in some classes and will continue to grow in that path in the future.
  
- **Will software applications be compatible with Windows?**
- Some of them will.
  
- **Will the school provide parents the opportunity to learn about the students computer (hands-on, how-to, etc.)?**
- Incoming freshman and their parents attend a laptop orientation night the week of school starting to learn all about the student laptops. Parents are free to ask questions at that time.
  
- **What about the 5% of the parents that won't cooperate?**
  - No matter what a school does there are going to be a small percentage of people either (students or parents) that don't support it or openly come out against it. This does not mean that it isn't the right thing for the other 95% percent of our students. Students/parents who do not want to comply or participate simply will not have a laptop computer issued to them. These students will have to make use of school desktop computers while in school or personal computers while out of school, but will be expected to complete all assignments, with or without a laptop, as given by instructors.
  
- **Will the technology negatively impact students' opportunity to learn formal writing and speaking skills?**
- Absolutely not. The technology should dramatically enhance the teaching and learning of skills such as writing particularly because students will have the tools to consistently do more writing. Keep in mind that our curriculum (what we want our students to learn) will not change due to students having laptops. Our teachers will continue to ensure that our students are learning the skills that are necessary and will use the tools and methods that best support the learning and use of such skills. In some cases that might involve extensive use of a computer and in some cases it might involve little or no use of the computer.

• \*\*\*\*\* **FILLMORE CENTRAL QUESTIONS** \*\*\*\*\*

• **What if I already have a laptop? Can I use my own laptop?**

- No. The security and management of the network requires that all students use the same computers that are provided. It is also important for our students to have the same operating system, network connections, and software applications – this consistency is necessary for our teachers for assignments, expectations, etc.

•

• **Can I keep my computer over the summer?**

- No. The computers will be checked back in at the end of the year. This is necessary so our technology personnel can perform the necessary updates and maintenance. The same computer will then be checked back out to the student in the fall.

• **What will I do without a computer in my classes if my laptop unit is being repaired or replaced?**

- A limited number of “loaner” laptops will be kept on hand and can be checked out to students on first come, first-served basis. Students who do not have a computer because it is being repaired/replaced due to negligence, vandalism, or intentional act may not be allowed to check out a temporary replacement computer.

• **What if I want to purchase additional software in addition to the available software provided by Fillmore Central, is that allowed? Will school staff install it for me?**

- No. The only software that is allowed on the computer is what is provided by the school district and installed by Fillmore Central technology staff. Installing software in addition to what is provided by Fillmore Central (this includes operating systems) is not allowed and only Fillmore Central technology staff are allowed to install software/updates on student laptops.

• **Will there be facilities to backup the files I create on my laptop?**

- The school will provide a file server where each student has a limited amount of space to save school files. Students are responsible for managing the storage of their files. It is possible that the student files be purged each year so it is recommended that students use a flash drive or external hard drive to keep any files from year to year. Each year there is a new lease on the laptops. They will start out fresh with no student files, so any files that the student wants transferred over, they will be responsible to taking care of that. The school will not be doing that.

**The laptop battery will be replaced by the manufacturer for defects. Fillmore Central will pay for the replacement of any battery that has come to the end of its natural life. Students will be responsible for paying to replace any battery that is lost, stolen, or damaged due to their negligence, vandalism, or intentional act.**

**How much will it cost to replace accessories or repair damage to my laptop?**

**Accessories**

Bag – Up to \$49

AC Adapter & Power Cord - \$79.00

**Repair costs**

|                                    |          |
|------------------------------------|----------|
| Liquid spills:                     | \$774.95 |
| Cracked Screen:                    | \$483.95 |
| Cracked Screen and damage to case: | \$649.95 |
| Top Case with keyboard assembly:   | \$205.95 |
| Top Case with Screen               | \$649.95 |

**Damage to the metal case usually causes internal damage and results in a repair of \$774.95**

**If they have school insurance the first incident is 10% of cost, the second is 25% of cost, and the third they are responsible for the entire cost of repair. Prices may vary.**

**ACCEPTABLE USE POLICIES FOR ONLINE SERVICES  
FILLMORE CENTRAL PUBLIC SCHOOLS  
2020-2021**

Fillmore Central is committed to the use of technology to prepare students for a world of digital technology and expand learning opportunities. The use of technology facilitates global collaboration, which is a vital skill for 21<sup>st</sup> century learners in their preparation for college or the workforce. Students at the high school will utilize laptop computers on a wireless network that will provide students with immediate access to online resources, local network resources and other materials essential to an enhanced learning environment.

With the issuance of each laptop also comes the need to establish rules, policies, and regulations that will govern the use of laptop equipment. These issues range from the need to protect students' access, to care and maintenance of laptops. Each student will have an option of being issued a laptop for their use. Before a computer is issued, students and parents must attend an evening workshop that will allow our staff to share important information. For those students registering during the year, a laptop will be issued as part of the registration process.

Technology immersion does not diminish the role of the instructor. On the contrary, laptop computers transform the instructor from a director of learning to a facilitator of learning. In preparation for this instructional advancement towards student learning, staff members have gone through extensive technology training.

Establishing this new environment for such learning takes careful planning and consideration. It is our hope that the information provided in the guidebook will be useful information for students and parents alike. This policy is not meant to be all-inclusive but will remain a work in progress as the 21<sup>st</sup> century initiative develops in the years to come. The key to the success of this program lies with all parties; students, parents and staff. It is our hope that this program will enhance student learning and will benefit the needs of all students at Fillmore Central.

**E-Mail**

- E-mail during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their e-mail.

- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate e-mail is allowed including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a violation and will be subject to disciplinary action.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account without first receiving explicit permission from the account holder.
- E-mail etiquette should be observed. In general, only messages that one would say to the recipient in person should be written.
- Only approved mail programs may be used for student mail.
- School e-mails addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- The school reserves the right to search and read e-mail as deemed necessary.
- Only school-related attachments may be sent on school e-mail systems.

### **Chatting and Blogging**

- Instant messaging is prohibited on campus except as part of an assigned, in class activity that is supervised by faculty or administration.
- Blogging done on campus is for academic purposes only.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

### **Audio and Video**

- Audio on computers should be turned off unless required for the activity being conducted.
- Listening to music aloud is not permitted during class or homeroom.
- The use of laptops to watch movies and DVD videos is not permitted during the school day.
- Any audio or video recording may be conducted only with prior permission of all parties being recorded.
- Sharing music (including iTunes) over the school network is strictly prohibited and is subject to disciplinary actions.

### **Games**

- Games are not permitted during school hours except as part of an assigned, in-class activity.
- The school reserves the right to remove any game from a school computer that is considered inappropriate.
- Games that are not allowed to be played over the school network.
- Games that include violence, adult content, inappropriate language, and weapons are not to be installed or played on school laptops.
- Screensavers that include gaming components are not allowed.

## **Laptops**

- All laptops are expected to be in good working order at all times. Laptops should be charged each evening. This will provide students with a laptop that is fully charged for each school day.
- Student laptops must not be left unattended at any time. If a laptop is found to be unattended, it will be turned in to Mr. Dahl.
- Laptops must be carried and transported appropriately on campus. They should be carried in their cases from class to class. Failure to close the lid before transporting could damage the hard drive and result in permanent loss of data. Note: Students are entirely responsible for backing up their own data. Lost or damaged data is not the responsibility of the district.
- No food or beverage should be in the vicinity of the laptop. Laptops may not be used in the cafeteria, during lunch.
- Laptops should be handled with respect and care. Inappropriate treatment of school laptops is not acceptable.
- Laptop and laptop bags are not to be written on, to have stickers applied to them, or to be defaced in any way.
- Students are not allowed to create any bios passwords on the laptops (bios passwords are set through the computer's hardware and are not the same as regular passwords).

## **Network Access**

- Students must not make any attempt to access servers or network information that is not open to the public.
- The utilization of proxy avoidance IP numbers and program is strictly prohibited.
- Student may not use the school network for personal or private business reasons.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer virus, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- Fillmore Central is not responsible for damaged or lost data transferred through our network or stored on laptops or file servers.
- Students are prohibited from installing and using VPN's to bypass the network filter.

## **File Sharing**

- File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on school computers including laptops. Examples of this type of software are Limewire, Bearshare, Kasaa, uTorrent, etc. Although these types of programs are software downloads, they automatically create file-sharing connections.

## **Internet Use**

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet but are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of materials on their laptop.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music or text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or other wise offensive material, they are to notify a teacher, technology coordinator or administrator as quickly as possible so that such sites can be blocked from further access. This is not merely a request but a responsibility.

## **Privacy, Use, and Safety**

- Students may not give personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm, therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, and administration to anyone outside of the school without permission.
- Students must secure and maintain private passwords for network and e-mail use as well as laptop access. This is important in order to protect the privacy of each student.
- Fillmore Central respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use including harassment or threatening e-mails are suspected the school administrator or technology coordinator has the right to view files in order to investigate suspected inappropriate behavior.
- The school will monitor computer activities that take place on campus during the school day including logging website access, newsgroup access, bandwidth and network use.
- Students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- Students are prohibited from utilizing peer to peer networking or any method of file sharing between computers unless authorized by the technology staff.
- Students are prohibited from using laptops or any computer for acts of cruelty.
- Laptops that are provided by the school continue to be the property of Fillmore Central, and therefore the school has the right to view all content at any time.
- Any laptop used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy including the right to view the content of the laptop at any time, the right to remove content from the laptop, and the right to retain the laptop in the school's possession if there is an inappropriate infraction.

## **Copyright**

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

## **Consequences**

- The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of the use of the computer for an amount of time determined by the administration and members of the technology department, possible disciplinary action and/or legal action. These consequences apply to students participating in the 21<sup>st</sup> Century program at Fillmore Central as well as to students who own their own laptops and use them on campus.
- Computers found with illegal or inappropriate software or materials will be reimaged and removed from student possession.
- Students are to report any known violations of this agreement to appropriate administrative staff members. Random checks of student laptops will be conducted throughout the year to ensure that these policies are being followed.

Fillmore Central Schools takes no responsibility for activities conducted on school computers or materials stored on computers, laptops, or the school's network.

Students are required to adhere to all provisions and conditions set forth in this Acceptable Use Policy. Any violations of this policy will result in disciplinary action, loss of laptop privileges, and possible legal action. Students are to report any known violations of this Acceptable Use Policy to appropriate administration or technology coordinator. Fillmore Central Schools takes no responsibility for activities on school computers or materials stored on computers or the network.

## **DRESS CODES AND EXPECTATIONS**

Fillmore Central High School has adopted the following policies regarding dress attire. In instances where students make an error in judgment concerning dress and/or whose clothing detracts from the education process, they will be asked to report to the principal's office to discuss the situation and for appropriate action to be taken.

Examples of violations:

- Clothing or jewelry that is gang related
- Clothing that shows an inappropriate amount of bare skin or undergarments (midriffs, spaghetti straps, sagging pants, excessive holes and tears)
- Clothing or jewelry which displays advertisements for products not available to the student by Nebraska law (drugs, alcohol, tobacco, gambling, promotion of violence)
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage horseplay
- Headwear, including hats, caps, bandanas, hoods, scarves are prohibited during the school day.

- Clothing or jewelry which exhibits nudity, makes sexual references or carries double meanings.
- Inappropriate or distracting markings or tattoos as determined by the administration.

**Students that fail to wear appropriate clothing will call parents at home /work so appropriate clothing can be brought to school.**

## CONSEQUENCES FOR DRESS CODE VIOLATIONS

**All violations of the dress code will receive a referral for the first offense. Possible consequences are outlined as:**

1. First Offense: Warning, parent contact and removal from class until parent is contacted and appropriate clothing is secured.
2. Second Offense: Immediate detention and parent contacted to bring appropriate clothing.
3. Third Offense: Immediate detention, parent meeting and appropriate clothing brought by parent.

## GUM/CANDY CODE

Candy and pop should be used only in appropriate and designated areas of the building. Given certain activities, teachers may prohibit gum use for the duration of that particular activity. Should the building begin to deteriorate due to this practice, the principal is charged with the responsibility of banning all gum use. This privilege requires every student's cooperation.

## STUDENT PARKING AND DRIVING

Use of the school parking lot is a privilege extended to students. **Vehicles, which are improperly parked, may be towed away at the direction of the administration and at the expense of the owner or driver.**

Seniors are to park in the first and second row; Juniors third and fourth row; Sophomores fifth and Freshman in the last row of the student parking lot.

All state and local traffic regulations shall be observed on school property. Failure to do this may result in loss of the driving privilege on school property.

## SUSPENSION

Suspension may be either in school or out-of-school. In-school suspension may be used for first offense violations and for situations, at the discretion of the principal. Out-of-school suspension will be used in all instances calling for suspension, as well as flagrant first-time violations.

In-school suspension will be determined by the principal's office and the student remains in the designated place of suspension until the principal approves the student's dismissal. The student will receive credit for any daily work that other students may be graded on. Students may take tests for credit under the supervision of the principal or his designee. All students serving in-school suspension will adhere to the following rules:

1. The student must have work to do relating to courses of study.
2. The student must remain in a designated place of suspension until dismissed by the principal.
3. The student will not talk to anyone without approval by the principal.

4. The student may eat lunch (the student will not be allowed to leave the building for lunch) and use the restroom facilities during a 20-minute period designated by the principal.

Violation of In-school suspension rules may result in detentions, longer in-school suspensions, or out-of-school suspension.

#### SHORT-TERM SUSPENSION (one to five days)

Any student may be excluded from the Fillmore Central Senior High School for a period of time not to exceed five school days in the following circumstances provided the suspension is assigned under the guideline provided by Nebraska Student Discipline Act:

1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community.
2. If the student conduct presents a clear threat to the physical safety of him, her, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. Some of the activities or behaviors that could result in a short-term suspension are as follows:
  - A. Possession or use of tobacco on school property or at school sponsored activities (first offense, suspension from school for 1-3 days).
  - B. Refusal to comply with reasonable standards of behavior established by teacher or building administrators.
  - C. Use of abusive language.
  - D. Vandalism of property belonging to the school district, staff, or students;
  - E. Fighting
  - F. Theft or pilferage of property belonging to the school district, the staff, or students.
  - G. Committing any other act or becoming involved in any other activity, which disrupts the normal educational opportunities for other students, i.e. cell phones, Ipods, tablets, sexting, etc.
3. Conduct constituting grounds for expulsion or long-term suspension as set out in Nebraska Law.
4. Such short-term suspension shall be made only after the administrator has made an investigation of the alleged conduct or violation and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes. Before such short-term suspension shall take effect, the student shall be given oral or written notice of the charges against him/her and an explanation of the evidence the authorities have. He/She shall have the opportunity to present his/her version of the incident. The administrator shall, as soon as is reasonably possible following the suspension, send a written statement to the student, the student's parents/guardian, describing the student's conduct, misconduct or violation and the reasons for the action taken. The administrator shall make a reasonable effort to hold a conference with the parents/guardian before or at the time the student returns to school.

#### LONG TERM SUSPENSIONS AND EXPULSION (five to twenty days or more)

Long-term suspensions shall mean the exclusion of a student from attendance in all schools within the Fillmore Central Public School System for a period exceeding five school days but less than twenty school days. Expulsion shall mean exclusion from attendance in all schools within the system for a period of time not to exceed the remainder of the semester in which it took effect.

The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during educational function or event off-school grounds:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
2. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value or repeated damage or theft involving private or school property of small value.
3. Causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
5. Knowingly possessing, handling, or transmitting any object or material ordinarily or generally considered a weapon.
6. Engaging in the unlawful possession, selling, dispensing, or use of controlled substance or alcoholic liquor (See Alcohol and Drug Rule).
7. Public indecency as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age.
8. Sexually assaulting or attempting to sexually assault any school employee or any student 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 the school employee or student. For conduct described in this subdivision, including sexual assaults or attempted sexual assaults which occur off school grounds not at an educational function or event, if the student attends the same school as the victim attends or is employed by, the student may be subject to mandatory reassignment to another school within the system and the mandatory reassignment may be in addition to long-term suspension or expulsion 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. Engaging in any other activity forbidden by the laws of the State of Nebraska and constitutes a danger to other students or interferes with school purposes.
10. A repeated violation of any rules and standards validly established pursuant to section 79-292 if such violations constitute a substantial interference with school purposes.

#### HEARING PROCEDURE

When, in the opinion of the school administration, a student has been involved in an incident, which would result in long-term suspension (more than 5 days), or expulsion from school, the procedure for a hearing, if requested by the student, shall follow the requirements, of public laws 79-262 through 79-292. Briefly stated the provisions of those laws are:

1. The student's right to request a hearing within five to thirty school days before a hearing examiner. The hearing examiner will be any non-involved person as designated by the school's superintendent or Board of Education.
2. The hearing will be scheduled within two school days after it is requested.
3. The student has the right to counsel during the hearing.
4. The hearing examiner will report his findings.

5. A review shall be made of the hearing examiner, the determination by the superintendent, who may change, revoke, or impose the sanction recommended by the hearing examiner but shall not impose a sanction more severe than that recommended by the hearing examiner.
6. The student's right to appeal the hearing examiner's decision within seven school days to the school board.

#### STUDENT RESPONSIBILITY FOR REPORTING THREATS OF VIOLENCE

Every student has the responsibility to report immediately any threat of violence, suicide, or abduction to the building principal or a teacher. Any student having knowledge of such information without reporting shall be subject to disciplinary consequences as deemed appropriate by school administrators.

Any student, upon receiving information that a person is threatening to commit an act of violence, shall:

1. Assume the threat is serious
2. Immediately report the threat to a teacher, the building principal, or other school administrator if the principal is unavailable.
3. Be available and cooperative in providing a statement of information
4. The information source (student) will remain anonymous to the greatest extent possible.

#### Safety Drills

Safety drills will be conducted periodically to include: fire, bus, tornado, lockdown, lockout, evacuation, shelter and hold. Each classroom will have posted the appropriate route and procedures for each drill. All drill should be treated as actual events.

#### FUND RAISING

The Principal and the Activities Director, prior to the occurrence, must approve all fund-raising drives. Off-site fund-raisers may be advertised on school grounds after receiving approval by the building Principal.

#### GRADES, MARKING, AND REPORTING GRADES AND GRADE REPORTS

Grades will be automatically figured, assigned and reported to students and parents at the end of each quarter of the school year. Students and parents are encouraged to obtain procedures, requirements and expectations from individual teachers to insure understanding about how grades are figured. Grade reports may be withheld at the end of each semester if fees and/or fines are owed at school

# FILLMORE CENTRAL PUBLIC SCHOOLS

Updated 3/7/2014

## FCPS Grading Policy

### GRADING PHILOSOPHY

*The primary purpose of grading is to summarize and to communicate, as accurately as possible, the academic performance of students to families, to educators, to employers, to post-secondary institutions, and to the students themselves. A grade should only reflect what students know and are able to do in a course of study as measured against pre-determined standards and criteria after they are provided an opportunity to learn.* Therefore, formal grading and reporting are to be primarily based upon individual performance on summative, standards-based assessments, after students are provided the opportunity to learn. Non-academic factors such as attitude, attendance, behavior, and work completion are valuable and should be communicated to others, but such factors shall not factor into the methodology for determining individual grades. We strive for summarizing and communicating student performance in a manner that is fair and accurate. Increasing the fairness and accuracy in our approach to grading will also raise the level of awareness and accountability for learning for our students, parents, and school alike. Some classes may be graded as pass/fail. If so, they will be expected to adhere to the FCPS Grading Policy.

### FINAL GRADE REPORTING SCALE

|            |            |            |
|------------|------------|------------|
| A 93 - 100 | C+ 81 - 84 | D+ 73 - 76 |
| B+ 89 - 92 | C 77 - 80  | D 69 - 72  |
| B 85 - 88  |            | F 0 - 68   |

*A 'Missing' will be recorded in the student-data information system for any summative task for which a student does not provide sufficient evidence for assessing and evaluating learning or performance. Students will have until the last Monday of each quarter to complete any summative task. After this date, student, teacher and building administrator must agree upon a scheduled testing time prior to the end of the quarter. All recorded 'Missings' will be converted to a grade of zero (0) at 8 AM on the final day of the quarter, except for cases deemed appropriate by the building principal.*

### GRADE CALCULATION \* WEIGHTING \* GPA & TRANSCRIPTS

#### Recording Individual Grades

Individual grades shall be entered as a percentage grade or as total points in the student-data information system.

#### Weighting

A student's final grade will be based on a whole number % weight of formative and summative assessment categories.

The maximum formative assessment % is as follows:

- 3rd & 4th Grade X = 30%
- 5th & 6th Grade X = 25%
- 7th & 8th Grade X = 20%
- 9th & 12th Grade X = 20%

#### GPA Points & Transcripts

Once final grades for the term are calculated, final grades will be recorded on transcripts and assigned GPA points using the following values:

|          |          |          |
|----------|----------|----------|
| A (4.0)  | C+ (2.5) | D+ (1.5) |
| B+ (3.5) | C (2.0)  | D (1.0)  |
| B (3.0)  |          | F (0.0)  |

If a "comprehensive" semester exam is given, it will be recorded in the summative assessment category and shall not make up more than 20% of the category. The sum of formative and summative categories shall equal 100%.

## RE - TAKES & ABSENCES

### *Re-Takes & 2nd Attempts*

Students are allowed one re-take, or 2nd attempt, on any summative task, test, or project that does not include a presentation element, and that is not initially recorded as 'Missing'. Because student learning is our primary goal, students will be required to engage in a reasonable process of remediation, under the direction of the teacher, prior to being allowed a re-take opportunity. Projects that include a presentation element are expected to be presented on their due dates, in a classroom setting, and are not allowed a re-take. Such a process of remediation may include providing evidence that previously assigned formative work is satisfactorily completed.

Students are only guaranteed one re-take attempt per summative assessment; however, additional attempts may be granted at the discretion of the teacher. Any re-take must be completed during the quarter in which the original, summative assessment was assigned. For grade calculating and reporting purposes, 100% of the retake score will be used. Students will not be guaranteed a re-take opportunity in cases where the initial assessment was recorded as 'Missing.' **A re-take will not be allowed for semester tests or any summative assessment given during the semester testing period.**

### *Extra-Credit*

The use of extra credit is prohibited. Students wishing to improve their grade shall only do so through the process of remediation (which may require additional practice) and re-takes on summative assessments. Additional, formative work, which may be assigned as part of the remediation process, may be recorded in the appropriate formative category and used for formal grading purposes at the discretion of the teacher. However, students may not receive zeros or docked grades on incomplete, late, or missing formative tasks that are assigned as part of the remediation & re-take process.

### *Absences*

Students who are absent will have three school days (including the day they return) to complete any summative or formative tasks missed during their absence. Failure to complete the tasks will result in a 'Missing' being recorded into the student-data information system for each unfinished summative task; additionally, students will forfeit the right to any retake for each 'missing' summative item. The building principal may make exceptions where deemed appropriate (such as lengthy absences due to illness). Students who know they will be absent are encouraged to make up work before they leave.

## ASSESSMENTS , GRADING , & THE LEARNING PROCESS

### *Formative Assessments & The Learning Process*

It is fair, reasonable, and appropriate to base formal grades upon pre-determined, standards-based outcomes rather than the individual learning process used by individual students to work towards those outcomes. Because the learning process can be highly individualized from student to student, we feel that it is most fair and appropriate to determine final, individual grades based on individual performance towards the final outcomes in a particular course and not the individualized, learning processes used by students to reach those outcomes.

**Formative** assessments and activities usually take the form of homework, daily work, early drafts, or practice. These assessments and activities occur *during* the learning process and are used to facilitate, monitor, and adjust the process of teaching and learning. **Summative** assessments and activities often take the form of performances, demonstrations, tests, final drafts, or completed projects that take place *after*, or at the end of, the learning process. Because formative assessments occur *during* the learning process as a means of guiding the teaching and learning process, and because that process may be highly individualized for each student, we feel that the usefulness of formative assessments for formal grading purposes is limited. Summative assessments require students to demonstrate knowledge or skill and allow teachers to summarize student performance. Because summative assessments take place at the end of the learning process, we feel that they are the most appropriate assessments for determining true levels of student performance, which we then summarize and communicate as a final grade.

### *Valuing Formative Work & Feedback*

We want to stress to students and to parents the importance of completing all assigned work, regardless of the extent that it is used for formal grading purposes.

Formative activities are given less weight, or no weight, with regard to determining final grades. However, these activities benefit both the student and the instructor, and they are a necessary part of the teaching and learning process. These types of activities allow students to engage in the learning process, improve their performance, and practice newly learned skills. These types of activities are necessary for instructors to monitor student learning, provide students with constructive feedback, and differentiate instruction to meet the needs of individual students. The feedback that students should expect from completing formative activities is specific information regarding what they're doing well and how they can improve. By completing formative work and responding to teacher feedback, students will maximize their learning opportunities and reach their full potential.

### *Motivation For Completing Formative Work*

Students who fully participate in the learning process by completing formative work and implementing teacher feedback in their subsequent work will be more fully engaged in the learning process and are likely to demonstrate higher levels of learning. Higher levels of learning will lead to higher levels of performance on summative assessments. Higher levels of performance on summative assessments will directly translate into higher grades.

## INCOMPLETES

Students will have until the last Monday of each quarter to complete any summative task. After this date, student, teacher and building administrator must agree upon a scheduled testing time prior to the end of the quarter. All recorded “Incompletes” will be converted to a grade of zero (0) at 8 AM on the final day of the quarter, except for cases deemed appropriate by the building principal.

## ACADEMIC RECOGNITION

The Fillmore Central Senior High School believes it is important to recognize its students for their academic achievements. Fillmore Central Senior High School will recognize its students with two specific types of academic recognition.

### **Honor Roll of Distinction:**

In order to qualify for the Honor Roll of Distinction, a student must achieve an average for the grade-reporting period of at least 3.66. All classes will be considered for the Honor Roll of Distinction.

### **Honor Roll:**

In order to qualify for the Honor Roll recognition, a student must maintain an average for the grade-reporting period of at least 3.25.

## ELIGIBILITY

In order to be eligible for extra-curricular activities, students in grades 9-12 cannot be failing three (3) or more classes. Students failing three (3) or more classes will be declared ineligible and will not be allowed to participate in any interscholastic activity sponsored by Fillmore Central High School. Beginning the third week in each semester, students that are failing a class, based upon their semester to-date grade, will be reported to the high school’s lead secretary on Friday morning at 8 a.m.; for the purpose of determining student eligibility. Students will be ineligible starting the following Monday at 12:01 AM through the following Sunday at 11:59 PM. Students will be notified by their classroom instructor for doing failing work, as well as parents will be receiving a letter indicating whether their child is on the downlist. Students are expected to practice with their team during this time frame and attend activities as a spectator. For a student to be eligible at the beginning of a school year, he/she must have passed a minimum of 20 credit hours, as per the NSAA, from the preceding semester.

## PARENT TEACHER CONFERENCES

Fillmore Central High School will host Parent-Teacher Conferences twice during the school year. The date, time, location and other information will appear in school calendars and newsletters. In addition, Parent-Teacher Conferences may be arranged anytime during the year at the request of either the parent or the teacher. To arrange a parent conference, call the principal’s office (759-3141).

## CREDITS AND REQUIREMENTS FOR GRADUATION

Students may choose a course of study that prepares them for college or to be contributing members of society after high school. Students must earn 250 credits to graduate. Seniors must enroll in a full schedule and earn a minimum of 55 credits their senior year unless parents, counselor and principal grant special permission. Exceptions may be made for students enrolled in special programs.

|                         |                                                                                                                                                                                                                                                                                               |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| English                 | English I<br>English II<br>English III or Applied Communications I for Juniors<br>English IV or Applied Communications II for Seniors<br>A total of 4 years of English is required.                                                                                                           |
| Social Science          | Three classes of Social Science are required, and must include American History and Government. Geography, World History, Psychology, Sociology, Modern History and Economics are also offered.                                                                                               |
| Math                    | Three classes of Math are required and students may choose from: Pre-Algebra, *Algebra I, Geometry, Algebra II, Standards Math, Pre-Calculus or Calculus. All Juniors must take a math class. Students taking 8 <sup>th</sup> grade Algebra will need to take 3 years of math in high school. |
| Science                 | Three classes of Science are required and must include Physical Science and Biology I. Students may choose one additional science class from the following: Environmental Science, Biology II, Chemistry I & II, Forensic Science, and Physics. All Juniors must take a science class.        |
| Physical Education      | Ninth Grade Physical Education is required.                                                                                                                                                                                                                                                   |
| Vocation Education      | Three courses of Vocational Education including Personal Finance. (Vocational Classes are Agriculture, Industrial Tech, Business, and Family& Consumer Science)                                                                                                                               |
| Ninth Grade Exploration | The following exploratory classes are required, Careers, Exploring Family & Consumer Science, and Introduction to Agriculture.                                                                                                                                                                |

Students must earn additional elective credits totaling 250, which also includes the above requirements.

\*Students taking Algebra I during their 8<sup>th</sup> grade year will have the completed course added to their high school transcript but not included in their high school GPA.

## CLASS STATUS

In order to attend and/or participate in class activities, a student must have credits necessary to be considered a member of that particular class. The amount for class dues will be determined at the beginning of the school year.

## VALEDICTORIAN AND SALUTATORIAN

The valedictorian, salutatorian, and top 10% are determined by the highest Grade Point Average (GPA) and completion of the following upper level courses:

- English III and English IV
- Speech I
- Algebra II and Pre-Calculus
- Two of the following science classes: Biology II, Chemistry I, Chemistry II, Physics
- Two foreign language classes and both classes must be in the same language

## COLLEGE COURSE/POST SECONDARY COURSES

Some students enroll in postsecondary/college courses while still enrolled at Fillmore Central High School. As a general rule, students must pay all costs associated with such post-secondary courses, which would include tuition, fees, books and any other costs for the class.

## CLASS DUES

The purpose of class dues is to help the individual classes raise money for projects throughout the high school years, i.e. homecoming, prom, and graduation.

Students are expected to pay class dues at the beginning of each school year. Students unable to meet this financial obligation should make arrangements with the class sponsor. Failure to pay class dues may result in denial of participation in class activities. Class dues will be established and announced at the first class meeting.

## STUDENT RIGHTS

### **Notice Concerning Disclosure of Student Recruiting Information**

The No Child Left Behind Act of 2001 requires Fillmore Central Public 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 Fillmore Central Public Schools not provide this information (i.e., not provide the students' name, address, and telephone listing) to military recruiters or institutions of higher education, without

their prior written parental consent. Fillmore Central Public Schools will comply with any such request.

### Welfare-Police Questioning and Apprehension

A student may be questioned in private and with confidentiality by a law enforcement officer at school, but in the presence of the principal or someone designated by him.

The parent or guardian of the student questioned should be informed of the substance of the interview as soon as possible by the questioning officer and/or school official.

A law enforcement officer with parental consent and authorization may remove a student from the school by a judge, legal arrest, at the request of the school, emergency conditions jeopardizing the health or safety of students, etc.

### COUNSELOR

The counselor is located in Room 401. Her primary purpose for being in the school is for the benefit of each individual student. She is available throughout the school day and welcomes the opportunity to discuss your concerns with you. Above all, she is someone who cares about you as a student, about you as an individual, and about the future for which you are preparing. Some of the things a counselor may do for you are:

1. Respect you as an individual by keeping confidential the things you discuss with her.
2. Assist you in dealing with your personal problems and in gaining a better understanding of yourself.
3. Assist you in finding answers to the various questions you have about, senior high, education and training following graduation from high school.
4. Provide information about occupations, careers, vocations and scholarships.
5. Assist you in improving your study skills.
6. Assist you in exploring your interests, abilities, and aptitudes.

Remember, when something is affecting your ability to concentrate and think clearly, and you are not sure what to do about it, you might consider visiting with the counselor.

### STUDENT RECORDS

Each student's permanent record is available to be reviewed by his/her parents at any time upon request and after arrangements have being made. The records are available to the students for review after they have reached the age of majority. For more information, see page 42 "Family Education Rights and Privacy Act".

### RECORDS AFTER GRADUATION

It will be the policy of our school to maintain in the principal's office the following data upon graduation from our institution:

1. Education information
2. Other information as pertinent (test data-white card, extracurricular data, attendance, discipline, etc. will be kept for **five** years and then destroyed).

3. Permanent transcripts, ACT, SAT test scores and immunization records are kept indefinitely

### TRANSCRIPTS

Transcripts will be forwarded to other schools, the military, or employers only after all fees and fines have been paid in full. Credits will not be forwarded if you owe money to our school. To request a transcript, contact the guidance counselor or the secretary in the Principal's office. Please have the mailing address of where the transcript is to be mailed to available.

### MEDICAL

If a student becomes ill or injured during school hours, he/she must check with the office secretary before leaving the building. **Failure to check out before leaving the building may result in the absence being designated as UNEXCUSED.** Parents will be contacted to make arrangements for proper and safe conveyance home if it is necessary for the student to go home. If the student is out with a contagious disease, the student must present a signed permit by a Doctor of Medicine allowing entry into school. If, for medical reasons, a student cannot participate in physical education or other school activities, a note from his/her doctor stating the reason and the length of time involved must be presented.

### SCHOOL IMMUNIZATION RULES AND REGULATIONS

**All Transfer students from outside the state of Nebraska, regardless of grade must have:** 3 doses of DtAP, DTP, DT, or Td vaccine, one given on or after the 4<sup>th</sup> birthday, 3 doses of Polio vaccine, 2 doses of MMR vaccine given on or after 12 months of age and separated by at least one month, 3 doses of Hepatitis B vaccine, 2 chicken pox vaccine or the chicken pox virus, and a physical before entering classes.

### ASTHMA & ALLERGIC REACTION PROCEDURES

A new state regulation became effective on October 1, 2003. This regulation requires that our school be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a **life-threatening** asthma attack or systemic allergic reaction (anaphylaxis).

The protocol requires that 911 be called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring breathing relief (commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by Dr. Jason Bespalec of Family Medical Clinic in Geneva, Nebraska

If you know that your student has asthma or a known allergy, it is *critically important* that you communicate this information to our school staff. You may contact the school nurse or building

principal. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician (using the schools medication form.) In the event that your student experiences a life-threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school. If you have questions or concerns about the protocol or your student's health issues, please contact the school nurse or building principal.

## SAP (STUDENT ASSISTANCE PROGRAMS)

It shall be the purpose of the Fillmore Central Senior High SAP Team to identify young people who are exhibiting behaviors that inhibit learning and growth and to make proper intervention.

### Welfare/Rights/Responsibilities

#5400

### Pregnant and Parenting Students

#5465

Fillmore Central Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

### Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

### Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

#### Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

#### Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

#### Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

#### Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

#### Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

#### Policy Dissemination

This policy will be available at the beginning of each school year on the district's website and will be incorporated into the student handbook.

Policy Adopted: **May 2018**

**(Fillmore Co. School District #30-0025)**

Policy Reviewed:

**Fillmore Central Public School**

## INSURANCE

A school time accident insurance policy is made available to all students to purchase. A brochure explaining the policy, benefits, etc. is given to all students the first day of school. All students who compete in inter-school sports will carry insurance to cover injury sustained in practice or competition. The school will also make available an athletic insurance policy to any student who so desires (contact the Activities Office for information).

## STATE-WIDE WEB BASED SPECIAL EDUCATION STUDENT RECORD SYSTEM (SRS)

In order to help make student records for Special Education Students more accessible to parents and school personnel, we have begun using the statewide Student Record System (SRS) SRS is an online system that utilizes a secure site on a UNL server. The site is secure and will only be accessible to the child's parents, case manager and building supervisors. At your child's next IEP

meeting, you will be given the site address, your assigned user name and single-use password. If you do not have access to the internet, you will still receive paper copies of your child's IEP and other forms as in the past. Please contact the Senior High office if you have questions or concerns.

### LOCKERS AND SEARCH POLICY

Lockers will be assigned for student use. The lockers may be used by the student but remain the property of the school and therefore, may be searched or examined if there is reason to suspect school rules or regulations are being violated. Pornographic material or material promoting the use of drugs and/or alcohol is forbidden. Students are encouraged to put locks on their lockers to protect their belongings. If you bring a lock from home, a key must be turned in to the office in case you should lose or forget yours; otherwise the lock will be forcibly removed from your locker. Also, turn in your lock combinations to the office and your locker number. **PLEASE LOCK YOUR LOCKERS.** The school cannot be responsible for lost items.

Searches may be conducted when school officials determine there is reason to believe a search could disclose evidence of a violation of statutes or school rules. School officials may also conduct area-wide searches on the same basis and for reasons that include, but are not limited to, safety, health, and discovery of a violation of a statute, policy or rule. Private vehicles, which have been driven to school by students, are also subject to search by school officials, regardless of where the vehicle is parked, so long as the student is or has been on school property. Searches by school officials must be reasonable at their inception and reasonable in scope.

Students who, for whatever reason, bring large amounts of money to school are encouraged to check it in at the principal's office upon arrival and check it out again just prior to leaving the building.

Money brought to school for fundraising should be turned into the appropriate sponsor/advisor immediately upon arrival. **The school is not responsible for money or valuables stolen from lockers, purses, etc.**

### VISITORS

Visitors are asked to use the center three doors leading to the office area of the senior high. During the school day, all other entrances will be locked. Visitors must sign in at the office and wear a visitor's badge. Students wanting to visit from another school district must receive prior permission from the principal's office, before visiting classes. Please call 759-3141, prior to the date you would like to visit. The principal's office reserves the right to refuse visitors on an individual basis. Former students, alumni and parents are asked NOT to visit teachers during their class time.

### LOST AND FOUND

All lost and/or found items should be reported and/or turned into the Principal's office. Items not claimed at the end of each semester will be turned over to a charitable organization.

### TELEPHONE USAGE POLICY

Students will be allowed to use the office phone when it is necessary for office personnel to talk to a parent, conduct school organization business, or in an emergency.

### USE OF ELECTRONIC DEVICES

Students are prohibited from using electronic devices while at school, except as provided in this policy.

For the purposes of this policy, electronic devices shall include, but not limited to, cell phone, pager, mp3 players, iPods, and iPhones.

Students may use electronic devices before school, during passing from class to class or during lunch, as long as they do not create a distraction or a disruption at school. Cell phones may be used during passing and lunch or at the discretion of a teacher.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of an electronic device or for any communication made using an electronic device.

Students who violate this policy will have their electronic device confiscated immediately. The administration will return confiscated electronic devices to the offending student's parents or guardian, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including detentions, suspensions, or expulsion.

## WITHDRAWALS AND TRANSFERS

**Students who withdraw from school or whose families are moving outside the school district should contact the principal or counselor to receive the proper forms and information necessary to complete an accurate withdrawal process.**

## STUDENT GRIEVANCES

Students have both the right and responsibility to express school-related concerns and grievances to the administration. For the purpose of **this** policy, a grievance is defined as any claim by a student or group of students that there has been a violation, misinterpretation, or misapplication of a school district policy, rule, or regulation.

For the discussion and consideration of a grievance, a student or group of students should request a meeting time and place with the school principal. At the meeting, the student(s) and principal will:

1. Come to an understanding of the problem.
2. Consider possible solutions to the problem.
3. \*Select best solution for implementation.

\*Note: This decision is the prerogative of the principal and may not be a mutually agreeable decision. The decision of the principal may be appealed to the superintendent for final disposition.

Student(s) may request a faculty or staff member to be present at this meeting. Student(s) are assured they will not endure any reprisals subsequent to initiating a grievance.

## STUDENT FEES POLICY

Fillmore Central Public Schools has a student fees policy, in accordance with Nebraska Student Fees Authorization Act. This policy allows for the collection of fees for various classes and extra-curricular activities. A list of fees is available from the building principal. Students who qualify for free or reduced lunch according to the deferral hot lunch program guidelines **may apply** for a waiver of certain fees. These include fees for: a) participation in extra-curricular activities, b)

materials for course projects, c) class dues and d) use of musical instruments. Fee waiver applications may be obtained from the principal's office and must be submitted prior to the start of the activity/class for which the fee is being applied.

## STUDENT DRUG-FREE POLICY

It shall be the policy of the Fillmore Central Public Schools, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as part of any of the school activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use or distribution of alcohol.

It shall further be the policy of the District that the violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

This receipt shall serve to demonstrate that you as parent or guardian of the student attending the Fillmore Central Schools have received notice of the standards of conduct of this District exacted of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any of the school's activities as described in Board policy or administrative regulation. This notice is being provided to you pursuant to P.L. 101-226 and 34 C.F. R. part of 86, both federal legal requirements for the District to obtain any federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending the District fully understand the District's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of the school's activities as hereinabove described and that noncompliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

Fillmore Central Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

**Attendance and Leave of Absences**

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

**Alternative Means to Complete Course Work**

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

**Lactation**

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

**Child Care**

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

**Privacy and Confidentiality**

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

#### Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

#### Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

#### Policy Dissemination

This policy will be available at the beginning of each school year on the district's website and will be incorporated into the student handbook.

Policy Adopted: **May 2018**

**(Fillmore Co. School District #30-0025)**

Policy Reviewed:

**Fillmore Central Public School**

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age, ("eligible students") certain rights with respect to the students' education records. They are:

1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask *Alpha School District* to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District such as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to

make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## COMMUNITY RELATIONS Policy # 7205

### PUBLIC—PARTICIPATION

#### Parental Involvement

The Fillmore Central Public School District, after having conducted a public hearing (6-26-95) concerning parental involvement and participation in the school district, herewith declares it shall be the policy of the District to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used in the school.

It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent or his/her designee may deem appropriate. The superintendent or his/her designee will have available a complaint form which the parent should use to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

It shall further be the policy of the District to receive written communication when a parent believes it is appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences that the parent may find objectionable. The superintendent or his/her designee shall have available a complaint form, herein above referred to, for receiving information from a parent concerning what specific testing, classroom instruction or other school experiences the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection.

It shall further be the policy of the District to provide full access to the records of the students to a parent or legal guardian as set forth in Neb., RRS 79-4,157, the Federal Education Right to Privacy Act, and other applicable law during regular business hours of the school where the student's records are maintained.

It shall further be the policy of the District to notify a parent or parents of any student who is scheduled to take a standardized norm-referenced or criterion-referenced test or standardized tests, such as but not limited to the Comprehensive Test of Basic Skills, and to notify the parent when reasonable to do so, where a sample of such test might be observed and the date upon which such test will be administered. Specifics regarding these tests will be published annually in the student handbook of each school.

It shall be the policy of the District to conduct student surveys judicially with consideration to the fact that some parents may find certain items of the survey objectionable. It shall, however, be the policy of the District to not generally excuse students from any school authorized survey since to do so might impair the validity and accuracy of such a survey. Parents will be notified in writing in advance of any student survey being conducted. If after receiving written notification of a proposed student survey, a parent objects in writing to their child's participation in that survey, their child will not complete the survey.

This policy shall be reviewed annually and either altered and adopted as altered or reaffirmed by the board following a public hearing.

**Legal Reference: LB 1161-1994 Nebr. Leg.** Policy Adopted: April 10, 2000 Fillmore Central Public Schools

**According to board policy and federal law, all students and their parent/guardians of Fillmore Central Public Schools are required to complete and return pages 48-54**

List Student Name and Grade of students attending high school:

| Student(s) | Grade |
|------------|-------|
| _____      | _____ |
| _____      | _____ |
| _____      | _____ |

**Part A**

**Is this student Hispanic/Latino? (Choose only one)**

\_\_\_\_\_ No, not Hispanic/Latino

\_\_\_\_\_ Yes, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

**Part B**

**What is the student's race? (Choose one or more)**

\_\_\_\_\_ **American Indian or Alaska Native** (A person having origins in any of the original peoples of North and South America—including Central America—and who maintains tribal affiliation or community attachment.)

\_\_\_\_\_ **Asian** (A person having origins in any of the peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)

\_\_\_\_\_ **Black or African American** (A person having origins in any of the origins in any of the black racial groups of Africa)

\_\_\_\_\_ **Native Hawaiian or Other Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)

\_\_\_\_\_ **White** (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

**Complete each of the following sections:**

I have read the Student/Parents Handbook and understand that the regulations outlined therein will be followed. I understand that should there ever be a question about compliance with these regulations, I may request a conference with the principal to discuss the matter.

Student/Parent Handbook form \_\_\_\_\_ Yes \_\_\_\_\_ No

I give my permission to release information to the news media about the above named student(s) as it relates to academic and activity accomplishments.

Media Release \_\_\_\_\_ Yes \_\_\_\_\_ No

**English Language Learners:**

Is there another language, other than English, spoken in your home? \_\_\_\_\_ Yes \_\_\_\_\_ No

Insurance:

I have been offered the option of taking school insurance coverage for my child (ren)

Please check one:

☐ Taking coverage (insurance form and payment enclosed)  
☐ Not taking coverage

I have received notice and understand the Drug-Free Student Policy of Fillmore Public Schools.

Drug-Free Policy ☐ Yes ☐ No

I give my permission for my child (ren) to participate in surveys that are conducted by the school.

Student Surveys ☐ Yes ☐ No

I give my permission for my child (ren) to receive non-aspirin from a school employee.

Medication of Non-aspirin ☐ Yes ☐ No

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Off Campus Lunch Grade 12 only:**

I give my permission for my child (ren), (grade 12), to leave campus during lunch and that Fillmore Central High School will not assume responsibility for supervision or damages while students are off campus for lunch.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Disclosure of Student Recruiting Information**

The No Child Left Behind Act of 2001 requires Fillmore Central Public 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 Fillmore Central Public Schools not provide this information (i.e., not provide the students' name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Fillmore Central Public Schools will comply with any such request.

☐ I do NOT want information released to post-secondary institutions (colleges & universities).  
(Please place a check mark if you want this phrase to apply to your student)

☐ I do NOT want information released to the military.  
(Please place a check mark if you want this phrase to apply to your student)

**Fillmore Central Public Schools  
Student Computer Use Agreement  
2020-2021**

This student computer use agreement is made effective as of \_\_\_\_\_ (date) between Fillmore Central Public Schools and its student \_\_\_\_\_ + (student's name) and states the agreement of the parties as follows.

Equipment subject to agreement: The equipment subject to this agreement includes laptop computer, computer accessories and related software.

Ownership: The school shall be deemed to have retained title to the equipment at all times, unless the school transfers title to student. The student shall hold no security or ownership interest in the equipment. Likewise, the student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software that the school may from time to time install on the notebook computer used by the student.

Term equipment use: The student shall return the equipment in good operating condition to the technology department of the school if the student is not enrolled in the current school year. The school may require the student to return the equipment at any time and for any reason.

Equipment storage and use at school: The equipment must be on the school's premise during each of the student's normal school days.

Use of equipment: The primary use of the equipment by the student is for the student's educational programs. The student may use the equipment for other purposes only to the extent that such uses do not interfere with these primary uses. The student shall abide by the school's Acceptable Computer Use Policies.

Compliance with software licenses: The students shall not make copies of software licensed to the school.

Backup requirements: The student may store documents or other files on the equipment and the student is responsible for making backup copies of such documents or other files. In the event of loss of such documents or other files, the school's responsibility is limited to reloading the school's standard software suite on the equipment.

Care of equipment: The equipment may only be used in a careful and proper manner. The student shall keep the equipment in good operating order, allowing for reasonable wear and tear. The student will charge the laptop each evening, so the computer is ready for a full days work during school. The student shall immediately notify the high school technology coordinator if the equipment is not in good operating condition or is in need of repair. The school maintains a service contract covering the equipment.

Right of inspection: The student shall make the equipment available to the school's technology coordinator as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation during normal school business hours or over holidays.

All equipment provided by and or obtained through the school are the property of Fillmore Central. As such, the school retains the right to take possession of said equipment at any time deemed necessary to complete any and all need inspections and repairs.

Loss: The student assumes all risks of loss of the equipment and agrees to return it to the school in the condition received from the school, with the exception of normal wear and tear.

Warranty: The school makes no warranty, expressed or implied, as to the equipment subject to this agreement. The student assumes the responsibility for the condition of the equipment.

Indemnity of school for loss or damage: If the equipment is damaged due to negligence or lost, the school shall have the option of requiring the student to repair the equipment to a state of good working order or reimburse the school for the replacement cost of such equipment.

Equipment warranty and insurance: Before a student receives their laptop, parents must pay the \$40.00 to join School District Protection or sign a waiver that Personal Insurance will cover damages. If parents join School District Protection, the first incident will be covered 90% school, 10% parent/student. Second incident will be covered 75% School District Protection and 25% parent/student. The third incident and beyond will be the sole responsibility of parent/student. The student must notify the school immediately if any claims need to be made. Students are required to keep equipment in the provided cases, when the laptop is not in use.

Any attempt by the student to repair equipment on their own will void warranty and insurance coverage. The student is never to duct tape or superglue or otherwise try to repair damaged equipment on his/her own. Attempting to do so is considered gross negligence and voids warranty and or insurance coverage resulting in the student being responsible for any and all charges related to the repair or replacement of the equipment.

Damage to equipment due to gross negligence or willful misconduct is not covered by warranty or insurance. If damage is attributed to either of these causes, the student will be held responsible for all charges related to the repair or replacement of equipment.

Equipment (batteries) carries only a one-year warranty. Batteries needing replacement past the first year of use will be the responsibility of Fillmore Central.

Any theft or accidental damage to equipment must be reported immediately. Any theft of laptop will be turned over to and handled by the Fillmore County Sheriff's Office.

Signature page will be completed the night of Parent/Student orientation or for those students registering during the school year at the time of registration.

Entire agreement and modification: This agreement constitutes the entire agreement between the parties. No modification or amendment to this agreement shall be effective unless in writing and signed by both parties. This agreement replaces any and all prior computer use agreements by both parties.

\*\*\*Governing Law: Nebraska statutes 79-737 and 79-2, 127 allow the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Student/borrower acknowledges and agrees that his/her use of the district property is a privilege and that by student/borrower's agreement to the terms hereof, student/borrower acknowledges his/her responsibility to protect and safeguard the district property and to return the same in good condition and repair upon request by Fillmore Central Public Schools.

Waiver: The failure of either party to enforce any provision of this agreement shall not be construed as a waiver or limitation of that party's right to be subsequently enforce and compel strict compliance with every provision of this agreement.

Disclosures: The student and his/her parent/guardian hereby agree to these policies and regulations.

School: Fillmore Central Public Schools

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Laptop Serial Number: \_\_\_\_\_

## Fillmore Central Public Schools Computer Loan Agreement

Student/Borrower: \_\_\_\_\_ Grade: \_\_\_\_\_  
Last First

Homeroom Advisor: \_\_\_\_\_ Home Phone \_\_\_\_\_

One Apple MacBook, charger and case are being lent to the Student/Borrower and are in good working order. It is the Student/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all time remains, the property of Fillmore Central Public Schools of Geneva, Nebraska, and is herewith lent to the Student/Borrower for educational purposes only for the academic school year. Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student/Borrower losing his/her right to use this computer. The equipment will be returned to the school when requested by Fillmore Central Public Schools, or sooner, if the Student/Borrower withdraws from Fillmore Central Public Schools prior to the end of the school year.

The District Property may be used by the Student/Borrower only for non-commercial purposes, in accordance with the District's policies and rules, the Fillmore Central Public Schools Code of Conduct, as well as local, state, and federal statutes.

Student/Borrower may not install or use any software other than software owned or approved by the District and made available to Student/Borrower in accordance with this Receipt and Agreement.

One user account with specific privileges and capabilities has been set up on the laptop for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The Student/Borrower agrees to make no attempts to add, delete, access or modify other user account on the laptop and on any school-owned computer.

The Fillmore Central Public Schools network is provided for the academic use of all students and staff. The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network.

Identification and inventory labels/tags have been placed on the laptop. These labels/tags are not to be removed or modified. If they become damaged or missing, contact tech support for replacements. Additional stickers, labels, tags or markings are not to be added to the laptop.

An email account may be available for each Student/Borrower to use for appropriate academic communication with other students and staff members.

It is the Student's/Borrower's responsibility to regularly back up his/her files.

The District is not responsible for any computer or electronic viruses that may be transferred to or from the Student's/Borrower's diskettes or other data storage medium and the Student/Borrower agrees to use his/her best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in the Student's/Borrower's possession.

Nebraska statutes 79-737 and 79-2, 127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by the Student/Borrower's agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Fillmore Central Public Schools.

Fillmore Central Public Schools  
Computer Damage/Loss Cooperative Fund  
2020-2021 School Year

**APPLICATION FORM**

**Please read this entire document to determine if this program is needed for you and your student's protection against damage and loss of the loaned computer equipment in your care. This form must be completed and marked Yes or No before the computer will be provided to the student.**

**COVERAGE AND BENEFIT**

Parents/students may pay \$40.00 and be part of School District Protection coverage. Belonging to the School District Protection coverage would cover 90% of expense on the first incident and 75% of expense on the 2<sup>nd</sup> incident. Third or more incidents, involving damages to a laptop, will be the sole responsibility of the parent/student. Coverage for the School District Protection Plan is 24/7. Parents will be given the option of Self Insurance, under their homeowner's insurance plan and not pay the \$40.00.

**EFFECTIVE AND EXPIRATION DATES**

This coverage is effective from the date of this request form and premium payment is received by the school through the date at which the computer is requested to be returned in good order to the school.

**PREMIUM**

The total premium cost is \$40.00 per school year. Partial semesters are not refundable.

It is agreed and understood that:

- The Fillmore Central Public Schools will offer coverage to all students.
- Coverage is totally voluntary
- A separate application will be needed for each computer covered.

**Complete the following information below and return to the main office no later than August 28, 2020**

Date of Request \_\_\_\_\_ Grade \_\_\_\_\_

Name of Student \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

\_\_\_\_\_ Yes, I would like to participate in the Damage/Loss Cooperative.

\$40.00 Payment:      ☐ Check # \_\_\_\_\_      ☐ Cash      ☐ Money Order

\_\_\_\_\_ No, I decline service at this time, and I understand that I am responsible for 100% of any damage or loss to the loaned computer.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**MEDICAL TREATMENT RELEASE FORM**  
**(Athletics, Activities and Field Trips)**

Student Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Parent Work Phone \_\_\_\_\_

Emergency Phone Number \_\_\_\_\_

Nearest Relative Name \_\_\_\_\_

Nearest Relative Address \_\_\_\_\_

Health Insurance Company \_\_\_\_\_

Health Insurance Policy Number \_\_\_\_\_

Family Doctor \_\_\_\_\_

Family Doctor Office Phone Number \_\_\_\_\_

Family Doctor Home Phone Number \_\_\_\_\_

Student Hall Locker Number \_\_\_\_\_

Fillmore Central Public Schools has my permission to allow emergency medical treatment to my son/daughter. I also give my permission for medical treatment to be administered from proper certified medical authorities when an emergency occurs.

\_\_\_\_\_  
Parent/Guardian Signature

I give my permission for the athletic trainer to give my son/daughter to be given Advil, Tylenol, or Motrin/ibuprofen.

\_\_\_\_\_  
Parent/Guardian Signature



## **2020-2021 Fillmore Central Public Schools Student-Parent Activity Handbook**

### **Section 1                      Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provides experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

#### **Safety**

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

#### **Warning for Participants and Parents**

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

### **Section 2                      Extracurricular Activity Code of Conduct**

**Purpose of the Code of Conduct.** Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, the student body, and the community. Participants are not only representing themselves, but also their school and community in all of

their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

### **Scope of the Code of Conduct.**

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement, or in which a grade is earned, and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, Cheerleading, Pep Band, Jazz Band, L Street Singers, Speech, One-Act, FBLA, FCCLA, FFA, Close-Up, Mock Trial, Student Council, National Honor Society, Quiz Bowl and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the calendar year, whether or not the student is a participant in an activity at the time of such conduct.

For example, the rules apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. If an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

**Grounds for Extracurricular Activity Discipline.** Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance, inhalant or any look alikes or imitations, including K2, electronic cigarettes, vapor pens, etc. (Note: Refer to “Drug and Alcohol Violations” for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. 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.
14. Dressing or grooming in a manner which is dangerous to the student’s health and safety or a danger to the health and safety of others or repeated violations of dress

- and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding Fillmore Central Public School buses or vehicles used for activity purposes.
  16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
  17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event. (see High School Handbook)
  18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
  19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
  20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

### **Drug and Alcohol Violations. (Including Tobacco)**

#### **Meaning of Terms.**

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and

- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

### **Consequences.**

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

### **Drugs and Alcohol. (including Tobacco)**

An activity participant who violates the drug, tobacco, alcohol, or any look alikes or imitations, including K2, electronic cigarettes, vapor pens, etc rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 calendar days and at least 3 activities. If a student self-reports within 48 hours to their coach, AD, or principal, the suspension shall be reduced to 21 calendar days and at least 2 activities.
2. Second Violation: 60 calendar days and at least 6 activities. If a student self-reports within 48 hours to their coach, AD, or principal, the suspension shall be reduced to 42 calendar days and at least 4 activities. The student will also be required to attend a Drug/Alcohol program that is approved by the school. Should a student choose not to complete the Drug/Alcohol program, 18 calendar days at 2 activities will be added to their suspension. Proof of successful completion of program must be submitted in writing to the Activities Director. All costs associated with the program are to be borne by the student/parent or guardian.
3. Third and subsequent violations: A third or subsequent violation will result in a suspension from all activities for a period of one year. The student will be required to attend a Drug/Alcohol program that is approved by the school. The

student's suspension will continue past one year if the Drug/Alcohol program is not completed.

4. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in the use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

**Note: Violations occurring during 7<sup>th</sup>-8<sup>th</sup> grade years are kept separate from those that occur during the 9<sup>th</sup>-12<sup>th</sup> grade years.**

**Steroid Offenses.** A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

**When Suspensions Begin.** All suspensions begin at the date the student is informed by the administration. Under suspension, students participating in an activity season must complete the season for the suspension to be acceptable.

**Letters and Post-Season Honors.** A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

**Self-Reporting.** A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information

pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

**Determining a Violation Has Occurred.** A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

**Procedures for Extracurricular Discipline.** The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Principal or the Principal's designee will send a written statement to the student and the student's parents or guardian. The statement will describe

- the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
    - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
    - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
    - c. If a hearing is requested:
      - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
      - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
      - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parent or guardian.
      - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
  5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
  6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### **Section 3                      Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.

3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, activity or practice.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

#### **Section 4                      Academic Standards**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. No student shall participate in any activity if he or she is failing three or more classes. Determination of whether a student is on the ineligible list is based upon semester-to-date grade point average. A student cannot gain eligibility for one week after being placed on the ineligible list. A week is from 12:01 A.M. Monday through 11:59 P.M. Sunday.
2. Academic requirements do not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience and for which a grade is given; or
  - (B) Prom, Homecoming Activities, and school dances.
3. The high school eligibility policy will determine a students academic standing.

#### **High School Principal Responsible To:**

In order to be eligible for extra-curricular activities, students in grades 9-12 cannot be failing three (3) or more classes. Students failing three (3) or more classes will be declared ineligible and will not be allowed to participate in any interscholastic activity sponsored by Fillmore Central High School. Beginning the third week in each semester, students that are failing a class, based upon their semester to-date grade, will be reported to the high school's lead secretary on Friday morning at 8 a.m.; for the purpose of determining student eligibility.

Students will be ineligible starting the following Monday at 12:01 AM through the following Sunday at 11:59 PM. Students will be notified by their classroom instructor for doing failing work, as well as parents will be receiving a letter indicating whether their child

is on the down list. Students are expected to practice with their team during this time frame and attend activities as a spectator. For a student to be eligible at the beginning of a school year, he/she must have passed a minimum of 20 credit hours, as per the NSAA, from the preceding semester.

## **Section 5 “Team Selection” and “Playing Time”**

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purpose of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student’s: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

## **Section 6 School Dances**

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

**General Rules of Student Conduct at Dances.** In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Fillmore Central Public Schools and their guests may attend.
  - a. Students currently attending Fillmore Central High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Fillmore Central High School or their own school are generally considered appropriate dates or invited guests.
  - b. Persons who are younger than 16 or older than 19 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
  - c. Some school dances may be restricted to students attending specified grades levels at Fillmore Central Public Schools. For any dances at the middle school level, only students attending Fillmore Central Public Schools in the grade(s) for which the dance is being held may attend.

- d. Students who are currently suspended from school or from extracurricular activities may not attend.
  - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
  - f. Rules for dances may restrict students and their guests from leaving dance until the dance ends without written parental permission on a form provided.
  - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

**Eligibility for Selection as Royalty.** Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:]

1. Achievement, Citizenship and Conduct Qualifications:
- a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
  - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.

- c. The student must have a cumulative grade average of a 2.0 by the end of their Junior Year.
  - d. The student must not have had excessive violations of school policies and procedures during their high school career.
  - e. The student may not, within twelve months of the dance, have engaged in criminal violations involving: (i) a Class I, II, III, or IIIA or Class W misdemeanor; or (ii) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
2. Royalty Candidate Eligibility and Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by the Senior Sponsor and the Principal for each dance at which royalty is to be selected.

3. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student's eligibility for the honor of being nominated for or awarded dance royalty.
4. Specific Dance Eligibility and Selection Requirements:
  - a. Homecoming Queen & King:
    - Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
    - The Senior Class will nominate five queen and five king candidates from the list of eligible students provided by the Senior Sponsor and Principal.
    - The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week.

## **Section 7 Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

### Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

#### Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.

- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that there are two sides to every story. Temper your reaction and investigate before overreacting.

### Communicating with the coach

- Communication you should expect from your child's coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally, and physically
  - Ways to help your child improve
  - Concerns about your child's behavior
  - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach

- Do not confront a coach before or after a contest or practice ((these can be emotional times for all parties involved and do not promote resolution)

- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.

## **Section 8                      Good Sportsmanship—Behavior Expectations of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

### Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noise makers of any kind are not allowed.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders, personnel at the scorers’ table, and student-athletes.
11. Respect public property by not damaging the equipment or the facility.
12. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.

13. Refrain from the use of alcohol and drugs on the site of the contest.

## **Section 9 Practice and Rehearsal Schedules**

Activities, practices, meetings, or rehearsals must be terminated by 6:30 p.m. There shall be no activities, practices, meetings, or rehearsals scheduled on Sunday. The only exceptions to this are:

- NSAA scheduled activities such as district or state contests as scheduled by the NSAA.
- Those state and national conventions and/or trips which extend over a number of days.
- When an NSAA sanctioned activity, or the equivalent, is scheduled on a Monday. (a Sunday practice would then be allowed, must be between 2:00 – 5:00 p.m.)
- When, in the judgment of the Superintendent of Schools, special circumstances warrant an exception.

## Appendix A

### RECEIPT OF FILLMORE CENTRAL HIGH SCHOOL 2020-2021 STUDENT-PARENT ACTIVITY HANDBOOK

We acknowledge receipt of the 2020-2021 Student-Parent Activity Handbook.

We agree to abide by the extracurricular activity code of conduct set forth in the handbook and the other rules and regulations set forth in the handbook.

We agree to read the handbook. In the event we have a question on the meaning of any of the material in the handbook, we understand that we can request a conference with the Principal or the Athletic Director to get an explanation.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Parent or Legal Guardian's Printed

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

**2020-2021**

**FILLMORE CENTRAL**

**FACULTY HANDBOOK**



**Josh Cumpston, Superintendent**

**Ryun Theobald, High School Principal**

**Steve Adkisson, Middle School Principal**

**Aaron Veleba, Elementary Principal**

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## **INTRODUCTION**

The purpose of this document is to provide staff members with a general overview of the expectations, benefits, and procedures of the Fillmore Central School District. This document is not a contract and is not intended as a set of binding rules and obligations as might be defined in a legal contract. Rather, it provides information which will make your teaching/work experience more enjoyable and rewarding.

Should questions arise, please feel free to visit with your principal or the superintendent.

A complete Board Policy Book is available in your principal's office.

## **MISSION STATEMENT**

The mission of Fillmore Central Public Schools is to provide all students the opportunity and support to achieve excellence, develop responsibility, and become life-long learners.

## **NOTICE OF NONDISCRIMINATION**

The Fillmore Central School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Josh Cumpston, Superintendent of Schools  
1410 L Street  
Geneva, NE 68361  
(402)759-4955  
[josh.cumpston@fillmorecentral.org](mailto:josh.cumpston@fillmorecentral.org)

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the Superintendent of Schools. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

## **BOARD ORGANIZATION**

The initial Board for Fillmore County School District #30-0025 (Fillmore Central Public Schools) is a 6-member Board. The current Board Members are: P.J. O'Connor, President; Shaun Farmer, Vice-President; Christin Lovegrove, Secretary; Doug Gergen, Member; Mike Motis, and Jana Schelkopf, Member.

## **PROFESSIONAL PERSONNEL EMPLOYMENT**

The conditions of employment in this school district, including wages, hours, terms, and benefits, shall be applied without regard to race, creed, religion, color, national origin, sex, or marital status. Age shall be considered only with respect to minimums set by law and retirement as specified by the state or policies of this Board.

There shall be no discrimination against any employee because of his/her activity or membership in an employee organization.

Job descriptions for individual assignments may be found on file in the superintendent's office.

## **CONTRACTS**

The written contract shall be used to consummate an employment agreement for all staff. Such contract shall specify terms and conditions of employment rights of both the employee and employer.

The Board of Education authorizes the superintendent or his/her designee to offer contracts to part-time summer help if the positions were in the budget. Contracts for replacement, new or additional positions require justification and approval from the Board prior to contract discussion. The contract becomes binding only after a majority of the Board of Education approves the administrative recommendation.

The contract of permanent certificated employees shall be a continuing contract until Board action changes its status. Probationary certificated employee contracts shall be deemed renewed and remain in full force unless amended or not renewed.

A certificated employee's contract may be terminated, canceled, or amended by the majority of the Board of Education members for reasons specified in state law. In the event that one of these actions is being considered, proper notice shall be given to the employee on or before April 15 of each year of such possible action.

Employees may not be forced to accept a contract before March 15 of each year. (Board Policy #4115)

A signed contract constitutes a legal contract for services between the school district and the teacher for the coming school year. As such a release of the teacher from that contract is discretionary on the part of the board of education. The board has no legal obligation to grant a release from a contract.

The Board does recognize that circumstances can develop whereby a teacher could desire a release from a contract. Consideration of that request will be made by the board of education subject to the following conditions: A request by a certificated employee for a release from a contract may be granted if a suitable replacement can be found and/or the educational program of the school will not be impaired. To insure that the district has adequate opportunity to find a suitable replacement, the board of education recommends that certificated employees who anticipate a possibility of requesting a release from their contract should notify the superintendent of schools in writing of that possibility. Failure to grant this notification will be considered a serious obstacle in finding a suitable replacement.

## **ASSIGNMENT OF PROFESSIONAL STAFF MEMBERS**

The prime consideration in assignment of a staff member shall be the best interests of the students. Placement of staff members shall be based on the qualifications of the individual, the needs of the District, and the staff member's request. When it is not possible to address or meet all three criteria the following rank order of criteria shall take precedence: (a) personnel assigned in accordance with the needs of the District if qualifications of the individual meet the position standards; (b) where the administration judges the staff member to be most qualified for the position; (c) the expressed preference of the staff member. (Board Policy #4110)

## **COMPENSATION AND FRINGE BENEFITS**

Compensation and fringe benefits are negotiated. See the most recent negotiated agreement for further information. (Appendix A)

## **SUBSTITUTE TEACHING**

Teachers who are asked to substitute for their colleagues may decline to do so without recrimination or chastisement if the assignment constitutes teaching above the normal class load. Teachers who perform substituting duties shall be paid on an hourly basis according to rate in most recent negotiated agreement. (Appendix A)

## **SUBSTITUTE TEACHERS**

In the event of illness or an emergency, which necessitates absence, teachers are to contact the school secretary in the building in which they start their day (Deb Yates, High School – 759-1124; Lori Scott, Middle School - 759-3563; Peg Ward, Geneva Elementary - 759-3446) as early as possible. The substitute's job is not easy, and students need to know that disciplinary problems will receive prompt attention.

Each teacher is to maintain an up-to-date substitute file containing the following information:

- A current list of all students in class and a seating chart for each class
- Rules and regulations, which your class routinely follows
- Location of books, materials, and supplies
- Lunch schedule, fire and tornado procedures, etc.
- Any other information unique to your teaching assignment
- Method in handling discipline issues
- Class schedules, i.e. regular, late and early dismissals

## **EXTRA DUTY ASSIGNMENTS/COMPENSATION**

Compensation for extra-duty assignments shall be according to the extra-duty pay schedule agreed upon in the professional negotiated agreement. (Appendix A)

All staff will assume responsibility for supervision, selling tickets, etc. at two (2) home activities with no compensation paid by the district. After working two home activities staff will be compensated according to the most recent negotiated agreement. It is the responsibility of the staff member working at the activity to write down hours worked and give those hours to the Activity Director's secretary following the activity. Staff will also be issued both a faculty pass and a conference pass. (Appendix A)

## **TENURE**

See Nebraska State Statutes or Board Policy #4135

## **SEPARATION**

See Nebraska State Statutes or Board Policy #4140

## **REDUCTION IN FORCE**

See Nebraska State Statutes or Board Policy # 4152

## **GRIEVANCE PROCEDURE**

Grievance procedures are on file in the superintendent's office and the Negotiated Agreement. (Appendix A)

## **RETURN-TO-WORK PROGRAM**

See attached policy at the end of this handbook.

## PROFESSIONAL GROWTH

### (Board Policy #4175)

Every six years permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth or, in the alternative, such other activities as are approved by the Board, which may include, but not be limited to, educational travel, writing for professional publications, or work on educational committees.

The superintendent is charged with drafting the rules and regulations for such arrangements.

---

### Professional Growth Guidelines

DEFINITION: Professional Growth is defined as those approved activities in which certificated personnel may participate to gain insight, innovative ideas, and practical knowledge in the field of teaching which may enhance personal and professional performance.

#### GROWTH PERIOD:

Professional Growth Period refers to the six-year period during which a permanent certificated employee is required to give evidence of professional growth. For all persons attaining permanent status, the professional growth period begins September 1 of the year in which such status was attained and each 6-year period thereafter shall constitute the applicable professional growth period.

EVIDENCE: Evidence of professional growth shall mean completion and verification of six hours of college credit, six credit hours of local board approved activities, or a combination of both. Failure to provide such evidence shall be just cause for dismissal.

CREDIT: Credit for activities other than college course credit shall be considered on the basis of equivalency to one (1) college unit per fifteen hours of work. Work is defined as fifteen hours in attendance, study, writings, and/or completion of projects. Fractional units of credit may be granted for approved activities fewer than fifteen hours.

APPLICATION: The employee shall apply for Professional Growth Credit by completing the application, either prior to participation or within 30 days after completion of the activity. Any activity requiring absence from school during a school or contract day shall be governed by the professional and individual leave policies of the District.

SALARY Salary Schedule Movement from credit hours earned to complete the professional growth requirement shall be applicable only if such hours meet the requirements of the current negotiated agreement.

## **Approved Professional Growth Activities**

| ACTIVITIES                                                                                                                                                                                                                                      | CREDIT VALUE & VERIFICATION<br>PER 6-YEAR PERIOD                                                                                                                                     | QUALIFY FOR<br>SALARY<br>SCHEDULE                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| 1. <u>College Courses</u> . Defined as graduate or undergraduate credit for college courses                                                                                                                                                     | Determined by the college. Six (6) hours or less will be accepted. Transcript shall be filed.                                                                                        | Yes, but must meet requirements in negotiated agreement. |
| 2. <u>Workshops</u> . Defined as formal time of instruction in which participation is voluntary.                                                                                                                                                | Determined by the length of workshop based on credit hour definition. Attendance verified and culminating activity completed. 6 credit hours or less will be accepted.               | No.                                                      |
| 3. <u>Committee Work</u> . Defined as paid or unpaid committee work. (Exam: Curriculum, School Improvement, Steering, Etc.)                                                                                                                     | Determined by time and work involved. Culminating activity must be written and accepted curriculum composition for District use. Activity verified. 6 credit hours or less accepted. | No.                                                      |
| 4. <u>Teaching Experiences</u> . Defined as college classes, adult education classes, AP classes, ESY, Jump Start, conducting workshops, GED classes, or professional presentations at conventions or meetings. (Other experiences as approved) | Determined by time involved. 3 credit hours or less will be accepted.                                                                                                                | No.                                                      |
| 5. <u>Publications</u> . Publications of any professional writing in a publicly recognized bona fide publishing house or magazine. Each work shall be evaluated on its own merit.                                                               | Book length over 150 pages, 3 credits. Articles over 300 words, 2 credits. 3 credit hours or less will be accepted.                                                                  | No.                                                      |
| 6. <u>Student Teachers</u> . Service as a supervising or cooperating teacher of college students participating in a teacher preparation program.                                                                                                | 1.5 credits for every nine weeks. 3 credit hours or less will be accepted.                                                                                                           | No.                                                      |
| 7. <u>Visitations</u> . Defined as serving on an external evaluation team or visiting classrooms in or outside the district as approved.                                                                                                        | Credit based upon visitation length. Generally ½ credit per day. 3 credit hours or less will be accepted.                                                                            | No.                                                      |
| 8. <u>Officer of Professional Organization</u> . Serving as president, vice-president, secretary or treasurer of state or regional area.                                                                                                        | President of state, local or region, 2 credits. Other officer positions approved, 1 credit. 3 credit hours or less will be accepted.                                                 | No.                                                      |

**PROFESSIONAL GROWTH APPLICATION  
FILLMORE CENTRAL PUBLIC SCHOOLS**

Complete this form and submit to your building principal. Applications for Professional Growth must be approved by both your building principal and the Superintendent.

TEACHER \_\_\_\_\_ DATE: \_\_\_\_\_  
(signature)

**PROFESSIONAL GROWTH ACTIVITIES** (check the one that applies)

1. College Course \_\_\_\_\_
2. Workshop \_\_\_\_\_
3. Committee \_\_\_\_\_
4. Teaching Experience \_\_\_\_\_
5. Publications \_\_\_\_\_
6. Student Teachers \_\_\_\_\_
7. Visitations \_\_\_\_\_
8. Officer of Professional Organization \_\_\_\_\_

**COMPLETE THE FOLLOWING INFORMATION**

Date(s) of the Professional Growth Activity: \_\_\_\_\_

Total Hours Involved (do not include meal times or travel times): \_\_\_\_\_

NUMBER OF CREDITS APPLYING FOR \_\_\_\_\_  
(15 Hours = 1 Credit)

GIVE A SHORT NARRATIVE DESCRIBING THE ACTIVITY IN WHICH YOU ARE APPLYING FOR CREDIT:

.....  
**ADMINISTRATIVE USE ONLY**

Application Approved by: \_\_\_\_\_ (Building Principal)  
(signature)

Application Approved by: \_\_\_\_\_ (Superintendent)  
(signature)

## HANDBOOKS/POLICIES

Teachers are responsible for reviewing, knowing, and enforcing the contents of the Student/Parent Handbook and the Faculty Handbook. They are also responsible for teaching the applicable segments of the Student/Parent Handbook to their students.

## HOURS OF EMPLOYMENT

Teachers are expected to be at school for an eight hour day as set by the building principal (7:45 – 3:45 at the High School and Middle School; 7:45 – 3:45 at the Elementary School). Special permission for early dismissal when needed may be granted upon request to the principal. Please secure your room before leaving in the afternoon. On Fridays and before holidays, teachers may leave as soon as students have cleared the building.

If a staff member needs to leave the building during the day, the staff member shall request approval from the principal and sign the check-out sheet in the office. This information will help us to respond to callers. If the principal is unavailable, staff members may simply sign-out with the understanding that future absences may be prohibited once the principal reviews the check-out sheet. Staff members are to use their best professional judgment in checking out.

## ID BADGES

Badges will be distributed each school year. Old badges are to be returned at the end of each school year. Badges should be worn at all times when on duty.

## KEYS

Faculty members are responsible for all keys checked out to them and are to return all keys to the main office at the end of the school year for inventory. **Lost or stolen keys are to be reported to the office immediately.** Under no circumstances should a teacher give keys to students or have keys made from his/her set or from another teacher's keys. **Do not leave keys where students can get them. Teachers may be responsible for the cost of re-keying locks if their keys are lost or stolen.**

## DRESS CODE

Well-groomed teachers are more likely to command respect than those who neglect good grooming. Teachers are expected to dress in an appropriate manner for people of professional status. Sponsors of activities are expected to wear customary school dress unless the work is of such nature that casual dress is deemed proper and expedient.

## SEXUAL HARASSMENT

It is the policy of the Board of Education to provide an environment free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. The purpose of this policy is to establish clearly and unequivocally that the Board of Education prohibits sexual harassment by and of its employees and students.

Sexual harassment is misconduct that interferes with work productivity and deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances and sexually oriented communication, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The procedure for reporting sexual harassment can be found in Board Policy #4000.B.

## SUPERVISION

Teachers are expected to be in classrooms at all times during assigned classes. Students are not to be left unsupervised. Failure to follow this directive may result in negligence.

## SCHOOL CLOSING

Should weather, adverse conditions, or emergencies force the cancellation of school, notice will be given to KOLN TV Channel 10 Lincoln, KLKN TV Channel 8 Lincoln, and the following Radio Stations: KFAB-#1110, and FROGGY 98.1. Listen to early morning news for school closing information. In addition, the automated calling system will be initiated.

## LEAVE REQUEST PROCEDURE

In the event that a staff member is planning to be gone for emergency reasons, the staff member needs to get a Leave Request Form from the secretary. Return the completed form to the secretary so she can call a substitute if needed. The secretary then sends the form to the principal for approval. The principal sends the form to the bookkeeper to check off days available and for approval by the superintendent. The superintendent returns the form to the staff member.

## PURCHASING

Supplies and equipment may be purchased ONLY if approved by the principal and superintendent and accompanied by a purchase order. Orders placed over the telephone should be approved (requisition AND purchase order completed) PRIOR to placing of the order.

ALL general fund supply orders will be done using the following procedure using the WebLink server (training will be provided by the bookkeeper).

- \*1. Staff will complete a requisition in full (name of company, address, fax number, quantity, catalog number, description, unit price, total amount, date, teacher and general fund code) when requesting a purchase of any equipment or supplies.\*\* In the event a new vendor is being used, staff will need to contact the bookkeeper in order to get the vendor set up in the system.
2. The requisition is submitted to the building principal.\*\*\*
3. The principal reviews the requisition and either approves or rejects the requisition.
4. The superintendent reviews the requisition and either approves or rejects the requisition. Staff will receive email notifications when each requisition is approved or rejected.
5. The bookkeeper will print a purchase order, have the superintendent sign the purchase order and will do ALL ordering.
6. The purchase order copies are distributed as follows:
  - White - faxed, emailed or sent to vendor
  - Yellow - Staff member's copy
  - Pink - Principal/Supervisor office copy
7. The yellow staff member's copy of the purchase order will be marked by the staff member as received, back ordered, canceled or to arrive when an order or partial order is received from the vendor. ALL PACKING SLIPS MUST BE TURNED INTO THE BOOKKEEPER AND MUST BE MARKED BY THE STAFF MEMBER AS RECEIVED, BACK ORDERED, CANCELED, ETC. In the event there is no packing slip enclosed, please make a copy of the yellow staff member's copy and send to the bookkeeper.

8. When an invoice is received in the superintendent's office, the corresponding purchase order is checked for correctness and presented to the Board of Education for payment. Any invoices found in the packaging should be forwarded to the bookkeeper.

\*Orders by phone should be kept at a minimum. In the event a phone order is necessary, a purchase order number **MUST** accompany the call. A completed purchase order showing the calling date shall then follow the same procedure as all the other purchase orders.

\*\*At the annual spring budget and ordering time, teachers will complete budget request forms instead of requisitions.

\*\*\*Activity purchases are not done through WebLink. Coaches shall submit athletic requests from the activity fund to the Athletic Director/Assistant Athletic Director (using the activity purchase order); Club/Class Sponsors shall submit activity purchase orders to their building principal. These also **MUST** be approved before purchases made.

If a staff member needs to purchase items locally, each staff member will need to follow the same procedure and will receive a copy of the approved purchase order **BEFORE A PURCHASE IS MADE.** Once the purchase is made, return the purchase order and receipt to the bookkeeper.

**PLEASE REMEMBER: ALL PURCHASES NEED TO BE APPROVED IN ADVANCE.**

## **TRANSPORTATION REQUESTS**

Teachers are responsible for completing the Transportation Request forms which are available at the office. The yellow copy is to be kept by the teacher, the pink copy is to be kept by the office, and the rest is to be sent to the Transportation Director. The Transportation Director will return the blue copy to confirm or deny the request. Requests should be made at least one week in advance.

## **TRANSPORTATION REGULATIONS**

All staff must adhere to the following transportation rules and regulations.

1. All staff must possess a valid driver's license to operate any school vehicle (car or van). Any exceptions must be authorized by the Superintendent. Only staff with a valid CDL license may operate a school bus. All staff members must complete a driver certification form in order to drive any school vehicle. (Appendix B)
2. Staff who violate traffic rules assume responsibility for payment of any associated fines or penalties.
3. The maximum number of passengers in all vans is ten (10) person. **At no time shall there be more than 10 people in the van including the driver.** While driving the school vans, the head lights must remain on while the vehicle is moving. All occupants must use seat belts in all seats of vans so equipped.
4. Students may not ride in the back of the school pickup.
5. Students may not ride in the lunch van or any other vehicle which has not been properly inspected and certified to carry students.
6. Staff may not authorize any student to transport any other student to any school sanctioned event.
7. Staff must complete the "Request for Transportation" form at least a week prior to the date needed.
8. Staff must assume responsibility for actively supervising students on all school sanctioned events. (i.e. field trips, music trips, athletic events, etc.)
9. In the event of a vehicle breakdown or malfunction, staff are asked to seek roadside assistance if available. If the problem cannot be resolved at the site of the problem, staff should call the transportation director at 759-3632 (bus barn), 759-4031 (home), or 759-1034 (cell phone) for assistance. Any expense associated with emergency assistance will be fully reimbursed.

10. A list of all students and sponsors on the trip must be provided prior to departure. (Cell phone numbers should be provided if available.)

## **RELATIONSHIP OF TEACHER TO CUSTODIANS/SECRETARIES**

1. All extra custodial services are to be requested by the teacher through the principal. A work request form is located in the principal's office.
2. Teachers are requested to cooperate with the custodians in the maintenance of the building. Conditions resulting from poor custodian service should be reported to the building maintenance supervisor or the principal.
3. Office secretaries are vital to the success of our building. Each secretary has a job description with tasks they are required to complete on a daily basis. Please resist asking them to complete tasks that are not part of their duties.

## **CONFIDENTIALITY**

As staff members, you have access to confidential information regarding students. In addition you will know about incidents at school regarding specific students. Any faculty discussions, either in formal meeting or in informal conversations concerning pupils or school matters should be treated confidentially. Always greet the community professionally and present a positive image to students, your peers, and the district.

## **RELEASE OF STUDENT INFORMATION**

It is the practice of Fillmore Central Schools not to release the names and/or addresses of students to outside individuals or organizations. The school is required by law to provide the above information to various U.S. military organizations. However, to insure student privacy, Fillmore Central Schools will not release the names and/or addresses of its students to any organizations outside the United States military.

## **TELEPHONES**

Staff members making personal long distance calls will be billed for those calls. Students must have permission to use the telephone.

## **PUBLICITY**

All teachers are encouraged to write articles concerning school events and activities for publication in the local newspaper and on the school website. All articles should be approved by the building principal before publication.

## **STUDENT/ADULT AIDES**

While adult aides may be used to assist teachers in a variety of ways, student aides have restrictions. Student aides may not assign grades, enter grades in teachers grade book, or calculate the grade point averages of other students. Student aides may reproduce material, assist the teacher in the classroom, and perform clerical duties not in violation of a student's right to confidentiality and professional assistance.

## **HOW TO REPORT CHILD ABUSE**

Report child abuse or neglect to the principal. A plan of action will be developed. The local Child Protection Services Unit, Department of Social Services, or the local law enforcement agency will be contacted.

## ACCIDENTS

Each teacher shall report to the principal or designated person all accidents and injuries while on duty that are to be considered more than just bumps, minor cuts, or bruises. The nurse or principal will fill out the *Accident Report* form and forward it to the superintendent's office. All accidents should be reported to the Bookkeeper within 24 to 48 hours for Worker's Compensation purposes.

## ADMINISTERING MEDICATIONS

In order for school personnel to administer medication to a student, it is necessary to have a physician's authorization and a parent's/guardian's permit for dispensing of same. All medications shall be stored in a locked cabinet in the office unless there is written permission from the doctor and approval of the school administration.

Under no circumstances will medication (prescription or over-the-counter) be administered that is not brought to school in the prescription container, properly labeled, including student's name, physician's name (if prescription) and directions for administering.

The student's physician may be consulted on the timing of the medication. Some prescriptions can be written to eliminate the need for giving medication during school hours. (Board Policy #5425)

## EMERGENCY PROTOCOL FOR ASTHMA AND ANAPHYLACTIC SYMPTOMS

The following protocol will be implemented by designated, trained staff at each district site.

1. **CALL 911**
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer medications (EpiPen and albuterol) per standing order
  - Administer **EpiPen Jr.** to any child 50 lbs or less.
  - Administer **EpiPen** to any child over 50 lbs.
  - Administer nebulized albuterol while waiting for EMS. If not better may repeat 2 times back-to back
  - Administer CPR if indicated.
5. Determine cause as quickly as possible
6. Monitor vital signs (pulse, respiration, etc.)
7. Contact parents immediately and physician as soon as possible
8. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility.

## CHURCH NIGHT AND SUNDAY ACTIVITIES

School sponsored activities on Wednesday evening after 6:30 p.m. or on Sunday must be approved in advance by the Superintendent of Schools, such request being first submitted to the Principal or the Activities Director. (Board Policy #5310)

## COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

Procedures relating to complaints about instructional materials is found in Board Policy #6335.

## **INVENTORY**

Each teacher will keep a complete and correct annual inventory of all equipment in assigned room(s) or department. All movable equipment is to be listed. Each teacher is responsible for items listed and for additions to the equipment inventory during the school year.

## **MILEAGE FOR STAFF ASSIGNED TO MULTIPLE SITES**

Employees are responsible for getting from their home to their first job assignment. They are also responsible for getting from their last job assignment back to their home. Job assignments may include teaching assignments, extra-duty assignments, and meetings (staff meeting, curriculum meeting, etc.) which the employee is required to attend.

Teachers required to be at more than one site will be paid mileage for traveling from one site to another (8 miles) one-way only. This includes travel for teaching and/or extra-duty assignments except if the direction of travel takes you home.

School vehicles may be used, however, if they are not available staff will be reimbursed at the rate set by the school (typically the school uses whatever the State rate is at the time our Board sets our rates. The rate for the 2015-16 school year is 48.5 cents per mile.) The District may also require employees to use school vehicles.

Employees should complete a purchase order listing the dates they traveled that month, and then submit them to the district bookkeeper by the first of the month. Reimbursements will then be approved at the regular Board meeting on the second Monday of the month.

Mileage is not paid for traveling between sites within the same town.

## **Drug Free School and Community Policy**

School District #25 (Fillmore Central Public School) is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the District unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol.

It is unlawful and, therefore, absolutely prohibited for any employee of the District to engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

### **DEFINITIONS**

As used in this policy, prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities shall mean, but not be limited to the following:

1. The possession, use, or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit substance.
2. The possession, use, or distribution of alcohol on school premises or as a part of any of the school's activities.

As used herein, the term "School premises" shall mean any property whether owned, leased, or in other manner under the control of the Board of Education of the District.

As used herein, the term "as a part of any of the school's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the District.

## PROCEDURES

1. All employees and each new employee will receive a copy of this policy.
2. Each employee will acknowledge receipt of this policy and will sign such form acknowledging receipt and acknowledging the District's policy of absolutely prohibiting conduct as set for this in policy (Policy #4000.D), and further acknowledging that serious sanctions can and will be taken against an employee, including termination of employment and referral for prosecution for any failure to comply with the above-stated standards of conduct and further acknowledging that such compliance is mandatory, and further acknowledging that this policy is adopted pursuant to P.L. 101-226, 34 C.F.R. Part 86, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may put the District's receipt of federal funds in jeopardy.
3. In the event the employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask for such points of clarification of the Superintendent of Schools or his/her designee at the time this policy is distributed to the employee. If no question is directed by an employee to the Superintendent of Schools or his/her designee it shall be the legal position of the District to presume that the employee has understood and will abide by this policy.
4. In the event of any non-compliance by any employee with this policy, it shall be the duty of the Superintendent of Schools or his/her designee to inform any employee not in compliance about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees within fifty (50) miles of the administrative offices of the District. If no such programs are available within 50 miles, then such other programs as may exist in the State of Nebraska shall be made known to such employee. The Superintendent or his/her designee shall maintain a list of such available services and shall from time to time update such list.
5. Sanctions which may be taken against an employee for non-compliance with this policy may be any one or more of the following:
  - a. An oral reprimand
  - b. A written reprimand
  - c. Suspension with pay
  - d. Suspension without pay
  - e. Termination of employment
  - f. Cancellation of employment
  - g. Non-renewal of employment
  - h. Referral to appropriate authorities for criminal prosecution
  - i. Mandatory enrollment in in-patient care or otherwise as a term and condition to any continuing employment by the District
  - j. Mandatory enrollment in any training programs that are or may be provided by the District or others relating to any of the activities prohibited by this policy
6. Disciplinary action sought to be imposed by the Superintendent or his/her designee shall be carried out in accordance with the established policies of the District. However, nothing in this policy shall be construed to vest any right in any employee beyond that required by law and the manner in which each case shall be handled shall be in the sole discretion of the Superintendent or his/her designee subject to the Superintendent's approval, provided only that such action shall be carried out within the bounds of applicable law.
7. Conviction of an employee of the District of any criminal statute relating to the unlawful use, possession, or distribution, of any controlled substance or alcohol, may result in disciplinary action being taken against such employee. When such conviction shall come to the attention of

the Superintendent or other official of the District, any employee convicted as above described may be disciplined in any manner provided by statute, the contract of the employee, any existing policy of the District or any other applicable body of law. As used herein "applicable body of law" shall mean, but shall not be limited to, state and federal statutes, state and federal regulations, and any applicable case law.

8. As an alternative to discipline or as a concurrent requirement to the disciplinary action less severe than the maximum disciplinary action that may be carried out against an employee as referred to in the immediately preceding paragraph, the District, by and through its Superintendent or his/her designee may require the employee to successfully finish a drug abuse program. As used here, the term "drug abuse program" shall mean a drug abuse program sponsored by an approved private or governmental institution. The Superintendent or his/her designee may require the employee to provide the Superintendent or his/her designee written documentation satisfactory to the Superintendent or his/her designee that the employee has successfully finished such program. If aftercare is recommended by such institution, then the Superintendent or his/her designee in his/her sole discretion may require the employee to enroll in such aftercare program and to participate in a manner satisfactory to the provider of such aftercare program. The Superintendent or his/her designee may require an employee to participate in aftercare in the same manner and under the same terms as may be required by the Superintendent or his/her designee. The Superintendent or his/her designee may require ongoing reporting of such participation as a term and condition of continuing employment by such employee at the District.
9. It shall be the policy of the District to require an employee who has been charged or convicted of a violation of any statute as hereinabove referred to in this policy to report such charge or conviction to the Superintendent or his/her designee. Any information received pursuant to this policy may be used in any lawful manner. Any employee having concerns about an admission hereunder constituting self-incrimination shall bear the burden of seeking his or her own legal advice regarding any such potential self-incrimination.

### **Use of District Computer Network and Internet**

Employees have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district. In using the computers and the Internet, employees are agreeing to the following:

1. Since copyright laws protect software, employees will not make unauthorized copies of software found on school computers by any means. Employees will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If a employee downloads public domain programs for personal use or non- commercially redistributes a public domain program, the employee assumes all risks regarding the determination of whether a program is in the public domain.
3. Employees shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Employees are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion. Further, employees are prohibited from placing such information on the Internet.
4. Employees will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Employees will not copy, change, read, or use another person's files. Employees will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Employees will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.

6. Employees will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
7. Employees will not attempt to login to the system as a system administrator.
8. Employees understand that the intended use of all computer equipment is to meet instructional objectives.
9. Employees will not waste or take consumable supplies, (paper, ink, diskettes, etc.) that are provided by the District.
10. Employees will not use the network for financial gain or for any commercial or illegal activity.
11. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another employee, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
12. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on line services or products. The employee is solely responsible for any such charges. The employee's acceptance of an email account is an acceptance of the employee's agreement to indemnify the District for any expenses, including legal fees, arising out of the employee's use of the system in violation of the agreement.
13. The Internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
14. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
15. The District reserves the right to refuse posting of files, and to remove files.
16. The District further reserves the right to inspect a employee's computer and computer usage at any time. Employees have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.
17. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
18. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training by the on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

For further information refer to Fillmore Central Board Policy #6500.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the employee's Internet account and computer privileges, reprimand, suspension, or termination.

# **FILLMORE CENTRAL ASSESSMENT POLICY**

## **1. State Assessments**

This policy is intended to identify procedures to assure that assessment results are truly representative of students' effort and achievement. It is also intended to create awareness that inappropriate assessment practices can produce negative effects, and to outline procedures to be followed.

Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students. The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

## **2. Achieving Valid Assessments**

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed. Educators must not deviate from the test administration procedures specified in the test-examining manual.

For purposes of this policy, student assessments include both "standardized assessments" (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and "coursework assessments" (e.g. classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

- a. **Integrity of the Assessment Instrument.** The integrity of the assessment instrument is to be maintained.
  - i. **Standardized Assessments.** Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.
  - ii. **Coursework Assessments.** Coursework assessment instruments, tests, quizzes, projects, papers, homework, etc. are to be periodically modified to keep the assessments current and prevent students from effectively using "test banks." For coursework assessments that are given on a repeat bases to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.

**b. Teaching for Success on Assessments.** It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student's knowledge, and not simply test preparation.

- i. **Teach the Content.** Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to "teach to the test" by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. "Cramming" assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.

- ii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.

c. **Conditions for Successful Assessments.**

- i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.
- ii. Climate. Educators are to have sufficient assessment materials available (e.g. No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.
- iii. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.
- iv. Paper. No paper in. No paper out.
- v. Copies. Educators must not photo copy, print, or copy in any way any of the tests.

- d. **Full Participation**. Educators are to make efforts to have all eligible students take the assessments.

e. **Assistance During Assessments.**

- i. Standardized Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student's 504 Plan or IEP. This includes giving "hints", giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).
- ii. Coursework Assessments. For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.

**f. Student Answers.** Assessments are to reflect the students' work as submitted by the students. During the assessments, educators are to monitor students to make sure directions are being followed. Educators are not to change answers on a student's assessment sheet or otherwise participate in the submission of false or misleading assessment results.

Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District's standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Fillmore Central  
DRIVER CERTIFICATION**

This certification is required by all persons who drive District-owned vehicles. Employees who drive students as part of their employment, or for school related purposes, must also complete this certification.

\_\_\_\_\_  
Name

Operator's License No: \_\_\_\_\_  
License Class: \_\_\_\_\_

I certify that the following information is true and accurate:

\_\_\_\_\_ I have a current and valid Nebraska motor vehicle license, current proof of insurance, and the physical and mental abilities to properly operate a motor vehicle.

\_\_\_\_\_ My driver's license is subject to the following restrictions and I will comply with all such restrictions:

|                          |                             |
|--------------------------|-----------------------------|
| _____ Corrective Lenses  | _____ Outside Mirrors       |
| _____ Automatic Signals  | _____ Maximum Speed Rest.   |
| _____ Mechanical Aids    | _____ Daylight Only         |
| _____ Restricted Area    | _____ 2 Lane, 2 Way Only    |
| _____ Automatic Trans.   | _____ No Interstate Driving |
| _____ No One Way Streets | _____ Other: _____          |

\_\_\_\_\_ I will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts will be utilized by all occupants. I will not use a cell phone while the vehicle is in motion.

\_\_\_\_\_ I understand I must immediately notify my supervisor or the appropriate District Administrator upon the occurrence of any of the following events:

- Suspension of my driver's license;
- Revocation of my driver's license;
- Expiration of my driver's license;
- Withdrawal of my driver's license;
- Any tickets or accidents while in a District-owned vehicle or while on school business;
- Any ticket or accident which may result in suspension, revocation, expiration or withdrawal of my driver's license, while in any vehicle at any time;
- Any circumstance which may result in any of the above responses not continuing to be completely accurate.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Employee

# **Return-to-Work Program**

**FILLMORE CENTRAL PUBLIC SCHOOL** supports the practice of bringing injured employees back to work, as soon as they are medically able. We believe this practice serves the best interests of our employees and organization.

The prompt return of injured employees to their position with medical restrictions will minimize the impact of work-related injuries. Coming back to work early helps employees remain functional as they recover while providing our organization with the valuable use of employees' talents. It also helps control workers' compensation costs.

If you are injured at work, report the injury to your supervisor immediately—no matter how minor the injury is. Your supervisor will report it to our organization's workers' compensation claims coordinator within 24 hours. Any questions concerning workers' compensation should be directed to this individual.

**Claims coordinator**    **LYNNE HOUSER**

**Phone 402-759-4955**

Your supervisor and/or claims coordinator will help arrange for medical treatment following an injury. Prompt, quality medical treatment can be assured through the use of our primary care clinic.

**Clinic**    **FILLMORE COUNTY MEDICAL CENTER**

**Phone 402-759-4485**

Current positions may be modified to fit the medical limitations of injured employees by modifying workstations, altering specific tasks or working reduced hours.

This return-to-work program is an important part of our organization's commitment to manage work-related injuries in a way that's best for our employees and for this organization.

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Signature

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Title

---

Date

**Complaint Form**  
**Discrimination, Harassment or Retaliation**

The Fillmore Central School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy #4000.A for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Superintendent of Schools, 1410 L Street, Geneva, Nebraska 68361, Phone Number 402-759-4955

Name: \_\_\_\_\_ Date: \_\_\_\_\_

(1) Description of the complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Names of any witnesses to the matter being complained about: \_\_\_\_\_  
\_\_\_\_\_

(3) Identify and attach any document supporting the complaint: \_\_\_\_\_  
\_\_\_\_\_

(4) Confidentiality: I \_\_\_ do \_\_\_ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

\_\_\_\_\_

(5) Relief requested (what I want done in response to this complaint): \_\_\_\_\_  
\_\_\_\_\_

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

## **SIGNATURE PAGE**

**(Please sign and return this signature page to Jodi Meyer by Friday, August 21, 2020)**

### **ASBESTOS NOTICE**

Federal regulations require all schools to inventory asbestos containing materials (AMC) in their buildings and annually inform patrons and employees of the existing management plan.

The plan for Fillmore Central Public Schools is available for inspection to the general public, teachers and other school personnel. The plan is available at the Superintendent's Office during the hours of 8:00 a.m. – 4:00 p.m. Monday through Friday

### **DRUG & ALCOHOL NOTICE**

**ACKNOWLEDGEMENT OF UNDERSTANDING AND RECEIPT OF BOARD STANDARDS AND POLICIES PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON THE SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES.**

I, the undersigned, do by affixing my signature hereto acknowledge that I understand the absolute prohibition of the District against any employee of the District engaging in unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol on the school premises or as a part of any of the school's activities as defined by board policy or administrative directive. I further understand by affixing my signature hereto that disciplinary sanctions up to and including termination of my employment and referral of me for criminal prosecution may be imposed upon me for any violation of these standards. I further agree to be bound by these standards and acknowledge that I have been fully notified and that all policies have been explained to my satisfaction and full understanding by appropriate school personnel. I further understand that compliance with these standards is mandatory and is a material term and condition of my employment by the District.

### **TEACHER EVALUATION NOTICE**

I have received, read, and understand the District's Teacher Evaluation Procedures.

### **STATEMENT OF UNDERSTANDING**

I, the undersigned, do by affixing my signature hereto acknowledge that I have received a copy, read and understand all the articles in this handbook.

---

Signature

---

Date

**FILLMORE CENTRAL**

**DISTRICT # 30-0025**

**SUPPORT STAFF HANDBOOK**

**2020-2021**

## INTRODUCTION

It is the purpose of this handbook to provide non-certificated employees with a ready resource which gathers together all the pertinent information of policy and procedure related to their work. This is done in the belief that staff morale improves when everyone understands the relationship of his/her work to the total organization and knows of his/her own rights and responsibilities.

Every employee--whether teacher, teacher aide, custodian, office personnel, administrator, bus driver or food service--is a part of the big team whose goal is the best possible education for all of the children. All are trustees of an important public confidence and as such must be dedicated to doing the most efficient and effective job of which they are capable.

This handbook has been prepared to provide support personnel with relevant information, policies, and patterns of practice. This handbook states policies as they exist at the time of publication. All policies are subject to change by the Board of Education. This handbook is not to be construed as a contract of employment.

It is essential that all school personnel be thoroughly acquainted with the handbook and refer to it frequently. Employees are urged to make suggestions for future improvement and revision.

## NOTICE OF NONDISCRIMINATION

The Fillmore Central School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Josh Cumpston, Superintendent of Schools  
1410 L Street  
Geneva, NE 68361  
(402)759-4955  
[mark.norvell@fillmorecentral.org](mailto:mark.norvell@fillmorecentral.org)

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the Superintendent of Schools. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, WSuite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

## EMPLOYMENT

### Application

Openings for non-certificated positions may be advertised in the Nebraska Signal. Any person desiring employment with Fillmore Central Public Schools will submit an application to the Superintendent's Office. Interviews are conducted by qualified administrators.

### Termination of Employment

If there is a need to terminate the employment of any employee, Fillmore Central Public School will give such employee at least two weeks notice prior to the effective date of termination, unless the employee has committed an act that necessitates immediate termination (neglect of duty, unprofessional conduct, insubordination, immorality, physical or mental incapacity). Written notice of resignation must be given to the immediate supervisor at least two weeks prior to the effective date.

Upon termination of employment, an employee may apply to the Retirement Office, PO Box 94816, Lincoln, NE, 68509, for return of contributions made to the Nebraska School Employees Retirement System.

## CLASSIFICATION and SALARY SCHEDULE

### Classification:

Fillmore Central Public School support personnel are listed by job classification on the non-certificated salary schedule.

### Salary Schedule and Method of Payment

The Salary Schedule is found in Appendix A of this handbook.

Employees will keep a time card from the first day of the month to the last day of each month. The time card will be turned in to their immediate supervisor to be signed and sent to the bookkeeper. Checks will be issued on the 20th day of the succeeding month, unless the 20th falls on the weekend, whereupon the checks will be issued on the Friday previous to the 20<sup>th</sup>. If you wish, you may have your check direct deposited by contacting the District Bookkeeper.

## CONDITIONS OF WORK:

### School Calendar:

A School Calendar is found in Appendix B of this handbook.

### Work Schedule:

The working hours vary according to the job classification. Hours for part-time employees are determined by their immediate supervisor.

### Overtime:

Overtime (at 1 1/2 times your regular rate of pay) is to be paid for hours worked in excess of 40 hours per week; however, hours of work that must be counted toward the 40 hours include all the time you were actually at work.

### Example:

| Mon. | Tues. | Wed.      | Thurs. | Fri. | Total | Total Reg Hrs. | Total OT |
|------|-------|-----------|--------|------|-------|----------------|----------|
| 9hr  | 9hr   | 8 hr Sick | 8hr    | 8hr  | 42 hr | 42 hr          | 0        |

Overtime cannot be paid for the 2 hours over 40 because actual hours worked for the week was only 34.

### Rest Breaks:

Employees are entitled to two fifteen-minute breaks in an eight-hour day.

### Lunch Break:

Employees that work more than six (6) hours each day will take a half-hour (30 minute) lunch break.

**Office Substitution:**

Office personnel are to notify their administrator or supervisor if they are unable to report to work. Office substitutes will be provided if necessary.

**Personnel Files:**

A copy of any written comments about an employee, to be included in the individual's personnel record, must be signed by the individual employee and the author.

**Evaluation:**

This school district is committed to employing and retaining the best personnel possible. In order to maintain the high standard of performance, a system of periodic appraisal has been established. All employees must be appraised at least once each year.

**EMERGENCY PROCEDURES IN INCLEMENT WEATHER**

The following procedures will be followed in closing schools during severe winter weather situations:

1. The Superintendent will consult with the transportation supervisor and others to gather information on weather conditions.

If conditions warrant, the Superintendent will notify the media that schools will be closed. Whenever possible, the news media will be contacted before 6:00 a.m.

2. Personnel expected to report to work, even though school has been canceled, include:

- a. The Superintendent of Schools
- b. The Grounds Supervisor
- c. The Head Building Custodian\*
- d. The Executive Secretary
- e. The Bookkeeper

\*The Head Building Custodian will decide if the assistant custodian should report for work.

The above mentioned staff members who are on a leave status the day before the storm emergency and continue in that same status the day after the emergency will be considered on leave during the emergency day. A person on sick leave the day before the emergency day and who reports back to work the day after the emergency will not be charged sick leave the day of the emergency.

**PERSONNEL BENEFITS**

The non-certificated leave and benefit policy can be found as Appendix C in this handbook.

**Drug Free School and Community Policy**

School District #25 (Fillmore Central Public School) is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the District unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol.

It is unlawful and, therefore, absolutely prohibited for any employee of the District to engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

**DEFINITIONS**

As used in this policy, prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities shall mean, but not be limited to the following:

1. The possession, use, or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit substance.
2. The possession, use, or distribution of alcohol on school premises or as a part of any of the school's activities.

As used herein, the term "School premises" shall mean any property whether owned, leased, or in other manner under the control of the Board of Education of the District.

As used herein, the term "as a part of any of the school's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the District.

## PROCEDURES

1. All employees and each new employee will receive a copy of this policy.
2. Each employee will acknowledge receipt of this policy and will sign such form acknowledging receipt and acknowledging the District's policy of absolutely prohibiting conduct as set for this in policy (Policy #4000.D), and further acknowledging that serious sanctions can and will be taken against an employee, including termination of employment and referral for prosecution for any failure to comply with the above-stated standards of conduct and further acknowledging that such compliance is mandatory, and further acknowledging that this policy is adopted pursuant to P.L. 101-226, 34 C.F.R. Part 86, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may put the District's receipt of federal funds in jeopardy.
3. In the event the employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask for such points of clarification of the Superintendent of Schools or his/her designee at the time this policy is distributed to the employee. If no question is directed by an employee to the Superintendent of Schools or his/her designee it shall be the legal position of the District to presume that the employee has understood and will abide by this policy.
4. In the event of any non-compliance by any employee with this policy, it shall be the duty of the Superintendent of Schools or his/her designee to inform any employee not in compliance about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees within fifty (50) miles of the administrative offices of the District. If no such programs are available within 50 miles, then such other programs as may exist in the State of Nebraska shall be made known to such employee. The Superintendent or his/her designee shall maintain a list of such available services and shall from time to time update such list.
5. Sanctions which may be taken against an employee for non-compliance with this policy may be any one or more of the following:
  - a. An oral reprimand
  - b. A written reprimand
  - c. Suspension with pay
  - d. Suspension without pay
  - e. Termination of employment
  - f. Cancellation of employment
  - g. Non-renewal of employment
  - h. Referral to appropriate authorities for criminal prosecution
  - i. Mandatory enrollment in in-patient care or otherwise as a term and condition to any continuing employment by the District
  - j. Mandatory enrollment in any training programs that are or may be provided by the District or others relating to any of the activities prohibited by this policy
6. Disciplinary action sought to be imposed by the Superintendent or his/her designee shall be carried out in accordance with the established policies of the District. However, nothing in this policy shall be construed to vest any right in any employee beyond that required by law and the manner in which each case shall be handled shall be in the sole discretion of the Superintendent or his/her designee subject to the Superintendent's approval, provided only that such action shall be carried out within the bounds of applicable law.
7. Conviction of an employee of the District of any criminal statute relating to the unlawful use, possession, or distribution, of any controlled substance or alcohol, may result in disciplinary action being taken against such employee. When such conviction shall come to the attention of the Superintendent or other official of the District, any employee convicted as above described may be disciplined in any manner provided by statute, the contract of the employee, any existing policy of the District or any other applicable body of law. As used herein "applicable body of law" shall mean, but shall not be limited to, state and federal statutes, state and federal regulations, and any applicable case law.

8. As an alternative to discipline or as a concurrent requirement to the disciplinary action less severe than the maximum disciplinary action that may be carried out against an employee as referred to in the immediately preceding paragraph, the District, by and through its Superintendent or his/her designee may require the employee to successfully finish a drug abuse program. As used here, the term "drug abuse program" shall mean a drug abuse program sponsored by an approved private or governmental institution. The Superintendent or his/her designee may require the employee to provide the Superintendent or his/her designee written documentation satisfactory to the Superintendent or his/her designee that the employee has successfully finished such program. If aftercare is recommended by such institution, then the Superintendent or his/her designee in his/her sole discretion may require the employee to enroll in such aftercare program and to participate in a manner satisfactory to the provider of such aftercare program. The Superintendent or his/her designee may require an employee to participate in aftercare in the same manner and under the same terms as may be required by the Superintendent or his/her designee. The Superintendent or his/her designee may require ongoing reporting of such participation as a term and condition of continuing employment by such employee at the District.

9. It shall be the policy of the District to require an employee who has been charged or convicted of a violation of any statute as hereinabove referred to in this policy to report such charge or conviction to the Superintendent or his/her designee. Any information received pursuant to this policy may be used in any lawful manner. Any employee having concerns about an admission hereunder constituting self-incrimination shall bear the burden of seeking his or her own legal advice regarding any such potential self-incrimination.

**FILLMORE CENTRAL PUBLIC SCHOOL  
NON-CERTIFICATED PERSONNEL EMPLOYMENT POLICIES**

Adopted: May 3, 1979

Revised: September 14, 1987 (Personal Leave)

Revised: August 17, 1992 (Bereavement)

Revised: May 11, 1998 (90 Days Before Paid Leave Begins)

Revised: August, 1999 (\$.90 per hour in Lieu of Insurance)

Revised: July 9, 2001 (Insurance Eligibility - Secretaries)

Revised: July 10, 2006 (Vacation Days)

Revised: July 8, 2013 (Vacation Days)

**DEFINITIONS:**

- A. Calendar year employee is defined as an employee who is under contract for 52 weeks per year.
- B. School year employee is defined as an employee who is under contract for 36-40 weeks per year.
- C. Full-time employee is defined as an employee who is on the job six or more hours per workday and five days per week.
- D. Part-time employee is defined as an employee who is on the job less than six hours per workday, less than five days per week, or less than 12 months per year. Leave provisions shall be pro-rated according to F.T.E.
- E. Regular workday is defined as average hours worked per day or length of contractual day.

**PAY:**

- A. Compensation will be calculated on a per hour basis.
- B. Salaries will be termed per hour, per day, per month or per year depending upon position needs.
- C. Overtime pay must be approved by an administrator or supervisor.
- D. Salaries will be paid once a month on the 20<sup>th</sup>.
- E. Pay deductions will be calculated on the pay rate per hour times the regular work day (not to exceed 8 hours) times the number of non-approved days absent.

**FRINGE BENEFITS:**

- A. Full-time calendar year employees are eligible for Health Insurance (Single or Family Insurance as appropriate for the employee involved) and Single Dental Insurance.

Full-time secretaries who work 40 weeks per year are eligible for Single Health/Single Dental Insurance.

If these employees choose not to take the insurance benefit, they will receive \$.90 per hour extra pay for regular time (not overtime hours).

**VACATION:**

- A. Full-time and part-time calendar year employees qualify for vacation pay equal to their regular work day (not to exceed an 8 hour day) and regular pay rate. The tenure of employment must be at least one (1) calendar year and the vacation must be arranged with the superintendent before receiving vacation and pay. (Vacation can be arranged for employees with tenure less than one year. After 90 calendar days, ½ day of paid vacation for each month worked through the remainder of the fiscal year will be allowed.) Length of vacation will be determined by individual contract. **Calendar Year Only – Three (3)**

vacation days may be carried over each year. Remaining unused vacation days will be reimbursed at the contractual hourly pay rate at the end of each contract year.

- B. Full-time and part-time school year employees receive the same vacation days as students during the year unless specified by individual contract or by administrative request.

#### **LEGAL HOLIDAYS:**

- A. Legal holidays are defined as Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, July 4<sup>th</sup>, or the Monday following if a holiday falls on a weekend. Either Good Friday or Easter Monday may be taken as a holiday with pay providing the day chosen is approved by your immediate supervisor and building principal.
- B. Full-time and part-time calendar year employees qualify for legal holiday pay equal to their regular work day length (not to exceed 8 hours) and regular pay rate.
- C. School year employees do not qualify for legal holiday pay.

#### **LEAVE POLICIES: (After 90 calendar days employees will be eligible for paid leave. No paid leave will be allowed prior to those 90 days.)**

- A. Sick Leave
  - 1. All full-time and part-time school year employees receive five days each fiscal year to be used for illness.
  - 2. All full-time and part-time calendar year employees receive seven days each fiscal year to be used for illness.
  - 3. Sick leave days are accumulative to 60 days for use during one year if needed.
  - 4. Pay for sick leave days will be based on the employee's regular workday length (not to exceed 8 hours) and regular pay rate.
  - 5. Leave for personal illness will be processed by the employee notifying his/her immediate supervisor by telephone or message and recording "illness" on the time sheet for the time absent.
  - 6. A maximum of 5 days per year of sick leave may be used to care for illness of children, parents, or spouse.
  - 7. All requests for sick leave must be filed with the immediate supervisor and approved by the superintendent upon return to duty. Also sick leave should be noted on the monthly timecard.
- B. Bereavement Leave
  - 1. Three days of bereavement leave will be granted with full pay for absence due to grief because of the death of an immediate family member, and one day for a relative or close friend. Additional time may be granted at the sole discretion of the Superintendent. Application for all bereavement leave should be filed with the immediate supervisor in advance of the leave whenever possible, and immediately upon return in other cases.
- C. Personal Leave
  - 1. Two (2) days per year which are not accumulative shall be allowed for personal business that cannot be conducted outside the working day. Exceptions to these limitations may be made by the superintendent in his sole discretion. Employees planning to use an individual leave day or days shall apply to their principal/supervisor at least two (2) days in advance, except in case of an emergency.

## **SIGNATURE PAGE**

**(Please sign and return this signature page to Jodi Meyer by Friday, August 21, 2020)**

### **ASBESTOS NOTICE**

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### **STATEMENT OF UNDERSTANDING**

I, the undersigned, do by affixing my signature hereto acknowledge that I have received a copy, read, and understand all the articles in this handbook.

---

Signature

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Date

## Organization of the Board

### 1. Membership, Term and Election

- a. The Board of Education shall be comprised of six members who will be elected at large.
- b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

### 2. Internal Organization and Officers

#### a. President

- i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
- ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

#### b. Vice President

- i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
- ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

#### c. Secretary

- i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.
- ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the

proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

i. At the regular January meeting, the board shall elect, employ, or appoint a treasurer who need not be a member of the board if permitted by law. The treasurer shall serve in that capacity for one year, unless the board designates a longer term for the treasurer.

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ii. The treasurer may be designated to sign checks and certain other documents. The treasurer is the custodian of the monies of the district.

iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.

iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized.

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3. Signing and Authorizing Checks, Warrants, and other Instruments.

a. Unless otherwise delegated by the board, the president and secretary of the board shall sign checks, warrants, and other instruments of the district.

b. The board may delegate another person to sign and validate any checks, warrants, and other instruments. Facsimile signatures of board members may be used.

c. The board delegates that the vice president or treasurer may sign any warrant in the absence of either the president or the secretary.

d.

e.

#### 4. Board Officer Voting and Tie Breakers

a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:

i. **[Option 1]**: If the board is split between two members, they will each serve as the officer for six months of the year. The initial six-month term will be determined by coin flip.

**[Option 2]**: If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.

ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

#### 5. Committees

a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.

b. On or before the beginning of each calendar year, the board shall appoint three members to form a Committee on American Civics.

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The committee's duties shall be those prescribed by Nebraska statutes, which include:

- i. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;
- ii. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
- iii. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
- iv. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;
- v. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;
- vi. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;
- vii. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
  1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
  2. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or

- 3. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event; and
- viii. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

#### 6. Vacancies

- a. A vacancy on the board of education shall exist when any one of the following occurs:
  - i. A member submits his or her formal resignation from the board.
  - ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.
  - iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
  - iv. Such other reasons as are set forth in Nebraska statutes.
- b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.
- c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**3010**  
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Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**Deleted:** Notwithstanding any provision of any other policy, facsimile signatures of board members may be used to sign any warrant, check, or other instrument drawn upon bank depository funds of the district, and a person or persons delegated by the board may sign and validate all warrants, checks, and other instruments drawn upon bank depository funds of the district. [¶](#)

## **3408**

### **Guest Speakers**

The school board recognizes that guest speakers with demonstrated expertise in areas of interest to the school district and its students may enrich the students' educational experiences. The school district has adopted this policy to ensure that the messages provided by outside speakers do not conflict with school district policies, the fundamental values of a public school education, or the legal limitations placed on public school districts. Individuals who wish to invite a guest speaker must follow the procedures outlined below.

**Classroom or School-Sponsored Activity Guest Speakers.** Teachers or activity sponsors who desire to invite a guest speaker to address his or her class or activity members must:

1. Research the guest speaker, have a clear understanding of the guest speaker's purpose and message, and determine that the speaker's message complies with the school district's policies and fundamental values.
2. Complete a Guest Speaker Request Form and submit it to the building principal at least        days prior to the proposed appearance.
3. Notify the main office of name, time, and date of the guest speaker's appearance (if the request is approved).
4. Notify parents of the name, time, date, and topic and summary of the presentation at least        days before the presentation (if the request is approved).
5. Require the guest speaker to submit a copy of any visual or written materials to the employee at least 24 hours prior to any presentation. The employee shall submit the materials to the principal upon receipt.
6. Prepare students in advance for the experience.
7. Inform the guest speaker that students or employees may ask challenging questions or offer differing viewpoints.
8. Terminate the presentation if the speaker fails to limit his or her remarks to the subject on which he or she has been invited to speak.
9. Remain with the speaker and students to facilitate and monitor the discussion.

10. Provide appropriate follow-up activities and education.

**Assembly Speakers.** Employees who desire to invite a guest speaker to address staff or students at an assembly must follow the identical procedures outlined above. In addition, the employee must submit the Guest Speaker Request Form to the superintendent at least [REDACTED] days prior to the proposed appearance and the speaker submitted materials upon receipt.

**Request Consideration.** The administrator(s) must research the guest speaker and determine that the speaker's message complies with the school district's policies and fundamental values. If it does not comply, the administrator will reject the request. If it does comply, the administrator shall then consider the following factors when approving or denying the request:

1. The guest speaker's ability to appropriately and adequately address the topic with the students based upon the speaker's education, training, expertise, or other qualifications.
2. The materials submitted by the guest speaker.
3. The educational value to students of the presentation.
4. The relevance of the presentation to the class, activity, or school's educational mission.
5. Whether the topic of the presentation is appropriate for the students' ages and level of maturity.
6. Whether the speaker has a history of providing factual information in a fair and balanced manner or if he or she has previously advocated for a particular position or espoused personal opinion, bias, or partisanship.
7. Whether the speaker's proposed presentation is consistent with the fundamental values of a public school education and/or encourages the fundamental values, habits, or manners of civility.
8. Whether the speaker's proposed presentation will satisfy the Nebraska Department of Education's accreditation, curriculum, or standards requirements or recommendations.

The administrator shall notify the employee of his or her decision.

**Controversial Issues.** If the employee or administrator determine that the guest speaker's topic or presentation is partisan or controversial but will still be of benefit to the students, (1) the employee and administrator will work

with the guest speaker to develop a plan that will allow the issue to be presented in an objective and unbiased manner and/or (2) the employee and administrator will develop a plan that will allow opposing viewpoints to be presented. The employee will notify students and their parents at least        days in advance of the nature of the presentation. If a student does not wish to attend a controversial presentation, the employee will either excuse the student from attending or provide an alternative assignment.

**Other Requirements.** The inviting employee or appropriate administrator may interrupt or stop the presentation if it violates this or any other school policy.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**Guest Speaker Request Form**  
**Classroom or School-Sponsored Activity**

Teacher/Sponsor: \_\_\_\_\_

Date: \_\_\_\_\_

Class/Activity: \_\_\_\_\_

Proposed Date and Time: \_\_\_\_\_

Speaker: \_\_\_\_\_

Speaker Affiliation: \_\_\_\_\_

Purpose and Message of Presentation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Speaker Qualifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I have read school district policy regarding guest speakers and have complied or will comply with all of its requirements.

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Reason: \_\_\_\_\_

**Guest Speaker Request Form  
Assembly**

Teacher/Sponsor: \_\_\_\_\_

Date: \_\_\_\_\_

Proposed Date and Time: \_\_\_\_\_

Speaker: \_\_\_\_\_

Speaker Affiliation: \_\_\_\_\_

Purpose and Message of Presentation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Speaker Qualifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I have read school district policy regarding guest speakers and have complied or will comply with all of its requirements.

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Reason: \_\_\_\_\_

**3440****Threat Assessment and Response****[Option 1: Team Concept]**

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

**1. Definitions**

a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

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ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assessment them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or

emergency exclusion without complying with state law and board policy related governing those actions.

- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.

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## 2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report substantive threats to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

## 3. Threat Assessment Team

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The threat assessment team (team) shall consist of \_\_\_\_\_. **[Note to be deleted: This team should include at least the superintendent of schools, building principal(s), guidance counselor and local law enforcement. It also could include information technology staff, the school nurse, members of the mental health profession who would be willing to work with the school. It should not include parents or board members. Members of the school crisis team may also serve on the threat assessment team.]** Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

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The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

#### **4. Threat Assessment Investigation and Response**

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

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**Deleted:** All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include

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Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

#### **5. Communication with the Public about Reported Threats**

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

#### **6. Coordination with the Crisis Team After Resolution of Threat**

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

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## **[Option 2: Superintendent as Primary Investigator and Decision-Maker]**

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

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### **1. Definitions**

a. A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

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ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of distinguishing "transient" threats from serious ones in a systematic, data-informed way.

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.

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## 2. **Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report substantive threats to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

## 3. **Threat Assessment Investigation and Response**

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When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

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If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The superintendent may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;

Deleted: All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include i

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Deleted: who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of

- Any other investigatory methods that the law enforcement unit determines to be reasonable and useful.
- The superintendent must confer with at least on member of the school's guidance counseling staff as part of his/her investigation. If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

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At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

#### **4. Communication with the Public about Reported Threats**

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To the extent possible, the superintendent will keep members of the school community informed about substantive threats and about the District's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

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#### **5. Coordination with the Crisis Team After Resolution of Threat**

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The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

**[Option 3: Law Enforcement Unit as Primary Investigator; Superintendent as Primary Decision Maker – Please note, this option is only available if you have adopted [Policy 3054](#) designating a Law Enforcement Unit]**

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The board is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

### 1. Definitions

a. A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

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i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

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ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of distinguishing "transient" threats from serious ones in a systematic, data-informed way.

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i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

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ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.

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## **2. Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report substantive threats to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

## **3. Threat Assessment Investigation and Response**

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the designated law enforcement unit. Upon receipt of an initial report of any threat, the law enforcement unit shall initiate an initial inquiry/triage and make a determination of the seriousness of the threat as expeditiously as possible. The law enforcement unit must contact local law enforcement if it determines that an individual poses a clear and immediate threat of serious violence.

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If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the law enforcement unit will meet to evaluate and respond to the threatening behavior. The law enforcement unit may, but is not required to, review the following types of information:

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- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;

- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the law enforcement unit determines to be reasonable and useful.

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If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

**Deleted:** This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the unit determines to be reasonable and useful. The law enforcement unit must confer with at least one member of the school's guidance counseling staff as part of the investigation. ¶

At the conclusion of the investigation, the law enforcement unit will share its findings with the superintendent. The superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of the investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of the investigation to the student's individualized education plan team.

#### **4. Communication with the Public about Reported Threats**

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To the extent possible, the superintendent will keep members of the school community informed about substantive threats and about the district's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

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#### **5. Coordination with the Crisis Team After Resolution of Threat**

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The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

Adopted on: \_\_\_\_\_  
 Revised on: \_\_\_\_\_  
 Reviewed on: \_\_\_\_\_

## **3460 Animals at Schools**

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent or his or her designee except as provided in this policy or as otherwise required by law.

### **I. USE OF ANIMALS FOR INSTRUCTIONAL PURPOSES**

Animals that support a district program or curriculum or that are used for instructional purposes are allowed in school district buildings or on school district property with the written permission of the superintendent or building principal.

### **II. SERVICE ANIMALS**

The school district does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

**Service Animal.** A "service animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks **do not** include the crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler's disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. **See also**, Miniature Horses below.

**School District Inquiries.** School officials **may** ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do **unless** the answers to these inquiries are readily apparent. School officials **may not** ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

**Procedural Requirements.** The following requirements must be satisfied **before** a service animal will be allowed in school buildings or on school grounds:

**Request.** A person who wants to be accompanied by his/her service animal must submit a written request form to a principal or superintendent. The request form is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used. When a request to be accompanied by a service animal is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input.

**Health and Vaccination.** The owner or handler must have proof of current licensure from the local licensing authority including proof of the service animal's current vaccinations and immunizations required by law.

Service animals will not be allowed in school buildings or other school property until the school has approved the request.

**Control.** A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash, or other tether. If the handler is unable to use a harness, backpack, vest, leash, or other tether, because of a disability or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, the use of these items is not required. However, the service animal must be otherwise under the handler's control.

**Exclusion or Removal from School.** A service animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the service animal;
- (2) The service animal is not housebroken;
- (3) The service animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence fundamentally alters the nature of the service, program, or activity.

The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

**Allergic Reactions.** If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

**Supervision and Care of Service Animals.** The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The student's parent or guardian is responsible for providing for the supervision and the care of the animal in the event that his or her student is not able to do so. The school district is not responsible for providing any care, supervision, or assistance for a service animal.

**Extra Charges.** The owner or handler of a service animal will not be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

**Damage to School Property and Injuries.** The owner or handler of a service animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the animal.

**Miniature Horses.** Requests to permit the use of a miniature horse by an individual with a disability will be addressed on a case-by-case basis by considering the following factors:

- (1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- (2) Whether the handler has sufficient control of the miniature horse;
- (3) Whether the miniature horse is housebroken; and
- (4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

**Service Animal in Training.** This policy shall also be applicable to service animals in training that are accompanied by a bona fide trainer.

**Denial of Access and Grievance.** If a school official denies a request for access of a service animal, the disabled individual or parent or guardian can file a written grievance with the school's Section 504 Coordinator.

**[NOTE TO BE DELETED: There are 2 options below. The first option allows therapy animals brought by school employees as approved by the administration. The second does not allow therapy animals "except as required by law." YOU MUST PICK AN OPTION AND DELETE THE OTHER.]**

### **[OPTION 1]**

### **III. THERAPY ANIMALS**

The school district supports the use of therapy animals by teachers or other qualified school personnel ("Owner") for the benefit of its students subject to the conditions of this policy.

**Therapy Animal.** A "therapy animal" is an animal that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy animals are not "service animals" as that term is used in the American with Disabilities Act. The animal must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy animals are personal property of the Owner and are not owned by the school district.

**Therapy Animal Standards and Procedures.** The following requirements must be satisfied **before** a therapy animal will be allowed in school buildings or on school grounds:

**Request.** An Owner who wants to bring a therapy animal to school must submit a written request form to a principal or superintendent. The request form is attached to this policy. The request must be renewed each school year or whenever a different therapy animal will be used. When a request to bring a therapy animal to school is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input.

**Training and Certification.** The Owner must submit training and certification information requested by the Superintendent or his or her

designee. Any certification required by the school district must remain current at all times.

**Health and Vaccination.** The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to such animals. The Owner must submit proof of current required licensure from the local licensing authority and proof of the therapy animal's current vaccinations and immunizations from a licensed veterinarian, if applicable.

**Control.** A therapy animal must be under the control of the Owner at all times.

**Identification.** The therapy animal must have appropriate identification identifying it as a therapy animal.

**No Disruption.** The therapy animal must not disrupt the educational process by any of its behaviors.

**Health and Safety.** The therapy animal must not pose a health and safety risk to any student, employee, or other person at school.

**Supervision and Care of Therapy Animals.** The Owner is solely responsible for the supervision and care of the therapy animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

**Authorized Area(s).** The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by school district administrators.

**Insurance.** The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

**Exclusion or Removal from School.** A therapy animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the therapy animal;
- (2) The therapy animal is not housebroken;
- (3) The therapy animal presents a direct and immediate threat to others in the school; or

- (4) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

**Allergic Reactions.** If any student or school employee assigned to a classroom in which a therapy animal is permitted suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

**Damages to School Property and Injuries.** The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

**Other Therapy Animals.** Therapy animals (1) owned by students, patrons, or other non-school employees or (2) owned by school employees for their own benefit will not be allowed on school grounds or school property except as otherwise required by law.

## **[OPTION 2]**

### **III. THERAPY ANIMALS**

A "therapy animal" is an animal that has been individually trained and certified to work with its owner to provide emotional support, well-being, comfort, or companionship. Therapy animals are not "service animals" as that term is used in the Americans with Disabilities Act.

Therapy animals will not be allowed on school grounds or school property except as otherwise required by law.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## Drug Policy Regarding Drivers

**Policy Statement.** Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to insure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

**Designated Contact.** The school district has designated [insert designated individual] as the individual any driver may contact with questions about this policy or the school district's drug testing program and procedures for drivers. This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

[Insert designated individual] may be contacted at [insert contact information.]

**Covered Drivers.** Any person who operates a commercial motor vehicle on behalf of the school district is covered by this policy and the school district's drug testing program and procedures for drivers. All covered drivers must provide the school district a signed statement certifying that he or she has received a copy of this policy and related materials.

**Covered Workday.** A driver is required to comply with this policy and the terms of the school district's drug testing program and procedures for drivers at all times they are assigned, or may be assigned, to perform safety-sensitive functions. This includes all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include: (1) all time at a school district facility or property, contractor facility or property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the school district; (2) all time inspecting equipment as required by state or federal law or regulation and any and all other time inspecting, servicing, or conditioning any commercial motor vehicle; (3) all time spent at the driving controls of a commercial motor vehicle in operation;

(4) all time, other than driving time, in or upon any commercial motor vehicle; (5) all time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and (6) all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

**Prohibited Conduct.** No driver shall: (1) report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater; (2) use alcohol while performing safety-sensitive functions; (3) perform safety-sensitive functions within four hours after using alcohol; or (4) refuse to submit to a pre-employment controlled substance, a post-accident alcohol or controlled substance test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, a return-to-duty alcohol or controlled substances test, or a follow-up alcohol or controlled substance test required under state or federal law or this policy. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall: (1) report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance identified in 31 CFR 1308.11 Schedule 1; (2) report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle; or (3) report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

**Types of Testing.** Pursuant to regulations promulgated by the Department of Transportation (DOT), the district has implemented four types of testing: (1) pre-employment testing, (2) reasonable cause testing, (3) post-accident testing and (4) random testing.

**Refusal to Submit to Testing.** A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing

upon a lawful request, consistent with the required testing protocols. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

**Consequences for Violations.** Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action which may include termination of the driver's employment, and shall include the immediate removal from safety-sensitive functions in compliance with federal law. No driver tested pursuant to this policy and the school district's drug testing program and procedures who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

Deleted: .

**Return to Duty Process.** A driver who has violated this policy or the school district drug testing program and procedures cannot again perform any safety-sensitive functions until and unless the employee completes the return-to-duty process, including the substance-abuse professional's (SAP) evaluation, referral, and recommended education or treatment. The school district will provide employees the relevant contact information for available and acceptable SAPs as necessary, but the school district is not required under the law to provide a SAP evaluation or any subsequent recommended education or treatment for a driver. Any driver completing the return-to-duty process must complete a return-to-duty test and test negatively.

**Disqualification.** Any applicant who tests positive for the presence of the following drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

**Pre-employment Testing.** All applicants for employment must submit to drug and alcohol tests as a condition of being considered for employment.

**Reasonable Cause Testing.** The district shall have reasonable cause to require a driver to submit to drug testing when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances or alcohol.

**Post-Accident Testing.** A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

**Serious Injury to the Driver.** If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

**Random Testing.** All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

**Frequency of Random Testing.** Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

**Testing Procedure.** All urine and blood specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive. All such specimens collected and submitted will be maintained securely to safeguard the validity of the test results and maintain the integrity of the testing process while ensuring the results are attributed to the correct driver.

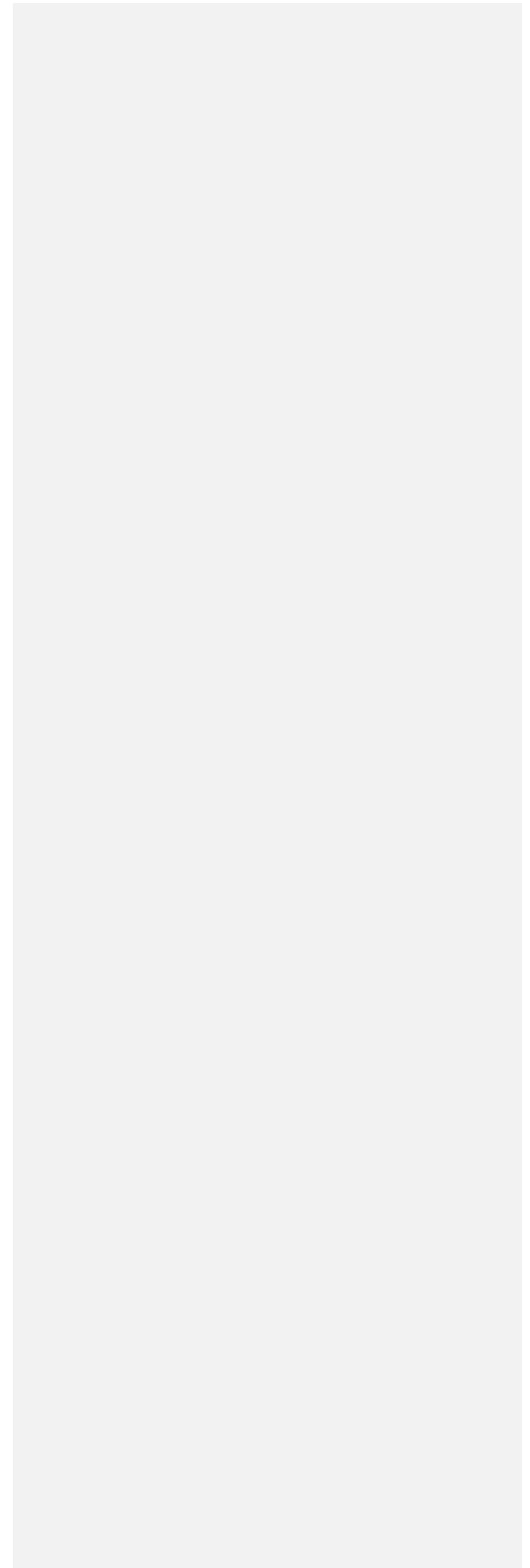
**Medical Resource Officer.** All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the

district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If required by DOT regulations, personal information collected and maintained pursuant to this policy shall be reported to the Clearinghouse by the MRO in the event of: (1) a verified positive, adulterated, or substituted drug test result; (2) an alcohol confirmation test with a concentration of 0.04 or higher; (3) a refusal to submit to any test required by this policy and the school district's drug testing program and procedures; (4) an employer's report of actual knowledge that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use; (5) on duty alcohol use as prohibited above; (6) pre-duty alcohol use as prohibited above; (7) alcohol use following an accident as prohibited above; (8) controlled substance use as prohibited above; (9) a substance abuse professional report of the successful completion of the return-to-duty process; (10) a negative return-to-duty test; and (11) an employer's report of completion of follow-up testing.

**Confidentiality.** Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release or release is required by law (such as the release of information to the Clearinghouse.) Any person who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

**Retesting.** An individual who tested positive for the presence of drugs may request that the original sample be retested. The request for a retest must be submitted in writing on a form provided by the district within 3 working days of the district's notification to the individual that he or she has a positive test result. The individual making the request must pay all costs associated with the retest and transfer of the sample to another laboratory before the retest will be performed.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_



## **5100.1**

### **Collaborative Plan Addressing Barriers to Attendance**

Student Name: \_\_\_\_\_ Student Grade: \_\_\_\_\_

Building Assignment: \_\_\_\_\_

Classroom/Homeroom Teacher: \_\_\_\_\_

Number of student absences at time of meeting: \_\_\_\_\_

What are the primary reasons the student has been absent:

Based on that information, meeting participants considered the following issues:

- ☐ Illness related to physical or behavioral health of the child
- ☐ Educational Counseling
- ☐ Referral to community agencies for economic services
- ☐ Family or individual counseling
- ☐ Assisting the family in working with other community services
- ☐ Referral to restorative justice practices or services
- ☐ Referral to student assistance team for possible Section 504 or IDEA eligibility
- ☐ Other: \_\_\_\_\_

### **Attendance Plan**

Based on the above considerations, this attendance plan will be put into place:

Steps to be taken by school staff:

Steps to be taken by student:

Steps to be taken by parent/guardian:

Steps to be taken by third parties:

Parent/Guardian\*: \_\_\_\_\_

Student: \_\_\_\_\_

Attendance Officer: \_\_\_\_\_

Social Worker or School Administrator: \_\_\_\_\_

Other (indicate title): \_\_\_\_\_

Other (indicate title): \_\_\_\_\_

Other (indicate title): \_\_\_\_\_

Other (indicate title): \_\_\_\_\_

Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. ***Please note that if your student accrues more absences than are allowed by the board of education's policy, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).***

I have received a copy of this Plan, including the above notice:

Parent/Guardian\*: \_\_\_\_\_

Student: \_\_\_\_\_

*\*If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.*

## **5401 Locker Room Supervision**

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Maintaining an orderly locker room free from “horseplay” and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker room to determine that all students have exited the locker room before locking it.
- Ensuring that the locker room remains locked during any activity.

If a student is found missing during an activity, the staff member, coach, or sponsor or adult designee shall check the locker room for the missing student.

The locker room must be locked at all times when unsupervised.

Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day.

Students are not allowed to enter or reenter the locker room without appropriate supervision.

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are

met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity. In other words, the staff member, coach, or sponsor should be the first one to arrive at the activity and the last one to leave.

Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason.

Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor.

School administrators or their designees may make random checks to assess policy compliance.

Adopted on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

Amended on: \_\_\_\_\_

**5230**  
**Student Records**

Deleted: 5016

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

**[OPTION 1]** For purposes of the district's compliance with state and federal law, the district "maintains" only those student records which are reduced to paper or physical format and placed within a student's file in the district's central offices or in the file pertaining to the student's special education or Section 504 services. Records which can be printed in paper form must be printed in order to be "maintained." Other records such as video recordings, which constitute student records, must be reduced to a physical medium in order to be "maintained." For example, a video must be put on a compact disk or other compatible hardware and placed within the student's file to be "maintained."

**[OPTION 2]** For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is [INSERT YOUR SYSTEM, E.G. POWERSCHOOL, INFINITE CAMPUS, ETC.]

**[OPTION 3]** For purposes of the district's compliance with state and federal law, the district "maintains" as "student records" all records, files, and documents which are located in any format and within any storage unit of the district, whether in hard copy, digital, or otherwise.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be

retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

✓ All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

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Deleted: attorneys; members of law enforcement acting on behalf of the school district; representatives of insurance providers that provide coverage to the school district; and third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district

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Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, 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, referral to restorative justice practices or services, 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. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

### Short-Term Suspension

The Principal may exclude students 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, that

occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed 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 or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal 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. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended **will/will not** be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: **\_\_\_\_\_**.

### **Emergency Exclusion**

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

### **Weapons and/or Firearms**

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

### **Long-Term Suspension**

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

## **Expulsion**

1. **Meaning of Expulsion.** Expulsion means 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 ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct 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/plan

and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

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

The following conduct constitutes 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 (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*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 as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. 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
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
  - a. 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;
  - b. Dressing or grooming 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;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the

actual substance possessed is a controlled substance by Nebraska law;

- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon; ✓
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad

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faith in the course of a Title IX grievance proceeding or any other school investigation; and

- n. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The 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, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing

concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

- f. A form on which the student, the student's parent, or the student's 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.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, 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, 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.
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. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall

be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

### **Reporting Requirement to Law Enforcement**

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5445 Student Bullying**

**Definition of Bullying.** Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” The school district’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

**Bullying Prohibited.** Students are prohibited from engaging in any form of bullying behavior.

**Reporting Bullying.** Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. **Students can use the district’s anonymous platform \_\_\_\_\_ to make this report.** Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

**Bullying Investigations.** School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

**Disciplinary Consequences.** The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the

educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

**Bullying Based on Protected Class Status.** Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies.

**Support for Students Who Have Experienced Bullying.** Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

**Bullying Prevention and Education.** Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

**Policy Review.** The school district shall review this policy annually.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **6146**

### **Multicultural Education**

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize human relations, sensitivity toward all races, and the rich diversity of the population of the United States. The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

**Philosophy, Mission, and Program Goals.** The school district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The school district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures.

**District Guides, Frameworks, or Standards.** Appropriate district staff and/or committee(s) will review the school district curriculum guides, frameworks, or standards to determine that they appropriately incorporate multicultural education.

**Selecting Appropriate Instructional Materials.** Appropriate school district staff and/or committee(s) will review instructional materials and make a recommendation regarding those that are appropriate for the school district's multicultural education program.

**Providing Staff Development.** Appropriate school district staff and/or committee(s) will review the staff development provided for administrators, teachers, and support staff to determine that it includes appropriate multicultural education that is consistent with school district and program goals.

**Periodic Assessment.** Appropriate school district staff and/or committee(s) will periodically review the school district's multicultural education program by reviewing the criteria in this policy to assess whether the school district is adequately and appropriately incorporating multicultural education in all curriculum areas in all grades.

**Annual Status Report.** The superintendent will provide the board with a

report on the status of the school district's multicultural education program annually.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6226**

### **District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations**

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The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at <https://www.education.ne.gov/sped/service-agencies/>.
2. Those Nebraska providers located within 100 miles of the building of the district where the child attends when driving by ordinary public roadways, except include here any exceptions to these criteria necessary for specific assessments which the district would not obtain within the indicated area. Based on feedback from ESU Special Education Directors statewide, these exceptions might include the following: vision-related evaluations (     miles); evaluations for severe autism spectrum disorder (     miles); evaluations for severe psychiatric disorders (     miles); evaluations for significant or atypical orthopedic disorders (     miles); threat assessments (     miles); profound hearing impairments (     miles). You should specifically identify such assessments after consulting with your special education or educational service unit staff, and include those and their relevant mileage range. If no assessments would require a deviation from this area, simply conclude this paragraph after the word "roadways."
3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
5. Evaluations must be conducted by a provider that is authorized, available, and willing to discuss, confer, or otherwise cooperate with the

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district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal law.

6. Evaluations must be sufficiently comprehensive for the evaluator to submit to the district a report that specifically details whether the student should be considered eligible for special education and related services, the nature of special education and related services recommended to accommodate the student's suspected disability, and the particular facts or findings underlying the evaluator's conclusions. This report must be submitted to the district within 45 days after the conclusion of the evaluation.
7. Evaluations must meet the then-current state standards for reliability, research-based processes, and educational or professional best practices.
8. Reimbursement to any evaluator chosen in conformance with this policy shall not exceed the cost that would be charged by the school district's contracted providers for the same or substantially similar evaluation.

All special education evaluations, including those independently obtained at the district's expense, must be obtained in a manner consistent with the criteria set forth above, unless state or federal law requires waiver of one or more criteria in order to accommodate unique circumstances.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

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## 6235 Restraint and Seclusion of Students

Restraint and seclusion, as defined below, are behavioral interventions. The use of such behavioral interventions must be in accordance with this policy. The following interventions do not constitute seclusion and restraint, and are not governed by this policy: voice control, limited to loud, firm commands; time-limited ignoring of specific behaviors; brief physical prompts to interrupt or prevent a specific behavior; physical interventions which a student's health care provider has indicated are medically necessary for the treatment or protection of the individual; or other similar interventions.

### Definitions

Physical restraint refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint does not include incidental touching that comes along with movement inside a classroom, lunch line, or other areas of the school building where maintaining order is required.

Mechanical restraint refers to the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- Restraints for medical immobilization; or
- Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

Chemical restraint refers to the administration of medication for the purpose of restraint, but does not include the administration of medication in accordance with the directions and prescription of a physician with the consent of the student's parent or guardian.

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Seclusion refers to the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

### **Use of Restraint and Seclusion**

The use of chemical restraint is strictly prohibited. The use of any seclusion or restraint intervention for punitive or disciplinary purposes is strictly prohibited. Similarly, the use of any technique that constitutes corporal punishment, which is the infliction of bodily pain as a penalty for disapproved behavior, is strictly prohibited. Seclusion and/or restraint shall not be used for the convenience of staff or as a substitute for an educational program. When restraint or seclusion is used to respond to the danger of harm posed by a student's behavior, the intervention shall be discontinued as soon as the danger of harm has dissipated.

#### **[Option A: Most Aggressive Approach]**

The use of physical restraint, mechanical restraint, and seclusion is permitted in a manner consistent with this policy as reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process.

#### **[Option B: Aggressive Approach]**

The use of physical restraint, mechanical restraint, and seclusion is permitted in a manner consistent with this policy:

- as reasonably necessary where the student's behavior risks causing physical harm to self, others, and property;
- in accordance with the student's IEP, Section 504, or behavior intervention plan; or
- as otherwise prescribed, recommended, or suggested by a medical or related services provider.

#### **[Option C: Conservative Approach]**

The use of mechanical restraint is strictly prohibited. The use of physical restraint and seclusion is permitted in a manner consistent with this policy as reasonably necessary where the student's behavior risks causing physical harm to self or others.

### **Procedures**

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A.→ Definition¶

1.→ Seclusion is a last resort emergency safety intervention that provides an opportunity for the student to regain self-control. Seclusion is the

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Deleted: and which provides for continuous adult observation of the student.

Deleted: 2.→ A room or area used for seclusion: ¶

a.→ must not be locked; ¶

b.→ must not prevent the student from exiting the area should staff become incapacitated or leave that area; ¶

c.→ must provide for adequate space, lighting, ventilation, viewing, and the safety of the student.¶

¶

B.→ Timeout ¶

1.→ Timeout is a behavior intervention in which a student, for a limited and specified time, is placed in an environment where access to positive reinforcement is unavailable. ¶

2.→ Timeout should not be confused with seclusion because a student's movement in a timeout setting is not physically restricted. ¶

3.→ Timeout lies within a continuum of procedures that help students self-regulate and control their behavior.¶

¶

C.→

No technique shall restrict a student's breathing, deprive a student of basic needs, or unnecessarily expose a student to physical pain or discomfort.

Seclusion shall not be used for students who are severely self-injurious or suicidal. When seclusion is utilized as permitted by this policy, the following procedures shall be followed:

- The student shall be monitored by an adult in close proximity who is able to regularly observe the student;
- The confining space shall be approved for such use, unless the use of such a space is impossible or impracticable under the circumstances;
- The confining space shall be appropriately, lighted, ventilated, and heated or cooled; and
- The confining space shall be free from objects that unreasonably expose the student or others to harm.

If a pattern of behavior emerges that requires or is anticipated to require the use of restraint and/or seclusion for the student, the appropriate educators and/or team members shall review what assessments, evaluations, supports, services, programs, or placements are appropriate in light of the student's needs and circumstances.

### **Recording and Reporting**

Each incident of restraint or seclusion must be recorded and reported as required by the building administrators.

### **Training**

All staff members shall be provided notice of this policy and will be trained on its contents. The Superintendent or his or her designee will identify school staff members likely to implement the restraint or seclusion interventions authorized by this policy and arrange for those individuals to receive appropriate training on the appropriate implementation of such interventions and the use of other behavioral supports and interventions.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

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1. → Emergency seclusion should be used only as long as necessary to allow a student to regain control of his/her behavior, but generally: ¶

a) → Elementary school students – no longer than 15 minutes; and ¶

b) → Middle and high school students – no longer than 20 minutes. ¶

c) → If an emergency seclusion lasts longer than the suggested maximum time, the staff member should: ¶

(1) → summon additional support (e.g., change of staff, introducing a nurse or specialist, obtaining additional expertise); and ¶

(2) → document the need to explain the extension beyond the time limit. ¶ ... [1]

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**STUDENT FEE REVIEW  
2019-2020**

**DRIVERS EDUCATION**

**Revenue:**

Drivers Ed Fees (10)      \$2,750.00

**Total Revenue \$2,750.00**

**Expenses:**

Vehicle Lease              \$0.00

Fuel                          \$152.10

Course Renewal            \$100.00

Insurance                  \$120.00

Instructor Salary         \$5,808.00

Fica                          \$444.36

Retirement               \$573.72

**Total \$7,198.18**

**LAPTOP INSURANCE**

**Revenue:**

Premiums                  \$4,840.00

Repair Deductible         \$723.59

**Total Revenue \$5,563.59**

**Expenses:**

Laptop Repairs            \$7,680.00

**Total \$7,680.00**

KAREN A. HAASE<sup>NE, IA, WY</sup>  
STEVE WILLIAMS<sup>NE</sup>  
BOBBY TRUHE<sup>NE, SD</sup>



COADY H. PRUETT<sup>NE, CO</sup>  
JORDAN JOHNSON<sup>NE</sup>  
TYLER COVERDALE<sup>SD</sup>  
SHARI RUSSELL, PARALEGAL

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## MEMORANDUM

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To: Superintendent Josh Cumpston and Fillmore Central Public  
Schools Board of Education

FROM: Steve Williams

DATE: July 15, 2020

RE: KSB Policy Service

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You have asked me to provide you with some more information about our firm's policy service. This memorandum provides a description of our policy service and costs, which we believe is much simpler and cheaper than a full review of your current policy book. We also believe that the service concept allows boards and administrators to stay more current in the ever-expanding universe of policies that state and federal law require.

**Writing Style.** Our policies are shorter and contain more headings and numbers than most policies. We believe that careful writing, attention to detail, familiarity with school practices, and a thorough knowledge of the law are essential to creating good policies. We describe our writing style as "lean and clean." We have seen too many instances when an employee, an NSEA representative, or a plaintiffs' attorneys has turned flowery, loosely written, or overly complicated policies to a school district's disadvantage. We strive to write policies that are short, clear, and useful.

**Organization.** Our policies are divided into the following six sections:

1000 Series: Mission and Belief Statements

2000 Series: The Role and Conduct of the Board of Education

3000 Series: Business Operations

4000 Series: Employees

KSB SCHOOL LAW, PC, LLO  
301 SOUTH 13TH STREET, SUITE 210 • LINCOLN, NEBRASKA 68508 • O: (402) 804-8000 • F: (402) 804-8002 • KSB.SCHOOLLAW.COM  
ATTORNEYS LICENSED IN STATES INDICATED

5000 Series: Students

6000 Series: Instruction and Extracurricular Activities

There is nothing special about this organizational system. If you have traditionally used letters rather than numbers or if you have used a numbered system that you want to retain, you can simply place our policies into the structure you prefer.

**Additional Services.** We want to make sure that you have all the policies you want in the form you want. As part of the service, we will write any policies that you request and will work with you to make sure that the policies incorporate the elements that you want. We will also work with you to incorporate any special existing policies that the board wants in its policy manual. We fully understand that boards often have unique local issues they like to address through policy.

**Policy Updates.** We will provide you with policy updates during the school year, and at the end of each school year necessitated by court decisions and changes in state and federal law and regulations. We provide the policy updates as part of the service for a two-year period. After the initial two-year period, we will continue to provide you with updated policies for a modest annual fee (currently the annual subscription fee is \$1,000).

**Delivery of Policies.** We prefer to provide you with the policies one section at a time, but, we will provide them to you in accordance with the schedule you designate. We strongly encourage the board to review the policies carefully so that they will become thoroughly familiar with them. We will include a memorandum with each set explaining the purpose of the policies and pointing out areas in which you might want to exercise some discretion. We will provide policies to you by e-mail unless you want them in hard copy. This will enable you and your staff to format the policies to conform to your district's preference and to post them on your district's website if you wish.

**Board Adoption of Policies.** Many boards require two readings of a policy before they may adopt it. There is no legal requirement of two readings, and we recommend against it because there are many instances when boards needed to act quickly to adopt or amend a policy.

We recommend that the board record the dates when it reviews, adopts, and revises each policy. Nebraska Department of Education representatives examine board policies for these dates when they conduct accreditation reviews. The dates can also be useful in communicating the board's commitment to following its policies when patrons try to convince administrators to deviate from policy "just this once."

**Administrative Regulations.** Some school districts have elaborate systems of policies, administrative regulations, guidelines, or protocols. As a general rule, we prefer that the board establish written policies and that administrative practice be less formal. The danger of a system of multiple written policies, procedures and protocols is that the policies change over time, but the written protocols don't, or administrators simply overlook one set of written documents. The only written protocols we recommend, other than board policy, are your school safety plan, your student handbook, and staff handbooks. You should review these handbooks carefully at the end of every school year to be sure they comply with board policy. We will be happy to review your handbooks for you if you would like us to do so.

**Staff and Student Handbooks.** Our policy service also includes form staff and student handbooks that align with your policies. Again, there is no additional charge for consultation with us to customize the handbooks, which are updated annually.

**Cost and Billing for Policy Service.** The cost of the policy service is \$9,500. It includes a full set of policies and policy updates for a two-year period. We can bill you in 12 monthly installments or in a lump sum according to your preference. After the initial two-year period, we do charge an additional fee to keep your subscription current so that you can receive all the updates. This year that fee was \$1,000.

We would be delighted to work with you and the board on policies. If you have questions about the service, the policies, or any other matter, please contact one of us.