

**After reading the handbook and the notice printed below, please sign this form and return it to the homeroom teacher by August 19, 2016**

**PARENT/GUARDIAN & STUDENT REVIEW  
OF STUDENT HANDBOOK**

This is to verify that we parent/guardian, and student, have received and read the 2016/2017 student handbook, which includes the policies and other rules and regulations of the Fort Calhoun Junior-Senior High School.

\_\_\_\_\_  
(PRINT Parent/Guardian Name) (Parent/Guardian Signature) (Date)

\_\_\_\_\_  
(PRINT Student Name) (Student Signature) (Date)

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**WAIVER OF EMERGENCY RESPONSE TO LIFE THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS PROTOCOL  
(See Appendix, page 34)**

Student Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade \_\_\_\_\_

I am aware of school policy 5048 that provides a protocol for school personnel to administer EpiPen/albuterol to a student when it is determined that the student is suffering a life-threatening asthma or systemic allergic reaction while school is in session.

After reading the school policy (see Appendix, page 34) and in the best interests of my child, \_\_\_\_\_, **I DO NOT WISH** to have him/her administered Albuterol or medication from an EpiPen by school personnel under any circumstances for the 2016/2017 school year.

\_\_\_\_\_  
(Signature of Parent/Legal Guardian/Custodian of Child) (Date)

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# JUNIOR-SENIOR HIGH SCHOOL DIRECTORY

## Board of Education

Mike Conrad.....	President	Steve Dethlefs.....	Treasurer
Robin Kister.....	Vice-President	Jon Genoways.....	Member
Kelli Shaner.....	Secretary	Chad Grosse-Rhode.....	Member

## Administration

Dr. Don Johnson.....	Superintendent
Jerry Green.....	Principal
Nick Wemhoff.....	Assistant Principal, Activities Director

## Certificated Instructional/Support Staff

Marie Adams.....	K-8 Guidance Counselor
Miranda Adams.....	School Psychologist
Brittany Andrews.....	Spanish, Spanish Club
Paul Bentley.....	Science, NHS, Science Fair
Mark Bouwman.....	Mathematics, Seventh Grade Sponsor, JRH Girls & Boys Basketball
Samantha Bryan.....	Vocal Music, Show Choir
Andy Christensen.....	Physical Education, Head Football, Summer Strength Training
Don Dalton.....	Technology Coordinator
Ashley Dougherty.....	Special Education Director, Pioneer Learning Center
Amy Evans.....	Pioneer Learning Center, Special Ed Department Chairman
Shea Fuhrman.....	English, JRH Football, Assistant Boys Basketball
Jennifer Gepson.....	Technology Coordinator Assistant
Brad Hatcher.....	Social Studies, Senior Class Sponsor, Head Girls & Boys Track
Micki Hernandez.....	Guidance Grades 7-12, POPP
Sheri Homolka.....	Librarian, Yearbook, Quiz Bowl
Paul High Horse.....	Art, JRH Boys Basketball
Dustin Humphrey.....	Industrial Education, Skills USA, Football, Head Golf
Jane Jackson.....	Special Education
Mark Jones.....	Instrumental Music, Jazz Band, Pep Band, Eighth Grade Sponsor
Charlee Johnsen.....	English, Assistant Volleyball, Assistant Girls Basketball
Karli Johnson.....	Social Studies, Eleventh Grade Sponsor, Cheerleading Sponsor, JRH Volleyball
Gina Kotas.....	Business, FBLA, JRH Volleyball
Mason Kyle.....	Science, Sophomore Class Sponsor
PJ Mallette.....	High Ability Learner Coordinator, Intervention Specialist, Head Boys Basketball
Jim Meyer.....	Mathematics, Head Cross Country, HS Girls/Boys Track
Kim Pace.....	English, Drama, Speech
Chandra Petersen.....	Sociology/Psychology (Metro College Credit)
Roy Prauner.....	Industrial Education, Skills USA, Head Baseball, JRH Football
Veleka Prunty.....	Speech Pathologist
Ali Romans.....	Dance Team
Tessa Rutledge.....	JRH Girls Basketball, JRH Track
Allie Schleifer.....	Head Girls Basketball
Jill Shields.....	Mathematics, Student Council Sponsor, Ninth Grade Sponsor
Todd Teeter.....	HS Girls/Boys Track
Chuck Walker.....	Sciences
Sara Wellman-High Horse.....	English, JRH Girls/Boys Track
Jill Weyer.....	JRH Special Education, JRH Volleyball, JRH Girls/Boys Track
Dorothy Young.....	Science

**Classified Support Staff**

**Office**

Patty Appel.....Secretary-Principal      Rose Tinkham.....Secretary-Superintendent  
David Genoways.....Payroll/Accounting      Jean Welchert.....Clerical Aide-Office, JRH Study Hall

**Media Center**

Yvonne Lazure                      Aide (part-time)

**Food Service**

Barb Moriarty.....Food Service Director              Denise Stewart.....Food Service  
Connie Scott.....Food Service

**Para-educators**

Deb Bohaboj.....Para-professional, JRH Study Hall Monitor  
Christina Chapman.....Para-professional, JRH Special Education  
Carole-Anne Crump.....Para-professional, HS Special Education  
Amanda Donahoe.....Para-professional, PLC  
Chris Haag.....Para-professional, HS Special Education  
Hailey Jolin.....Para-professional, JRH Special Education  
Melanie Towerton.....Para-professional, Special Education

**Maintenance/Custodial**

Doug Appel.....Maintenance (part-time)              Kathy Masloskie.....Day Custodian  
Jerry Mink.....Maintenance              Bernie Pecararo.....Night Custodian

**Nurse**

Chriss Lloyd, RN.....Nurse, Medical Careers Club

**Other Assignments**

Ben Allen.....Assistant HS Baseball  
Ginger Appel.....Head HS Softball, Assistant HS Track  
Chuck Bradburn.....Assistant HS Football  
Kenny Chacon.....Assistant HS Wrestling  
Chris Eastman.....Assistant HS Boys Basketball  
Kyle McMahan.....Assistant Cross Country  
Rebecca McMahan.....Assistant Cross Country  
Alex McNew.....Assistant HS Football  
PJ Mallette.....Head Boys Basketball  
Aiden O'Boyle.....Assistant HS Baseball  
James Slie.....Head Volleyball  
Dave Smith.....Assistant HS Track  
Noah Thielen.....Football Coaches' Aide  
Jason Thomas.....Assistant HS Football  
Drew Welchert.....Head Wrestling  
Jake Welchert.....Assistant HS Wrestling

**Transportation Special Education**

Mike Sutton.....Van Driver                      Joe O'Grady.....Van Driver

**Transportation Staff**

Leslie Bryan.....Driver              Dale Everswick.....Sub              Dave Neumann.....Local Manager  
Steve Bryan.....Driver              Joe Heimann.....Driver              Mark Welscher.....Sub  
Chris Eastman.....Driver              Jerry Mink.....Maintenance

## **TO THE STUDENTS OF FORT CALHOUN JUNIOR-SENIOR HIGH:**

This handbook has been prepared in order that you may become better acquainted with the regulations, policies and practices which will help you obtain a successful school year.

All people are capable of learning. There is not a greater challenge or gift than that of literacy. The ability to read is the fundamental principle of education. It allows us to comprehend different materials and communicate effectively. Literacy is the discipline that crosses over all curriculums. If knowledge is power then all power must reign from reading.

Involvement in activities makes your high school years go faster and also provides another stage for students to perform. I hope that you will take the opportunity to involve yourself with the wide variety of activities offered at Fort Calhoun.

Discipline is needed in schools in order to educate students and teach them responsibility. Schools must be a safe, non-threatening learning environment in order for the students and staff to reach their potential.

I wish you a tremendous year.

Jerry Green, Principal

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### **VISITORS**

- All visitors must report to the office upon entering the building.
- Arrangements to contact students must be made through the office.
- Students are not allowed to bring other students, relatives, and/or friends to the high school to spend part or all of the day.
- Students who wish to enroll must be accompanied by parents/guardians.
- Students should contact a staff member or office personnel immediately if they see anyone who is not authorized to be in the building.

### **PARENT VISITATIONS TO THE CLASSROOM**

- Parents must make arrangements for classroom visits ahead of time with the building principal.
- Parents may observe but may not interfere with the teaching or the learning environment.
- Visits should be kept to a minimum to elevate disruptions to the learning environment.

## **ABSENCES - TO REPORT ABSENCES, PLEASE CALL:**

**Fort Calhoun Junior-Senior High School Absentee Line 402-468-5591/92**

Parents should stress the importance of schoolwork and the value of daily attendance. Attendance is an important part of your school record. Please call the school office (468-5591/92) before 9:00am if your son or daughter is absent. If the school is not notified the school nurse will attempt to contact a parent. It is very important that your child does not abuse our attendance policy.

### **ABSENCES - PREARRANGED**

Students scheduled to miss school for family vacations or extended preplanned medical should coordinate those absences and homework with the principal ahead of time. Pre-approved absences are still subject to the school attendance policy (see page 10). Call the office at 402-468-5591 if you have questions.

### **ACADEMIC ELIGIBILITY FOR ACTIVITIES**

**Eligibility List:** The eligibility list comes out every week. This list of students indicates class work that is failing.

Any pupil becomes ineligible for all extracurricular activities upon receiving a failing mark in two subjects for any one-week period.

An academically ineligible student may still participate in athletic practices, regular club meetings, and class field trips during the period in which that class meets.

Ineligible students are excluded from:

- All athletic competition
- All meetings, conventions outside the local school system
- All field trips which cause students to miss other classes
- All evenings or after school activities (social or support) of school sponsored clubs, organizations, or groups
- The following music performances: NSAA contests, field contests, solos, ensembles, honor choir, honor band, pep-band or performances during regular school hours that would require a student to be absent from classes other than music.

**Further, the ineligible student will not be allowed to be in uniform for games or contests.**

An exception to the Academic Eligibility Rule may be made for students that have qualified for a State contest or who hold a District or State office while being eligible. The principal or athletic director may make any exceptions.

Students who are listed on the eligibility list and are not passing two or more subjects can be recommended for the SAP program

### **ACCIDENTS**

In the event of an accident that injures a student, either at school, on the school bus, or while engaged in any school-authorized activity for which medical treatment other than normal first aid is required, parents will be notified immediately. It is important that accurate information be provided by the parents on the "Student Profile form" that is filled out at the beginning of the school term. **SHOULD CHANGES IN STATUS (address, phone, job, etc.) OCCUR, IT IS VITAL TO FORWARD THAT INFORMATION TO THE SCHOOL OFFICE.**

### **ACTIVITIES CLASS/ORGANIZATION MEETINGS**

There will be a set schedule for meetings during Friday homerooms. A class/organization sponsor may request to have a meeting during Friday homeroom and must be present at all meetings. Meetings should be conducted according to a parliamentary procedure.

1. There shall be accurate minutes kept of all organized meetings. The minutes shall include a record of all motions and important actions of the organization. Minutes for each meeting must be signed and approved by the sponsor.

2. The treasurers of all organizations shall keep an accurate account of all financial transactions. The record shall have the source, date, and amount of all expenditures. These records will be balanced with the school treasurer's record and filed at the close of each year.
3. No student shall hold office in the high school unless he or she has been enrolled in the Fort Calhoun High School for at least one semester. He or she must have passed in all of their subjects to be eligible. For ninth grade one semester attendance in the Fort Calhoun Junior High School is required.
4. Classes/organizations shall not hold unauthorized fund raising projects. All monies collected by any fund raising project shall be deposited in the common class fund.
5. Only one person in each class/organization is to be permitted to purchase items for the class. He or she must have the approval of the sponsor before purchasing any item.
6. Any money collected by class treasurers or any other student must be handed in to the central office the same day it is collected.

**Class Officers:**

1. One semester prior attendance at Fort Calhoun High School is necessary for eligibility for office in tenth, eleventh or twelfth grade. For ninth grade, one semester attendance in the Fort Calhoun Junior High School is required.
2. Elections are held at the end of each school year for the next school year.
3. Elections follow this procedure:
  - A. Past president or temporary chairman takes charge and past secretary or temporary secretary keeps minutes.
  - B. Nomination ballot first to select two nominees from those nominated from the floor. If a tie for second place, three nominees may be listed.
  - C. Final ballot requires majority vote.

**ADMISSION TO CLASSES**

Students who have been absent from school must bring a note to school upon returning from an absence, signed by a parent or guardian, stating the exact reason for the student's absence. These notes are to be turned in to the main office prior to the student's going to their first period class. Students who do not turn in a note will be considered truant. The responsibility for turning in notes rests with the student. Forged or fraudulent notes will be considered as truancy from school and discipline administered in a like manner. Questions concerning class absences should be directed to the principal/assistant principal.

**ALCOHOL/DRUG/TOBACCO/ E-CIGARETTES (Also refer to Board Policy 6024 & 3016)**

Possession, distribution, use or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substances, imitation controlled substances, inhalants, or being under the influence of any of the above on school grounds or at school-sponsored or school-related activities or in a vehicle owned, leased, or contracted by a school, or in a vehicle being driven for a school purpose by a school employee or his or her designee are prohibited and shall be considered an act of student misconduct which shall be subject to disciplinary action. Such activities may be violations of Nebraska Law, and, if so, will be reported to appropriate authorities.

Smoking, cigarettes, e-cigarettes including the use of vapor products, alternative nicotine products, and the use of tobacco products are prohibited in all school buildings, school-owned vehicles, and the bleacher area of the football/track bleacher area. This policy applies to students, staff, patrons and visitors.

**ALTERNATIVE EDUCATION**

It shall be the policy of the Fort Calhoun Junior-Senior High Public Schools to provide an alternative school, class, or educational program for expelled students as provided by applicable law. It shall be the policy of the Fort Calhoun Junior-Senior High School District to review this policy and make such amendments at the time of the adoption of this policy as promulgated by the appropriate authorities when any existing rule is amended.

Notwithstanding provisions of alternative school, class or educational program, it shall be the policy of the Fort Calhoun Junior-Senior High Public School District to authorize the administration to make judgments on a case by case basis as to whether providing an alternative school, class, or educational program for a student who is at risk



of being expelled to determine whether such alternative settings are appropriate given the best interest of the student, the best interest of other students and the best interest of the Fort Calhoun Junior-Senior High Public School district. In the event the administration determines that an alternative school, class, or educational program will not be made available to a student who is at risk of being expelled, then the following procedures shall be used in a case involving expulsion in addition to all other procedures set forth in board policy referring to expulsions.

1. Prior to the expulsion taking place, a conference shall be held by such school administrator as the superintendent may designate and the parent or legal guardian, the student, or such other school representative as the superintendent may designate and a representative of a community organization, if any, which has a mission of assisting young people, or a representative of the county sheriff's office, municipal police office, probation office or other representative agency involved with juvenile justice. The purpose of the conference shall be to develop a plan which shall be in writing and which shall be adopted by the school administrator of the District and presented to the student and the parent or legal guardian.
2. The plan shall identify educational objectives that the student must achieve in order to receive credit toward graduation. The plan shall also specify financial resources and community programs, if any, which are, or may be available to meet the educational and behavioral objectives of the student identified in the plan. Nothing in this policy shall be construed to prevent the suspension of a student pending an expulsion provided that such suspension shall be in accordance with applicable policies of the District pertaining to suspensions. Nothing in this policy shall be construed to prevent expulsion from being carried out so long as the Fort Calhoun Junior-Senior High School District has made reasonable efforts to convene a conference as described in policy.
3. It shall be the policy of the Fort Calhoun Junior-Senior High School District to require the school administrator, when calling a conference as described in this policy, to make reasonable efforts to accommodate the schedules of all participants in the conference, provided however, that any scheduling conflicts, unavailability of certain participants, or refusal of certain participants to participate in the conference shall not prohibit the Fort Calhoun Junior-Senior High School District from expelling students in a manner otherwise consistent with Board policy.
4. It shall be the duty of the superintendent or his/her designee to schedule monthly reviews for any student who is expelled in order to assess the student's progress toward meeting the specified goals and objectives of the plan. It shall be the duty of any student who is expelled to attend monthly reviews at the time and place determined by the administration during the course of the expulsion.

#### **APPEARANCE STUDENT – (Also refer to Board Policy 5031)**

The Fort Calhoun Junior-Senior High School Student Council believes that students are mature enough to make decisions about appropriate appearance. After considering student input, these guidelines have been established:

- Shoes will be worn at all times
- Printed wording or pictures on clothing that advertises or promotes drugs, alcohol, or tobacco, or can be vulgar in interpretation will not be permitted to be worn.
- Tattoos promoting or advertising drugs, alcohol or tobacco or is vulgar in interpretation will be required to be covered.
- Headwear is not to be worn in the school building during the students' school day.
- To improve personal appearance the following dress code should be adhered to:
  1. Shorts, skirts or dresses, which are shorter than the middle knuckle of your fingers, when the arms are held straight to your side, are not appropriate.
  2. No biker, or boxer shorts are to be worn.
  3. No front cleavage should be showing.
  4. No midriff skin (standing or sitting) should be showing.
  5. Backless halter-tops, tops with a shoulder strap of less than 3 inches, are not permitted (Girls).
  6. No sleeveless or cut off shirts that expose arm pits (Boys).

7. No see through clothing.
8. No baggy pants.
9. No undergarments showing.
10. No trench coats should be worn in the classrooms.
11. No caps, hats, hoods, bandannas or sun glasses in the school building
12. Clothing with Big Johnson, the Co-Ed Naked series or similar wording, slogans or pictures, will not be allowed.
13. Any “gang-type” attire or styles will not be allowed.
14. Gang insignias on clothing, book covers, notebooks, etc. are not allowed.
15. No billfold chains or chains attached to clothing will be allowed.
16. No opened toed shoes should be worn in an industrial arts class.
17. Students are not allowed to carry tools or pocketknives.
18. No pajamas

Violation of the dress code will result in the following procedure:

Students will be referred to the principal’s office.

*The administration will have final determination concerning the appropriateness of student dress.*

## **ATTENDANCE POLICY**

### **I. EXCESSIVE ABSENTEEISM – (Also refer to Board Policy 5001)**

Regular attendance by the students at school is essential for the students to obtain the maximum opportunities from the educational program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center. This policy, developed in collaboration with the county attorney for the district’s principal office location, is an attempt to address the problem of excessive absenteeism. This policy shall include a provision indicating how the district and the county attorney will handle cases in which excessive absences are due to documented illness that make attendance impossible or impracticable.

Excessive absenteeism is the failure to attend school for a minimum number of days established in the school calendar by the board, with or without reasonable cause.

The superintendent shall designate an attendance officer. The attendance officer will investigate the report of any child who may be in violation of the state’s compulsory attendance status.

If any student has accumulated a total of five absences [*unexcused; excused or unexcused*] absences per quarter or the hourly equivalent of five absences, the school shall render all services in its power to compel the student’s attendance. These services shall include the following:

1. A meeting or meetings between a school attendance officer, school social worker (or school principal or a member of the school administrative staff, if there is no school social worker), the student's parent/guardian, and the student (if necessary) to report and to attempt to solve the excessive absenteeism problem.
2. Educational counseling to explore curriculum changes such as alternative educational programs to solve the excessive absenteeism problem.
3. Educational evaluation to assist in determining the specific condition(s) contributing to the excessive absenteeism problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the problem by a school social worker (or principal or administrative staff member) to identify conditions contributing to the excessive absenteeism problem. If services for the student and his or her family are determined to be needed, the investigator shall meet with the parent/guardian and child to discuss any referral to appropriate agencies to remedy the conditions. If a student is absent more than 20 days per year or hourly equivalent the attendance officer shall file a report with the county attorney of the county in which such person resides.

Students are subject to disciplinary action for excessive absenteeism including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of excessive absenteeism. Disciplinary action for students receiving special education services will be assigned in accordance with the goals and objectives of the student's Individualized Education

Program.

The superintendent shall report on a monthly basis to the Commissioner of Education as directed by the commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials other than school resource officers by the district relative to a student enrolled in the district. The superintendent shall report annually to the Commissioner the required data for the number of students who have dropped out of school.

It shall be the responsibility of the superintendent to implement this policy. The implementation may include regulations indicating the disciplinary action to be taken for excessive absenteeism.

## II. ATTENDANCE PROCEDURES

- A. Many students take pride in their attendance and punctuality record. This is a commendable characteristic, and it is our desire to motivate more students to think positively and seriously about this aspect of their school record. Statistical evidence supports the hypothesis that regular attendance and high grades are directly correlated. There is no substitute for regular attendance, and most classroom experiences cannot be made up. The Nebraska school laws require regular school attendance for all pupils of school age for the entire time that school is in session. In addition, business, industry, and institutions of higher education are viewing these records more closely, seeking individuals who are more stable and dependable.
- B. Regular attendance at school is the primary responsibility of each student and his/her parents/guardians.
- C. During the school year, it is expected that students will have routine dental and medical appointments. Whenever possible, these appointments should be scheduled outside of school hours, on weekends, or during school vacation periods. If appointments can only be made during school hours, parents' must notify the school office prior to the student leaving for the appointment. In cases of emergency, the Principal may waive this procedure. If a number of appointments must be made during school hours, these should be scheduled during the student's study period or during different periods throughout the school day. All students must report to the office after they have been absent. Each absence must be covered by a signed note or telephone call from a parent or guardian, stating the date and reason for the absence.
- E. Vacations are discouraged but under certain circumstances will be allowed when accompanied by parents/guardians. Vacation days will count against the student's attendance record. **Students and parents/guardians should not schedule vacations during the days of final examinations.**
- F. Students will be allowed to accumulate 10 absences per class per semester for reasons other than co-curricular activities. An absence is defined as missing more than 15 minutes of any class. Upon the accumulation of more than 10 absences during a semester class, the student will either forfeit credit for class(es) or they will need to make up time. Absentee make-up sessions are 45 minutes and are made up before or after school or as designated by the principal. The office will try to mail letters on time to the parents/guardians of the students when they reach 5 and 7 respectively. When the student reaches the 10<sup>th</sup> absence the principal(s) will notify the parent and the student.
- G. The following attendance codes define what will count towards allowable or loss of credit absences.

<u>Loss of Credit</u>	<u>Allowable</u>	<u>Allowable</u>
AU (Absent Unexcused)	INJ (Injury)	C Rep (College Rep)
T (Tardy)	E Exc (Emergency Exclusion)	Adm Abs (Administrative Absence)
N (Nurse)	LT Sus (Long Term Suspension)	W (Weather)
Ill (Illness)	SUS (Suspension)	FM (Family Medical)
P (Personal)	A (Activity)	
H (Home)	D (Doctor if accompanied by a doctor's note)	
L (Legal)	ISS (In School Suspension)	
APPT (Appointment)	G (Guidance)	
OVSL (Overslept)	O (Office)	
V (Vacation)	CV (College Visit)	
Trans (Transportation)	B (Bereavement)	

TRU (Truant)

Med (Medical)

Testing

**\*Any absence not listed will be subject to principal approval.**

- H. Physical or mental illness of the student (a physician’s verification is required after four (4) consecutive days of absence for illness)

**BELL SCHEDULE GENERAL SCHOOL DAY**

The regular school day hours are from 8:00am to 3:10pm. On Fridays 1:30pm will be the dismissal time. The building will be opened at 7:00am. The following is the bell schedule.

**High School – Grades 9-12 Monday – Thursday**

7:00 - Office opens	10:51 – 11:19 L4	12:17 - 1: 12 P6
7:45 - Teachers arrive	10:54 - 11:49 P4	12:47 - 1:12 6L
8:00 - 8:55 P1	11:22 - 12:14 L45	1:15 - 2:11 P7
8:58 - 9:53 P2	11:49 - 12:14 5L	2:14 - 3:10 P8
9:56 - 10:51 P3	11:52 - 12:47 L65	

**Friday**

7:00 - Office opens	10:30 – 11:05 P7	12:13 – 12:51 P6
7:45 -Teachers arrive	11:05 – 11:30 4L	12:26 – 12:51 6L
8:00 - 8:36 P1	11:08 – 11:45 P4	12:54 – 1:30 P8
8:39 – 9:09 HOMEROOM	11:33 – 12:10 L45	
9:12 – 9:48 P2	11:45 – 12:10 5L	
9:51 – 10:27 P3	11:48 – 12:26 L65	

**Junior High – Grades 7 and 8 Monday – Thursday**

7:00 - Office opens	10:34 – 11:20 P4	1:25 – 2:11 P8
7:45 - Teachers arrive	11:22 – 12:08 P5	2:14 – 3:10 P9
8:00 – 8:55 P1	12:10 – 12:35 L6	
8:58 – 9:44 P2	12:37 – 1:23 P7	
9:46 – 10:32 P3		

**Friday**

7:00 - Office opens	9:12 – 9:52 P3	11:46 – 12:11 P6
7:45 - Teachers arrive	9:55 – 10:30 P4	12:14 – 12:51 P8
8:00 – 8:36 P1	10:33 – 11:08 P5	12:54 – 1:30 P9
8:39 – 9:14 P2	11:11 – 11:46 P7	

**BIRTH CERTIFICATE REQUIREMENTS**

State law requires that a certified copy of a student’s birth certificate be used when enrolling a new student in school. If your child is registering with Fort Calhoun Junior-Senior High School for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

## **BUS/VAN RIDER RULES – Refer to Board Policy 5044**

On regular morning and afternoon bus trips to and from school the bus driver is the supervisor. Regular school conduct is required of all students. Students who violate the Rules for Conduct will be referred to the transportation director and their building principal for discipline. Disciplinary consequences may include but are not limited to:

- FIRST OFFENSE:** Notice is sent home as a reminder to student and parent. Disciplinary action is taken as needed.
- SECOND OFFENSE:** The student is suspended from riding the school bus for a minimum of three days.
- THIRD OFFENSE:** The student is suspended from riding the school bus for a minimum of ten days.
- FOURTH OFFENSE:** The student is expelled from school bus privileges for the remainder of the semester.

### **Rules of Conduct on School Vehicles:**

1. Students must obey the driver promptly.
2. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
4. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students are prohibited from throwing or passing objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
9. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11. Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
12. Student must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

## **CELL PHONES/ ELECTRONIC/ENTERTAINMENT DEVICES**

**SEVERE CLAUSE:** Sending, sharing, viewing, or possessing pictures, text messages, e-mails or other material of a sexual nature in electronic or any other form on a computer, cell phone or other electronic device will be subject to discipline up to and including suspension from school and or extra-curricular activities. Parents and law enforcement will be notified.

Cell phones are not to be used at school at any time other than the following circumstances:

- Before school
- After school
- During lunch
- Between classes

Cell phones are to be “off” and out of sight during classes. Earphone usage of an electronic device should be limited to 1 ear during passing periods. By bringing cell phones and other electronic devices to school, the student and parents consent to the search of that device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules. Violations of the cell phone policy will result in the following:

First Offense: Cell phone will be taken and returned at the end of the day.

Second Offense: Cell phone taken and parents must come to retrieve their son or daughters phone:

Third and subsequent Offenses: Cell phone taken, Friday school, and parents must meet with administration and discuss the problem prior to getting the phone back.

## CHAIN OF COMMAND

<b>Chain of Command for Parent Questions</b>					
<i>Who should I contact?</i>					
<p>On occasion, a parent may have a concern, complaint, suggestion or request related to a school decision or policy. Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command.</p>					
<b>PARENT AND COMMUNITY COMMUNICATION PROCESS FLOW CHART</b>					
<b>Area of Concern</b>	<b>First Level</b>	<b>Second Level</b>	<b>Third Level</b>	<b>Fourth Level</b>	<b>Fifth Level</b>
Athletics	Coach	Athletic Director	Principal	Superintendent	
Athletics Facilities	Athletic Director	Maintenance	Principal	Superintendent	
Athletic Injuries	Coach	Trainer	Athletic Director	Principal	Superintendent
Business Office	Principal	Business Director	Superintendent		
Curriculum	Teacher	Instructional Leader	Principal	Superintendent	
Instruction	Teacher	Principal	Superintendent		
Facilities	Building Custodian	Head Custodian	Maintenance Supervisor	Principal	Superintendent
Guidance	Counselor	Psychologist	Principal	Superintendent	
Special Education	Case Manager	Teacher	SPED Director	Principal	Superintendent
Student Affairs	Teacher	Assistant Principal	Principal	Superintendent	
Computer/Hardware Problem	Teacher	Tech Aid	Technology Director	Principal	Superintendent
Computer/Software Program	Teacher	Tech Aid	Technology Director	Principal	Superintendent

## CHEATING

Students found cheating and or plagiarizing will be disciplined; which may include a zero for the assignment or test. Further incidents of cheating will result in more severe disciplinary action.

## **CLOSED CAMPUS**

Fort Calhoun Junior-Senior High operates under a closed-campus policy. Students are not allowed to leave the building during the school day, 8:00am until 3:10pm without permission from a student's parent or legal guardian and the principal. Students in the OJT program and/or MCC Academy will be excused for part of the school day.

All students leaving the building (for any reason) other than OJT/MCC Academy students must receive permission from the building principal to do so. Students leaving without permission will be considered truant and dealt with accordingly. All students are required to sign out in the high school office before leaving the building. If you become ill, go immediately to the nurse's office.

## **DANCE RULES**

1. All students who come to the dance are to stay inside; once you leave the dance you may not reenter.
2. If any student leaves he/she will stay outside and if any undue confusion results, law enforcement officials are to be summoned.
3. All outside dates must be registered through the principal's office. No outside guest will be allowed if he/she are 21 years of age or older. Registration slips will be turned over to the activity sponsor to check as they come in at the door. You must enter with the guest you have registered.
4. Non-registered visiting students will not be permitted in the building.
5. Maximum length of any dance will be 3 hours. (No dance will be allowed during the week Monday through Thursday)
6. No student will be admitted to the dance later than one hour after it starts.
7. All school rules apply to dances since this is a school-sponsored activity.
8. Junior high students will be allowed one school-sponsored dance per semester. Junior high students are not allowed to attend high school dances.
9. High school dances will be limited to no more than 2 per semester.
10. Eligibility rules will be enforced.
11. A semiformal dress code at prom will be enforced. No shorts or T-shirts.
12. Only face to face dancing, no dirty dancing or grinding.

## **DISCIPLINE NOTICES**

Fort Calhoun Junior-Senior High School will follow the practice of communicating to parents any major discipline infraction on the part of students. A discipline notice will describe the offense and explain the action taken by the administration.

## **DISCIPLINE-STUDENT CONDUCT 6024**

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, 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 be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: All work completed within 5 days of the student returning.

### **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 Refer to Board Policy 5049**

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 #5049*);
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, or a single violation if the conduct is forbidden by Nebraska law, 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, 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.;
    - 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 initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
    - i. Engaging in hazing as defined by state law and this policy Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes 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; personal servitude; 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; binge drinking and drinking games; sexual simulation and sexual assault;
    - j. Bullying which shall include cyber-bullying, 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;

- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l. 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;
  - d. 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.

### **DISCIPLINE PROCEDURES (Classroom)**

In order to maintain a safe learning environment for all students the Fort Calhoun High School has adopted the Assertive Discipline Program. This program provides a clear sequence of discipline steps so that all teachers are consistent in their efforts to discipline their students. Each classroom will have their small set of rules to follow. These rules will be posted in the classroom.

The classroom discipline sequence of consequences will be as follows:

First Violation	Verbal Warning
Second Violation	45 minute after school detention
Third Violation	Student sent to the office (office notified via intercom); parent contacted; assigned two 45-minute detentions.

A no show to a 45-minute detention will result in an automatic in school suspension the following day until 4:00pm. **SEVERE CLAUSE:** If a student violates a rule under the Code of Conduct the student can be subject to immediate in school suspension, out of school suspension or expulsion. Any school suspension or suspension that exceeds 1 full day will result in a two-calendar week extra-curricular activity suspension from all privileges or participation in extra-curricular activities for two calendar weeks, beginning on the date from which the violation has been substantiated, or the duration of any suspension or expulsion under the Code of Conduct whichever is longer. The student must continue to attend and participate in all practices during the suspension.

Once a detention period has been assigned, there will be no excuses except in cases of emergency. Only the Principal may excuse a student from a detention period. Any staff person or administrator may assign detentions.

### **EMERGENCY CLOSING OF SCHOOL**

**DO NOT CALL THE SCHOOL.** Information regarding closing of schools and cancellation/postponement of activities will be announced over the following TV & radio stations and the automated phone alert system will be used:

<b>TV:</b>	Local Channel KETV 7, KMTV 3, FOX 42, WOWT
<b>RADIO:</b>	KFAB, 110AM
<b>SCHOOL WEB SITE:</b>	fortcalhounschoools.org

### **EVACUATION PLAN**

Police or administration will do evacuation via instruction.

In an emergency, schools must establish a safe area for parents to go to pick up their children. This area has been designated as follows: Fort Calhoun Junior-Senior High school will report to the Abiding Faith Baptist Church and the Fort Calhoun Elementary will report to Schwertley Hall. In a typical release the following steps will be followed.

- a. Parents will report to the assigned area and give the name of their child/children.
- b. Picture I.D. will normally be required by the person in charge to insure the person requesting the child/children is a match to the student.
- c. A runner will go to the student assembly area and get the child/children requested by the parent or adult. The runner will escort the student back to the pick-up area.
- d. Parents will be asked to sign a form indicating they picked up the child/children. The date and time will also be indicated on the pick-up form.
- e. If the child is in the first aid area the parent will be escorted to that area for reunification with their child/children.

- f. Counselors, when available, will be located close to the first aid area in the event they are needed.

## **FIRE DRILLS**

Fire drills are held throughout the year without advance notice. The sounding of an electric buzzer is the signal to vacate the building for practice or because of a fire. Students must leave their respective classrooms, walking rapidly, but not running. Teachers will provide specific instructions for fire drills. Students must clear the building by at least fifty feet, and must not return to the building until the drill is completed.

## **FOOD AND DRINK REGULATIONS**

Food and/or drink will be allowed in classrooms upon teacher approval. All drinks must have a sealable lid. If food and drink become a distraction at any time during the school the teacher or administration may ban them from the classroom.

## **FOOD SERVICE**

Fort Calhoun Junior-Senior High School operates under a closed lunch period, which means that all students must eat their lunches in the school cafeteria. Students are allowed 25 minutes for lunch.

It is recommended that students purchase their lunches on a weekly or monthly basis, preferably before school, in the school library.

### **1. NO CHARGING OF SCHOOL LUNCHES**

2. Hot lunches are provided daily. Breakfast maybe served occasionally as needed.
3. Students may bring their own lunches and purchase milk at the cafeteria if they so desire.
4. Eating and drinking shall be confined to the cafeteria or areas approved by the teacher in charge.
5. No misuse of food or beverages.
6. Normal table manners are expected.
7. The return of trays, plates, and silverware to the proper area is expected.
8. Violation of these rules will result in a penalty including the cleaning of the facility and suspension from the use of the cafeteria.
9. Lunch room monitors do have the right to assign tables if necessary.
10. No outside visitor(s) during lunch(es).
11. Due to State Laws - students are not allowed to purchase lunches for other students or share their lunch.
12. Due to State Laws - catered/delivered lunch(es) are not allowed.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and or employment activities.) To file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request a form.

## **FUND RAISING PROJECTS**

The administration discourages the use of fund raising for money. If desired by a club or organization, the building principal must approve fundraisers. Fund raising activities will be coordinated for the entire year by the development of a time line built from requests at the beginning of each year.

## **GRADING**

Grades are one evaluation of what has been learned. They become part of a student's permanent record. Institutions of higher learning, potential employers, and the military services are all interested in high school records. School officials only keep grades on record--**STUDENTS EARN THE GRADES!!**

Report cards are issued after each semester, two times during the regular year. In general, grades are

determined by the student's ability to do the work, by the amount of work done, by the quality of work, its neatness, completeness, promptness, and by class participation.

The following grading system will be used:

A	100 to 94	4.00	C	81 to 78	2.00
B+	93 to 90	3.33	D+	77 to 74	1.33
B	89 to 86	3.00	D	73 to 70	1.00
C+	85 to 82	2.33	F	below 70	0.00

All "incompletes" must be made up within 5 school days by the end of the semester. If the incomplete work has not been made up within that time period, the grade will be converted to a failing grade. Exception to this policy will be made in circumstances of a student(s) health or when an unpreventable situation has resulted in the student receiving an incomplete. In such cases, the principal shall determine the length of time the student shall have in which to remove the incomplete grade.

## **GRADUATION REQUIREMENTS**

The following are course areas required for graduation:

English	40 credits	PE/Health	15 credits	Computer Applications	5
Math	30 credits	History	30 credits	General Business	5
Science	30 credits	Fine Arts	10 credits	Communications	5

Total minimum credits of 240 for graduation are required.

All required class work must receive a passing mark at each grading period.

## **GUIDANCE SERVICES**

The guidance program at Fort Calhoun High School is designed to help each student achieve his/her maximum potential during his/her high school program. To achieve this goal a program of guidance, counseling, and testing is available for every student and supported by supplemental library and resource material. These services have been set up by the guidance department to assist the student in making wise realistic decisions about her/her high school years and beyond.

### **A. Counseling Service**

Guidance Services are available for every student in the school. These services include assistance for educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns, or questions that the student may feel s/he would like to discuss.

### **B. Test and Inventories**

The hope is to assess a student's abilities, aptitudes, and interests so the best possible selection of courses and activities can be made. In addition to the wide use of time and effort during the high school years, the student can be better prepared to enter his/her future chosen occupation. The following testing program is carried on for all students.

•Grade 7: NeSA, NWEA • Grade 8: NeSA, ACT Aspire • Grade 9: NWEA • Grade 10: ACT Aspire • Grade 11: NeSA, NWEA, PSAT, ASVAB, ACT • Grade 12: ASVAB, ACT/SAT or Asset

### **C. Cumulative Records**

Section 79-4, 158. SCHOOL BOARD; BOARD OF EDUCATION; OFFICIAL POLICY RESPECTING PERSONNEL FILES AND STUDENT RECORDS; RULES AND REGULATIONS; ADOPT; PUBLISH; RESTRICTIONS. -- The School Board or Board of Education of each school district shall adopt and publish an official policy respecting personnel files and student records, which policy shall not conflict in any manner with the rules and regulations of the State Records Administrator adopted pursuant to section 84-1201 to 84-1220, Reissue Revised Status of Nebraska, 1943. (Laws 1973)

A cumulative record will be kept for each student in Fort Calhoun High School which will include such information as: test scores, school marks, health, work experience, high school activities, and any other information that will be meaningful.

This information will be available to the counselor and to the teachers so that each may better understand the student. NO employers or institutions of higher learning may have access to any records unless

The parent or a student 18 years old has signed a release form for the same.

#### **D. School Files**

Section 79-4, 157. PUPIL, PARENTS, GUARDIAN, TEACHER, COUNSELOR, SCHOOL ADMINISTRATOR; SCHOOL FILMS; ACCESS; DISCIPLINARY MATERIAL REMOVED AND DESTROYED UPON PUPILS GRADUATION--any pupil in any public school, his parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning that pupil. No other person shall have access there to nor shall the contents thereof be divulged in any manner to any unauthorized person. All such files or records shall be so maintained as to separate academic and disciplinary matters and all disciplinary material shall be removed and destroyed upon the pupil's graduation or after his continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to section 84-1201 to 84-1220, Reissue Revised Statutes of Nebraska. 1943 (Laws 1973)

#### **E. Information Service**

An occupational library with career resources has been created to assist students in obtaining information dealing with the training requirements, working conditions, and outlook of various occupations. Information regarding the various colleges, universities, technical schools, and apprenticeship programs are available to all students in the guidance center.

#### **F. Financial Aid**

After selecting a college or technical school, students should visit with the counselor regarding various financial aid opportunities for that specific institution. All scholarship and financial aid information that the counselor receives will be published in the quarterly senior newsletter. Juniors and seniors are encouraged to utilize Fast Web, a free Internet scholarship service.

Any student planning to attend a college, university, or technical school is required to complete the Free Application for Federal Student Aid (FAFSA) during the early spring of her/his senior year. Students and parents are encouraged to visit Education Quest Foundation, the educational planning center in Omaha, located in Rock Brook Village or online at [www.educationquest.org](http://www.educationquest.org).

#### **G. Withdrawal From School - Transferring**

If it becomes necessary for a student to withdraw from school prior to the end of the normal school year, they should follow the procedure below.

1. See the guidance counselor
2. Report to the principal's office and receive a "Withdrawal" form to take to their classroom teachers.
3. Return the "Withdrawal" form to the principal's office with the signatures of the librarian, teachers, and counselor indicating that all books and supplies have been returned to them and that all fines have been paid.

## **HEALTH SERVICES**

### **Student Illnesses**

School personnel will notify parents when a student needs to be sent home from school due to illness. If it is determined that the child should go home he/she should leave school as soon as arrangements can be made. Your child should return to school only when well. **He/she should be fever free and experience no vomiting or diarrhea for 24 hours.** Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment information so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

### **Guidelines for Administering Medication**

Whenever possible, students should be provided medication outside of school hours. In the event it is necessary that a student take medication at school, parents/guardians must complete information and consent forms available from the school nurse. Medication will be administered only with written authorization signed and dated by the parent. Medication must be in the original container labeled by the pharmacy or the manufacturer with: 1) Name of the student 2) Name of the medication 3) Time of day medication is to be given

#### 4) Dosage 5) Duration.

#### Student Self-carry/Self-administration of Medication

School Policy 5053 allows students to self-administer prescribed asthma/anaphylaxis and diabetic medications. Approval to self-administer medications must be authorized by a prescribing physician. Information and authorization forms are available from the school nurse.

#### School Health Screening

During the first quarter of each school year the district will provide for inspections of all students for defective sight and hearing, dental defects and any other conditions as specified by the Department of Health and Human Services. Parents will be promptly notified of any condition requiring professional attention. Any student showing symptoms of any contagious or infectious disease shall be sent home as soon as practicable and the principal notified of the circumstances.

#### Concussion Awareness

Refer to School Policy 6034 and also the Fort Calhoun Activity Handbook, page 4.

#### Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

\*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

#### **HELP – Homework Enrichment Learning Program a Grade Recovery Intervention Program-Grades 9-12**

The purpose of the HELP is to provide extended learning time for students who are failing or are near failing. Therefore when a student has a D or an F they will be placed in the HELP to assist in finishing any incomplete work. The HELP is designed to provide an additional learning environment outside of the normal academic day, with the availability of an individual instructor. Students will be placed in the HELP only when it is seen as helping them academically. Students will not be placed in the program as a punitive action. Once students have completed the required schoolwork, they will be excused from HELP. All students assigned to the HELP must hand in their completed assignment to the HELP supervisor.

The HELP will run on Monday – Thursday from 3:15 – 4:15pm. Designated HELP time will take precedence over extra-curricular events. If student is assigned to the HELP they will not be excused to attend extra-curricular activities until work is completed. If a student has been assigned a 45-minute detention on the same day as HELP the student will report to the HELP and serve their detention the following day.

Skipping assigned HELP time will result in the following punitive action being taken.

First Offense	Friday School
Second Offense	Friday School

#### **HOMEWORK REQUEST**

Students who are ill and will miss school are to contact teachers via email to get homework and missing assignments. Students are also advised to check their Moodle account for makeup work.

#### **HONOR ROLL**

In order to make the honor roll, a student must meet the following requirements:



- A. A grade point average between 3.500 and 4.00 - "A" honor roll
  - B. A grade point average between 3.000 and 3.499 - "B" honor roll
- The honor roll will be published after each semester.

## IMMUNIZATIONS

2016-2017 Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, 3 doses of pediatric Hepatitis B vaccine, 1 dose of MMR or MMRV given on or after 12 months of age, 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.
Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district's entering grade)	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, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month, 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7th grade	Must be current with the above vaccinations and receive 1 dose of Tdap (contain Pertussis booster).

Students must show proof of immunization upon enrollment in Fort Calhoun Junior-Senior High School. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement, which is available in the school health offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

The superintendent shall annually file a report on behalf of the board by November 15 to the Department of Health and Human Services summarizing the immunization status of the district's students as required.

### Physical Examination

**Physical examinations for kindergarten (beginning grade) and seventh grade students, and proof of immunizations, are legal requirements. Districts offering a preschool program must also add a requirement for vaccination against influenza type B for children of ages 2 through 5. If the earliest enrollment grade is kindergarten this is not required.**

Students enrolling in kindergarten (or the beginning grade) and students entering the seventh grade in the school district shall have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination and proof of such an examination shall be required by the administration for students in other grades transferring to the school district from out of state.

A certificate of health stating the results of a physical examination and signed by the physician, assistant physician or registered nurse shall be on file.

Students enrolling in the school district shall also submit proof of immunization against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, hepatitis B, and chicken pox (varicella) as required by law. The student may be admitted conditionally if the student has not completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission.

Exemptions or temporary waivers from the immunization requirement in this policy will be allowed only for medical, military or religious reasons recognized under the law.

## **LOCKERS**

Each student is assigned a locker for the storage of books and equipment. Do not trade lockers with another student. You are responsible for the locker that you have been assigned. It is the student's responsibility to see that his locker is kept locked and in order at all times. If you choose not to lock your locker it is an open invitation for someone to get into it.

Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition.

Periodic locker checks will be conducted throughout the year by the staff in order to see that lockers are clean and neat and in good repair. Lockers are the property of the school and are in the building for the use of the students.

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

## **LOST AND FOUND**

A lost and found box will be kept. Check with the janitorial staff for lost items. Unclaimed items are taken to the Goodwill.

## **LUNCH LEARNING OPPORTUNITY – Grades 7-8**

This program provides an opportunity for students who are having difficulty with homework assignments to get additional help from teachers. Students who come to class without assignments adequately completed will be required to attend lunch detention the next day. If a student gets the homework done before school of the next day, they will be excused from the lunch detention. It will be up to the individual teacher to decide what “adequately completed” is and also how much the homework should be docked for being late. In the lunch detention, students eat their own lunch if they brought one, or a school sack lunch if they were to buy a lunch (no ala carte). They will be expected to show up on time, sit quietly, eat their lunch and complete their assigned homework. If the student does not have an assignment completed after 5 school days a zero may be recorded for that assignment.

## **MEDIA CENTER RULES AND REGULATIONS**

The library/media center serves both students and staff. The collection consists of print (books & periodicals), audio/visual materials and computer/CD ROM workstations. The library is open from 8:00am until 3:30pm Monday through Thursday and 8:00am until 1:30pm on Friday.

Policies governing the checking out of library materials, use of library, fines, etc., will be posted in the library and are listed here.

1. Students using the library should be there for research or reading only. Any visitation or disruptive behavior will result in being sent out of the library. Repeated offenses will result in complete loss of library privileges.
2. All students using the library during study halls must sign out when leaving the study hall and sign in on the chart on the counter upon entering the library.
3. Students are to remain seated until the bell rings at the end of the period.
4. All students entering or leaving the library during class periods must have a pass. Students may enter and leave on their lunch break if they need to use library resources.
5. Any student who has lost library privileges is not to come to the library during the school day. They may use the library before or after school.
6. All materials and A-V equipment leaving the library must be checked out at the circulation desk. Students involved in a related subject area will only use audio-video materials.
7. No rest room passes will be given from the library.
8. No books or other materials can be checked out if the student owes a library fine, so be sure to return books on time and pay fines promptly.
9. All other school rules must be observed.

10. Computer games will not be allowed before, during, or after school.

**Computer Workstations:** Computer workstations are located in the media center. Each station has access to on-line databases, CD ROM programs as well as search engines for Internet use. Students will be able to access their files from these computers. Research is the primary use of these computers, but word processing will be allowed if computers are available.

## **NATIONAL HONOR SOCIETY**

The National Honor Society chapter of Fort Calhoun Junior-Senior High School is a duly chartered and affiliated chapter of this prestigious national organization.

### Admission to the National Honor Society

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings held every third Wednesday, during the school year, and participation in the chapter service projects(s). Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Paul Bentley.

### Removal from National Honor Society

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct contained in this handbook; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established in the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

## **NO CHILD LEFT BEHIND ACT**

At the beginning of the school year, district officials shall notify parents/guardians that they may request information regarding the professional qualifications of classroom teachers and paraprofessionals who may work with students. Please contact building administrators with any questions. NCLB 1111(h)(6)(A)

## **NON-DISCRIMINATION NOTICE – (Also refer to Board Policy 4001)**

Fort Calhoun Community Schools do not discriminate on the basis of race, color, national origin, sex, age, disability, marital status, disability, or age or in admission or access to, or treatment of employment or educational programs and activities. The following has been designated to handle inquiries regarding the School District's non-discrimination policies: Dr. Donald Johnson, who may be contacted in writing at 5876 County Road P43, PO Box 430, Fort Calhoun, NE 68023, at [djohnson@ftcpioneers.org](mailto:djohnson@ftcpioneers.org) by email or by telephone at (402) 468-5596. Any person may also contact the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599, regarding compliance with regulations implementing Title VI, Title IX, Section 504 or any other applicable Laws.

## **ORGANIZATIONS AND ACTIVITIES**

It is the policy of the Fort Calhoun School District to comply with the regulations implementing Title IX of the Education Amendments of 1972 (Resolution of the Board of Education, November 5, 1975)

### **Scheduling of Activities**

A building principal must approve all activities, including organizational meetings.

### **School Assembly Programs**

School assembly programs, organization convocations, and pep assemblies are scheduled throughout the school year. All students and faculty members are to attend unless excused by the principal.

### **School Activity Money**

School activity money shall be spent by activity groups only for school functions sponsored and approved by sponsors and the principal of the school. Any balance of group money shall remain in the activity fund to be used for school purposes as designated by the group.

## **PROM ELIGIBILITY**

Eligibility for prom will be based on that weeks eligibility list.

## **QUESTIONING OF STUDENTS BY POLICE**

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

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

## **REGISTRATION FOR COURSES**

During the second semester each year, registration is held for the purpose of having students plan their course of study for both semesters of the next year. Registration is done on a group and individual basis through meetings with the homeroom advisor and/or the guidance counselor.

Students will complete their schedule request form and update their IEP (Individualized Education Plan). Before a student completes his/her final registration, it is very important that the following items be carefully considered:

- KNOW the number of credits that will be earned by the end of the current year.
  - KNOW the grade in which you will be classified next year.
  - NOTE which subjects are required and which are electives.
  - BE AWARE of the number of credits required for graduation.
  - STUDY CAREFULLY the course offerings, which are available at the next grade level. Determine if there are any prerequisites for courses you wish to take.
  - REALIZE that the minimum load to be taken consists of 35 credit hours each semester.
  - FAILED required courses must be repeated.
- During the spring parent-teacher' conference, parents will be asked to review their student's schedule requests and sign off on them.

### **RESIDENCY (Also refer to Board Policy 5002)**

School attendance at Fort Calhoun School District #3 shall be free to all children between the ages of five and twenty-one years whose parents/guardians are legal residents of the school district. The burden of proof as to legal residency shall rest with the person claiming legal residence in this district and in case of a dispute, shall be determined by the Board of Education. Questions regarding student residency should be directed to the building principal and shall be in compliance with State Law Rule #19. The child of divorced parents who wants to live with a parent who is a legal resident of Fort Calhoun School District #3 but does not have legal custody of the student may be granted permission by the Board of Education to attend school free of tuition.

### **SCHOOL COLORS/MASCOT**

Orange and Black/Pioneer

### **SCHOOL PURCHASES**

All supplies for an organization, club, or activity must be made on a school purchase order. The purchase order must be approved by the sponsors, then by the administration and the order picked up by the sponsor of the organization. Failure to follow this procedure may cause the individual responsibility for payment.

### **SCHOOL SONG**

We're loyal to you Calhoun High; We're faithful and true Calhoun High;  
 We'll back you to stand, we're the best in the land and we're proud of our colors too. RAH! RAH!  
 So stand up and cheer Calhoun High; You've nothing to fear Calhoun High;  
 Our school is the best: We can stand to the test; Ever onward to vic-try Calhoun High.

### **SPECIAL EDUCATION IDENTIFICATION AND PLACEMENT**

#### What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms that have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

#### How is Students With Disabilities Identified?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

#### Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special

education classroom or service.

### Reevaluation

Students identified for special education will be reevaluated at least every three years. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

### Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and provided services. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school.
8. A representative of a service agency if the child is receiving services from an approved service agency.
9. Other individuals, at the discretion of the parent or school district.

### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings.

A team that knows the student and understands the tests and procedures that assess the student's learning abilities will make determination of a student's educational placement. Team members know the available programs and services that may help the student.

Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

### Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

### Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

This is a summary of the Fort Calhoun Community Schools' district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the

## **STUDY HALL REGULATIONS – JUNIOR HIGH**

A student's non-classroom hours during the day are spent in study hall. Books and other materials needed for study are to be taken there at the beginning of the period. Each student is assigned a regular seat. Anyone not in his assigned place when the bell rings will be reported as tardy. Talking will not be permitted in study halls without the permission of the study hall teacher. Students may check out of the study hall to use the library. Study hall teachers will explain all study hall rules to students. Remember, this time is set aside for study. A few general study hall rules are listed.

1. Be on time getting into the study hall. No passes will be signed until they are called for.
2. Pass usage will be limited to 3 passes per student, per class, per week. Students will only be allowed to go to the rest room and the library.
3. The student will be required to sign out and in on a class record sheet when leaving class for the rest room or library. People going to the library should go for research or periodical reading only. There is to be no visitation in the library. Students sent back to study hall will lose library privileges for one week; a second offense will result in permanent loss of library privileges.
5. You will bring homework and books; no one will be allowed to sleep and/or sit idle.

## **TARDINESS**

Students are expected to be in their scheduled classroom before the passing bell rings. If students are not in attendance after **fifteen** minutes of the start of the class period, the entire class period will be considered an absence. Students are to plan their time so they can move from one class to the next during the three-minute passing time. Teachers will record all tardies. One class absence will be counted for every third tardy accumulated during that particular class period. These days absent will count against the ten-day absence policy.

## **TELEPHONE USE FOR STUDENTS**

The school's phones are business phones and are not to be used by students unless absolutely necessary.

## **TORNADO DRILLS**

The alarm for a tornado drill will be a steady sounding of the electric buzzer.

At the alarm, students will follow instructions which pertain to the area of the building in which they are located at that time. Students will move to the designated shelter areas within the building. ***There should be no talking or noise.*** Quiet must be maintained to enable school officials to give instructions to students and teachers. Remember to keep the center of all hallways open to allow messengers to move freely throughout the building.

All teachers will provide instructions to be followed in the event of tornado drills and during an actual tornado. The all-clear signal will be an intercom announcement or a series of long single blasts on a whistle.

## **TRANSPORTATION TO ACTIVITIES**

Students who participate in activities shall ride to and from the activity on school-sponsored transportation. Written requests, **submitted to the coach and or sponsor of the activity**, may be made by parents asking that their student be allowed to go or return from the activity with the parents or with other parents. Such requests may be honored. At no time will students be allowed to ride home with other students or younger adults. While at the activity, students are to remain with the group at the site of the activity or other assigned site or staging area unless excused by the school sponsor. This policy has been created for the safety of students and for the convenience of the parents, instructors, and sponsors.

## **VEHICLE PARKING – Board Policy 5033**

Students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. The speed limit on school property is 10 miles per hour. Students may not drive or have access to their vehicles during the school day without the express permission of their building principal or the superintendent of

schools.

Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed.

By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

### **WORK RELEASE**

Students who have reached senior grade classification may request late arrival/early dismissal for work release. A student may request work release for no more than two (2) consecutive periods (periods 7-8). Application for work release must be made through the guidance office with approval of the OJT coordinator on a school-provided form before the beginning of the semester or upon enrollment. A completed application form will include the student's signature, parent/guardian signature and employer's signature verifying that the student will be on-the-job during the time of work release. A student must meet graduation requirements, maintain acceptable academic standing and follow established student guidelines for attendance and behavior. Not meeting the standards of work release may cause revocation. Work release for more than two (2) periods of work release may be considered if a personal student situation warrants such action. Any decision to extend work release beyond two (2) periods will be made only after consultation with the student, parent/guardian, guidance counselor and school administration.

### **YEARLY NOTIFICATION (Non-discrimination Policy and Grievance Policy)**

Students, parents, and employees will be notified by publication in newspapers, student and employee handbooks, and posting on bulletin boards, and other areas appropriate for communication purposes.



## APPENDIX

- Asbestos page 34
- Asthma/Anaphylaxis/Diabetes Self Management page 34
- Audio and Video Recording page 35
- Concussion Awareness – Return to Learn page 35
- Dating Violence Prevention page 35
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- Multicultural page 41
- Parental Rights – Directory Information page 41
- Sexual Harassment Policy page 41

## **ASBESTOS – Presence Within District Buildings**

The Institute for Environmental Assessment was requested by Fort Calhoun Community School District #3 to review and prepare an asbestos management plan identifying the presence of asbestos within District school buildings. The Institute's federally certified inspectors, planners, public health and engineering consultants worked in conjunction with school administrative personnel to identify asbestos-containing building products. In addition, the Institute for Environmental Assessment has performed a re-inspection in February 2004 as required by the AHERA regulations. Asbestos is a mineral fiber associated with increased levels of disease when inhaled. The risk rating procedures which the Institute used in commenting on the asbestos were developed in conjunction with national experts in the area of industrial medicine, toxicology, industrial hygiene and engineering. After reviewing the characteristics of District buildings during the re-inspection, we prepared an updated management plan for each building, a copy of which is maintained along with the initial plan at the central district office and also in the administrative office for each major building describing the asbestos plan and the intended response.

Asbestos is dangerous only when it is broken loose from building material into fine, dust like fibers and inhaled.

The District implemented its management plan as of July 9, 1989, and has been conducting a six-month periodic surveillance of all asbestos-containing building materials. This periodic surveillance and the re-inspection are conducted to provide a continuous assessment to assure safety conscious management of asbestos-containing materials.

**The detailed plan and updated information for each building, or for the entire district, is open to public review. If you have any questions, please contact the District's Asbestos Program Manager Dr. Don Johnson at 402-468-5596.**

## **ASTHMA/ANAPHYLAXIS/DIABETES SELF-MANAGEMENT - 5053**

Upon receiving the written request of a student's parent or guardian and the written medical authorization described in the applicable provisions below, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis (referred to herein as "medical condition").

A student with diabetes must obtain written authorization to self-manage from the student's physician. The plan for a student with diabetes will (a) identify the health care services the student may receive at school, (b) evaluate the student's understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student's self-management by an appropriately credentialed health care professional, and (d) be signed by the student's parent or guardian and the physician responsible for the student's medical condition.

A student with asthma or anaphylaxis must obtain written authorization to self-manage from the student's physician or from the health care professional who prescribed the medication for treatment of the student's condition. The plan for a student with asthma or anaphylaxis will (a) identify the health care services the student may receive at school, (b) evaluate the student's understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student's self-management by an appropriately credentialed health care professional, (d) include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student, (e) include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication, and (f) be signed by the student's parent or guardian and the physician or other health care professional responsible for the student's medical condition.

The plan will permit the students to self-manage his or her medical condition in any part of the school or on school grounds during any school-related activity, or in a private location. The parent or guardian of a student for whom such a medical management plan has been developed shall sign a statement acknowledging that (a) the school and its employees and agents are not liable for any injury or death arising from a student's self-management of his or her medical condition and (b) the parent or guardian will indemnify and hold harmless the school district and its employees and agents against any claim arising from a student's self-management of his or her medical condition. The student's parent or guardian will be personally responsible for any and all costs associated with any injury to school personnel or another student resulting from the a student's misuse of necessary medical supplies.

The district may prohibit a student who is self-managing his or her diabetic condition from possessing medical supplies for self-management and may establish other necessary and appropriate restrictions or conditions

when the district determines that the student has endangered himself, herself, or others through misuse or threatened misuse of such medical supplies. The district will promptly notify the parent or guardian of any such prohibition, restriction, or condition.

The district may impose disciplinary consequences on a student with asthma or anaphylaxis who uses his or her prescription asthma or anaphylaxis medication other than prescribed. These disciplinary consequences shall not include limitations on the student's access to necessary medication. The district will promptly notify the parent or guardian of any disciplinary action imposed.

### **AUDIO AND VIDEO RECORDING – 5063**

Students and their parents or guardians should understand that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator.

**Classroom Recordings by Students.** Students are prohibited from making audio or video recordings on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event except as provided in this policy or as otherwise required by law.

Students may make audio or video recordings of classroom lectures, discussions, or activities:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

**Non-classroom Recordings.** Students may make audio or video recordings pursuant to this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws.

### **CONCUSSION AWARENESS – RETURN TO LEARN - 6034**

Students' who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall be the guidance provided by the Nebraska Department of Education entitled "Bridging the Gap from Concussion to the Classroom," and accompanying materials and future supplements. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

### **DATING VIOLENCE PREVENTION – 5030**

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law. A copy of this policy shall be included in the student handbook.

### **FEES FOR STUDENTS ATTENDING THE FORT CALHOUN COMMUNITY SCHOOLS - 5045**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to

provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

#### **A. Definitions**

1. “Students” means students, their parents, guardians or other legal representatives.
2. “Extracurricular activities” means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. “Post- secondary education costs” means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

#### **B. Listing of Fees Charged by this District**

##### 1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district’s grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

##### 2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

##### 3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

##### 4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project. The maximum dollar amount charged by the district for course materials shall be:

- |                                 |          |                                 |         |
|---------------------------------|----------|---------------------------------|---------|
| • Art Classes                   | \$20.00  | • Robotics                      | \$50.00 |
| • Industrial Technology Classes | \$400.00 | • Woods (8 <sup>th</sup> Grade) | \$20.00 |

##### 5. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district’s reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- |                                      |         |   |
|--------------------------------------|---------|---|
| • Student activity card              | \$30.00 | Covers admission to all home extracurricular events; excluding conference, district or state competitions |
| • Future Business Leaders of America | \$25.00 |   |

- National Honor Society \$10.00
- Cheerleading and Dance Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$1,400.00
- Football Students must provide their own football shoes, undergarments, and mouth guards. The maximum dollar amount charged by the school district for these items will be \$400.00
- Golf Students must provide their own golf shoes, undergarments, and clubs. The maximum dollar amount charged by the school district for these items will be \$600.00
- Softball and Baseball Students must provide their own shoes, gloves, and undergarments. The maximum dollar amount charged by the school district for these items will be \$200.00
- Track, Volleyball, Wrestling, Cross Country, Basketball Students must provide their own shoes and undergarments. The maximum dollar amount charged by the school district for these items will be \$150.00
- SkillsUSA Student must purchase their own jackets. The maximum dollar amount charged by the school district for these items will be \$25.00
- Drama \$25.00
- Speech \$50.00
- Quiz Bowl \$50.00
- Spanish Club \$30.00
- POPP (Pioneers Overcoming Peer Pressure) \$10.00
- Robotics \$50.00
- Woods (8<sup>th</sup> Grade) \$20.00

#### 6. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The maximum dollar amount of post-secondary education charged by this district shall be \$325.00.

#### 7. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$N.A.

#### 8. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of \$N.A. per page for reproduction of student records.

#### 9. Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to Statute. The maximum dollar amount charged by the district for these services shall be \$130.00 monthly.

#### 10. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount charged by the district for

summer and night school shall be \$50.00 per class.

11. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district’s breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

Breakfast Program – Grades K-6	Breakfast Program – Grades 7-12
Regular Price \$1.50	Regular Price N/A – not offered
Reduced Price \$.30	Reduced Price N/A – not offered
Lunch Program – Grades K – 6	Lunch Program – Grades 7-12
Regular Price \$2.25	Regular Price \$2.60
Reduced Price \$.40	Reduced Price \$.40

12. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers. The maximum dollar amount charged by the district for these materials will be \$150.00
- Vocal Music/Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$200.00

13. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class’s fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$70.00.

**C. Waiver Policy**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

**D. Distribution of Policy**

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

**E. Voluntary Contributions to Defray Costs**

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

**F. Fund-Raising Activities**

Students may be permitted or required to engage in fund-raising activities to support various curricular and

extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees, which the fund-raising activity was meant to defray.

#### **G. Student Fee Fund**

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

#### **GRIEVANCE PROCEDURE SECTION 504 (Also refer to School Board Policy 6022)**

The school district will provide appropriate services to all children who qualify for them under Section 504 of the Rehabilitation Act of 1973.

Complaints concerning entitlement to student services under 504 should be filed with the school district's 504 Coordinator. All complaints must be in writing and signed by the person making the complaint. The 504 Coordinator may be contacted at:

Name: Jane Jackson

Title: Special 504 Coordinator

Address: 5876 County Road P43, Fort Calhoun, NE 68023

Phone: 402-468-5591

#### **INTERNET SAFETY AND ACCEPTABLE USE - 5037**

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school. **Student**

##### **I. Expectations in the Use of the Internet**

###### **A. Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

###### **B. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work

of students at the school district without the express written permission of the system administrator.

8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students 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, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

## **II. Enforcement**

### **A. Methods of Enforcement**

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

### **B. Consequences for Violation of this Policy**

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - a. Loss of computer privileges;
  - b. Short-term suspension;
  - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.



### III. **Children's Online Privacy Protection Act (COPPA)**

- A. The school will not allow companies and to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
- B. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

### **MULTICULTURAL POLICY - 6020**

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 groups and will emphasize 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 and in accordance with any other applicable laws and/or regulations.

### **PARENTAL RIGHTS IN REGARD TO REVIEW OF DIRECTORY INFORMATION OF STUDENTS ATTENDING THE FORT CALHOUN COMMUNITY SCHOOLS - 5017**

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Address
- Telephone number, including student's cell phone number
- E-mail address
- Date and place of birth
- Date of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and award received
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work, which may be published onto the Internet
- Classroom assignment and/or homeroom teacher
- Student ID number, user ID, or other unique personal identifier used by the student for the purpose of

accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a students' social security number

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent.

By federal and state law, schools may release directory information unless a student's parents or guardians file a written objection. Parents or guardians have two (2) options:

1. If parents or guardians do not object to the release of directory information about their student, the parent or guardian does not need to do anything.
2. If parents or guardians object to the disclosure of any directory information about their student, the parent or guardian must complete, sign and return to school officials the appropriate form.

### **SEXUAL HARRASSMENT POLICY - 5027**

Students should be provided with an environment that is free from unwelcome sexual advances, requests for

sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment by its students against other students even when the affected student does not complain to the faculty or the administration.

Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

A student who feels he or she has been sexually harassed by another student should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, principal or counselor with whom she or he feels comfortable.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not cause any reflection on the complaining student, or affect his or her status as a student.

Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.

This policy pertains to sexual harassment of students by other students. The sexual harassment of students by school district employees is governed by other board policy.