

After reading the handbook and the notice printed below, please sign this form and return it to the homeroom teacher by August 31, 2020

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

This is to verify that we parent/guardian, and student, have received and read the 2019-20 student handbook, which includes the policies and other rules and regulations of the Fort Calhoun Elementary School.

(PRINT Parent/Guardian Name)

(Parent/Guardian Signature) (Date)

(PRINT Student Name)

(Student Signature) (Date)

**WAIVER OF EMERGENCY RESPONSE TO LIFE THREATENING
ASTHMA OR SYSTEMIC ALLERGIC REACTIONS PROTOCOL**

Student Name _____ Date of Birth: _____ Grade _____

I am aware of school policy 4780 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 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 2019-2020 school year.

(Signature of Parent/Legal Guardian/Custodian of Child)

(Date)

GREETINGS TO THE STUDENTS AND PARENTS OF FORT CALHOUN ELEMENTARY:

Welcome to the 2019-2020 school year!

What a great day to be a PIONEER! Thank you for choosing one of the best school districts in Nebraska! WE are proud to have you here!

There are several components in life we must be proficient at to become successful throughout each journey we take on. One of the biggest components we feel that ensures success is having a destination (goal). That destination for us is our school's purpose statement (see below). All staff members in the elementary, with pride, created this statement. As you can see this statement is short, broad and everything in between. There is a good reason for that.

Creating a true PRODUCTIVE PIONEER takes years. You will see your child change and blossom throughout each school year. We make a promise to you, to instill in each child that enters this building, how to become a contributor in today's challenging society. We are confident when your child leaves this building each year they have left a better person.

The expectations remain high and the future remains challenging! As usual please don't hesitate to stop by and say hi. I can't wait to see what the future beholds.

Drew R Wagner
Fort Calhoun Elementary Principal
Do something positive!

*REMINDER: To make this all happen WE must create a positive relationship that last a life-time.
THANK YOU FOR BEING INVOLVED!

SCHOOL MISSION STATEMENT

The mission of Fort Calhoun Community Schools is to:

Foster Learning in an inspiring and caring environment, provide
Opportunities for all students to be successful, instill the attributes of
Respect and responsibility among staff and students alike, and present students with the
Tools to succeed in life.

PURPOSE STATEMENT

Engaging + Learning + Achieving = Productive PIONEERS!

The Fort Calhoun elementary handbook is intended to provide more information on policies, regulations, and expectations. These policies, regulations, and expectations will assist in providing opportunities for all students to be successful. The administration reserves the right to make decisions and make revisions at any time to implement the educational program and to assure the well being of all students

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ELEMENTARY SCHOOL DIRECTORY

Board of Education

Jon Genoways.....	President	Mike Bonacci.....	Treasurer
Mike Conrad.....	Vice-President	Amanda Schrum.....	Member
Kim Lukasiewicz.....	Secretary	Kelli Shaner.....	Member

Administration

Don Johnson.....	Superintendent
Drew Wagner.....	Principal/School Improvement Director
Nick Wemhoff.....	Assistant Principal, Activities Director

Certificated Instructional Staff

Bailey Beacom.....	Grade 4
Jackie Beckmann.....	4-6 Special Education
Lindsay Benoit.....	Grade 3
Katie Borst.....	K-3 Special Education, Assistant Volleyball
Samantha Bryan.....	K-6 Music
Mary Carlson.....	Grade 5
Sara Ebner.....	Grade 2
Jessica Hall.....	Kindergarten
Ashley Hallberg.....	Grade 2
Angela Hansen.....	Title 1/Reading Specialists
Whitney Hodson.....	Grade 2
Mark Jones.....	Instrumental Music
Robin Larsen.....	Grade 6
Amber Leifeld.....	Kindergarten
Mike Mallette.....	Grade 6
Kathryn Omer.....	Grade 4
Carly Rohrich.....	Grade 1
Alison Romans.....	4-6 Special Education, Dance
Deanna Royuk.....	Early Childhood
Tessa Rutledge.....	Physical Education
Allie Schleifler.....	Grade 4, Head Girl's Basketball
Katherine Shupe.....	Kindergarten
Brittney Spellerberg.....	Grade 1
Kim Szlachetka.....	Grade 3
Todd Teeter.....	Grade 6, Track Assistant

Certificated Support Staff

Marie Adams.....	K-8 School Counselor
Miranda Adams.....	School Psychologist
Stacey Bragg.....	Occupational Therapist
Paul Wilson.....	Technology Coordinator
Sheri Homolka.....	Librarian, Yearbook, Quiz Bowl
PJ Mallette.....	High Ability Learner Coordinator/Intervention Specialist
Veleka Prunty.....	Speech Pathologist

Classified Support Staff

Office

Ruby Weaver.....Secretary-Principal

Media Center

Amie Nelson.....Library Aide

Technology

Jennifer Gepson.....Technology Aide

Food Service

Jeff Dross.....Food Service (part-time)

Rachel Mattison.....Head Cook

_____Caruso.....Food Service (part-time)

Lori Rima.....Food Service

Para-educators

Dawn Barnes.....Para-professional

Becky Eastman.....Para-professional

Ann Klemm.....Para-professional (half-time)

Jo Kulus.....Para-professional

Ellie Lancaster.....Para-professional

Tracie Larsen.....Para-professional, Early Childhood

Kendra Mabbitt.....Para-professional

Cheryl Miller.....Para-professional, Early Childhood

Katie Smith.....Para-professional

Michelle VonKnorring.....Para-professional

Jessica Warfield.....Para-professional

Lynn Wright.....Para-professional

TBA.....Para-professional

TBA.....Para-professional

Maintenance/Custodial

Dave Neumann.....Day Custodian

Jerry Mink.....Maintenance

Nurse

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

Sara Ruma.....Nurse

Transportation (Special Education)

TBA.....Van Driver

Mike Sutton.....Van Driver

Transportation Staff

Leslie Bryan.....Driver

Steve Bryan.....Driver

Chris Eastman.....Driver

Dale Everswick.....Driver

Jerry Mink.....Maintenance Director

Dave Neumann.....Transportation Director

Fred Schutz.....Driver

Mark Welsher.....Driver

ABSENCES

Each day is important at Fort Calhoun Elementary School. The learning act is a continuous process that requires student participation. When a student is absent a parent/guardian should phone the school office (468-5714) prior to 9:00 a.m. to inform the school of the nature of the absence, or a written notice provided concerning the absence. Written notes should include the date of the absence, reason for the absence, and parent/guardian's signature.

Procedures to follow when absent

1. All absences are reported to and recorded in the administration's office.
2. Parents may request the day's assignments BEFORE 11:00 a.m. Requests before 11:00 a.m. provide teachers the opportunity to write assignments and gather materials during their planning period or lunch break.
3. Upon return to school, the student should report directly to the school office.

Excused Absence – The excused classification covers absences such as illness, death in the family, religious holidays, and medical appointments. Two school days will be allowed to make up the work for each day missed. Approval from home does not necessarily mean the school will approve the absence.

Unexcused Absence – The unexcused classification is defined as the absence from class or school for any portion of a period or day without proper authority from home and/or school. Once a student has arrived on school premises, he/she is to be in school. Leaving school without permission from the principal at any time is considered an unexcused absence. Examples of unexcused absences may include oversleeping, shopping trips, and haircuts.

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.

ALCOHOL/DRUGS

The use of any illegal mind altering substance is unlawful, wrong, and harmful. Possession, distribution, or use of alcoholic beverages, narcotics, or illegal drugs/substances by students on school premises or as a part of any of the school's activities is prohibited by school board policy.

Restriction, suspension, or expulsion will be used as disciplinary action for any possession or usage of illicit drugs and alcohol in accordance with school board policy. A report will be filed with proper legal authorities.

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 building, school-owned vehicles, and the bleacher area of the field/track area. This policy applies to students, staff, patrons and visitors.

APPEARANCE

Dress of all students in school or at school functions will be at the discretion of the building principal based on community standards of good taste. To help insure a proper learning environment, guidelines for dress have been established.

1. Shoes will be worn at all times. Shoes with wheels (Heelys) are not permitted.
2. No obscene language; no ads/displays of alcohol, drugs or tobacco; no dress offensive/inflammatory to other groups, individuals (i.e. midriff tops, gang items or gang related symbols, short shorts, no undergarments showing, etc.).
3. No dress that creates a hazard to individuals or property (i.e. chains, spikes, studs, etc.).
4. Students will not be allowed to wear bandannas, caps, hats, or sunglasses in the school building.
5. No clothing that is see-through or exposes undergarments.
6. Students will be provided alternative clothing if school authorities are convinced the dress code has been violated.

NOTE: Questions about acceptable attire will be addressed by building administrators.

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 Don Johnson at 402-468-5596.

ASSESSMENT OF 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
- Industrial Technology Classes \$400.00
- Robotics \$50.00
- 8 th Grade Woods \$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 except Conference, District or State Contests held in Fort Calhoun | |
| • 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

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. Bus service is available to option students on a first-come, first-serve basis. The charge for this service is \$300.00 per family per year.

The maximum dollar amount of the transportation fee charged by this district shall be \$300.00.

8. Copies of Student Files or Records.

The district may 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 does not charge 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 the a la carte meals lines, 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
Regular Price \$1.60
Reduced Price \$.30

Breakfast Program – Grades 7-12
Regular Price \$2.10
Reduced Price \$.30

Lunch Program – Grades K-6
Regular Price \$2.35
Reduced Price \$.40

Lunch Program – Grades 7-12
Regular Price \$2.70
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:and/or attire:

- **Band**
Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers, and for use of a band uniform. 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 and a written request for each fee they wish waived.

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.

ASTHMA AND ALLERGIC REACTIONS PROTOCOL – 5048

The district will adopt and implement the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol as required by the Nebraska Department of Education.

The superintendent, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of this policy. The regulations established shall comply with NDE rules regarding the protocol to follow in case of a life-threatening asthma or systemic allergic reaction and use of an EpiPen and Albuterol. Also, these shall ensure that each school building will procure and maintain the equipment and medication necessary under the protocol in the case of any student or school staff emergency. Staff training in using the protocol shall occur periodically. Records of such training and occurrences of administering medication under the protocol shall be maintained.

The parent or guardian of a student of minority age may sign a waiver requesting that their student not receive emergency treatment under this protocol. Information about the waiver shall be provided to parents/guardians in the student handbook.

Adopted: June 7, 2004

ATTENDANCE INFORMATION

Attendance is critical to the learning process; therefore, Fort Calhoun Community Schools emphasizes the importance for your student being present all day. Attendance is taken twice a day: once in the morning (a.m.) and again in the afternoon (p.m.).

We understand there are times when your child will have to miss, but we encourage parents to minimize the occurrence and length of those times.

Morning Attendance. If a student arrives between 8:00 and 9:30 a.m., he/she is counted tardy for the morning session. Please remember, if your student is counted tardy, that does not mean he/she is absent. If your student arrives after 9:30 a.m., he/she is counted as absent for half of a school day.

Afternoon Attendance. If your student comes before 1:00 p.m., he/she is counted as absent half of a day. If your student leaves after 1:00 p.m., he/she is counted as “early leave.” The early leave does not mean the student is absent in that particular time session.

Notification for Attendance Issues. Absence hours are accumulated on an annual (per school year) basis. When absence hours reach certain levels, specific actions are taken. Listed below are the levels and actions mandated when excessive absence hours reach that level.

1. After five days absent, parents are notified by mail.
2. After ten days absent, parents are notified by mail and will be contacted by the principal.
3. After fifteen days absent, parents are notified by mail and will be contacted by the principal.
4. After twenty days absent, parents are notified by mail and will be contacted by the principal.

If your student is absent twenty or more days in a year and any of the time is unexcused, or the hourly equivalent (120 hours at the Elementary), the principal will report to the county attorney. Please

keep in mind if your student is “tardy” or “leaves early,” those hours are included in the hourly equivalent calculation.

ATTENDANCE POLICY

Compulsory Attendance and Excessive Absenteeism – Also refer to Board Policy 5001 (also reference Nebraska School Law 79.209

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the temporary illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child’s parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child’s enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer must file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the county attorney.

AUDIO and VIDEO RECORDING POLICY - 5063

Students and their parents or guardians should assume 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. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district's then-current recording capacity. The district administrators estimate that this is approximately 10 days but may change at any time.

Classroom Recordings by Staff. Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

Prohibited Recordings by Students. Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs 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, unless the recording is made in a manner permitted by the school for members of the public. For example, students making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, but students are still subject to the district's appropriate use and student discipline policies.

Permitted Classroom Recordings by Students. Students may make audio or video recordings of classroom lectures or discussions:

- (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.

Permitted Non-classroom Recordings. Students may make audio or video recordings otherwise prohibited by 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 and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

BEFORE AND AFTER SCHOOL ACADEMIC PROGRESS-BASAP (2nd-6th grade)

To engage students properly there must be appropriate action steps available to provide students the tools to be successful. This academic action plan is in place to enhance learning for all students. If a student forgets any part of their homework after two warnings they will be expected to be at BASAP. This means "Before or After School Academic Progress". This opportunity is NOT a punishment. We must still hold students accountable for their actions. This is a time to reflect and put the responsibility on the student to complete their homework. There are two choices available for students to complete BASAP. There will be an opportunity after school starting at 3:00pm and will end at 3:30pm. The other opportunity is before school starting at 7:30a.m. and will end at 8:00 a.m. There will be a supervisor there to monitor and provide support appropriately.

Furthermore, BASAP is open to ALL students even if they have not been assigned BASAP. If students choose and are not assigned to be in BASAP they can come in on their own free will and complete their homework. If the student is coming in during the morning opportunity they must be here by 7:35 a.m. The 7:35 a.m. time frame is set in place to make sure students have ample time to complete their work, be responsible, and ensure the quality of work necessary. Once their work is completed the student may

leave. If you are assigned to BASAP then you will have the opportunity to complete all homework in the 30 minutes provided. If you are assigned a BASAP, the expectation is to fulfill that obligation immediately after school or the following morning. The school recognizes prior commitments and communication to parents from the school is important to insure proper correspondence to meet the responsibility of completing the assignment in a timely manner. If an assigned BASAP is not attended, without approval from building principal or assigned designee, the student will automatically be assigned two BASAP's that will be fulfilled immediately the following day.

Please see below the order of opportunity:

First opportunity:

The student will be provided a maximum of two warnings. On the third warning the student will move to the second opportunity.

Second opportunity:

In this opportunity the student will receive, BASAP, time before or after school to complete their homework. If the school feels like this is a consistent (5 or more per quarter) behavior we will move to the third opportunity.

Third opportunity:

In this opportunity we will set up a meeting with the principal, teacher, student and parent. In this meeting we will set up an action plan for the student to be successful and complete their work in the time allotted.

The students will be provided two warnings from the classroom teachers each quarter if an assignment has not been completed. This will provide students a fresh start each quarter. For further support we are also adding two other opportunities in the morning to come in and get their homework, if the student forgot it, without being assigned to BASAP. If they choose to go to BASAP in the morning they can complete their work and then the student may leave. These two opportunities will start over each quarter. This plan is set up to hold students accountable and create a positive atmosphere for student success.

To support the academic action plan the implementation of a program that provides students the opportunity during the day to get their work done in school. This program is called WOW. This means "Working On Work." In this program the teachers are there to support the students and be available to answer questions. This program will be implemented during the day at the discretion of the classroom teacher. Each classroom teacher may have different times in the day. Please coordinate with them if you have questions when this time is being implemented. There might be a possibility of not all work getting completed during this opportunity. The student will still have an opportunity to complete their homework before or after school if they choose.

BEHAVIOR EXPECTATIONS

The entire staff believes that when students recognize their strengths and realize success, they will strive for a higher level of expertise each day. Our goal is to teach students self-management skills that are based on success. Mutual respect is stressed between educators and students. We believe in acknowledging positive actions and promoting responsible behavior. In this way, we hope to help children become motivated and confident individuals who will become credits to their families, school and community. To this end, the faculty and staff at Fort Calhoun Elementary pledge to provide opportunities for students to be successful each day and to develop responsible behaviors.

The following are general rules of conduct for all students at Fort Calhoun Elementary:

1. Students have primary responsibility for their actions. Self-control is encouraged.
2. Students must observe the safety rules of the school for their own safety and that of others.
3. Students shall respect the property of others around them.
4. Students must show respect for the truth.
5. Students shall follow classroom rules established by the teacher.
6. Respect for all school staff shall be observed at all times.
7. When it is in the best interest of the student, disciplinary action may be taken by the teacher, that maintains classroom order. This action may include, but is not limited to:
 - a. Phone call or personal conference with the parents.
 - b. Referral to the building principal for further disciplinary action.
 - c. Denial of classroom privileges.
 - d. Denial of recess privileges.
 - e. Detention after normal school hours.

After teacher intervention has failed, the principal's action may include, but is not limited to:

- a. In-school suspension of class attendance.
- b. Out-of-school suspension of class attendance.
- c. Expulsion from school.

BEHAVIOR GOALS

The philosophy of Fort Calhoun Elementary is that every student has a right to the educational process as long as he/she does not disrupt the educational rights of another student or students. At all times, the parents will be so informed as to any discipline problems that a student might experience.

Fort Calhoun Elementary has adopted the following student performance goals:

Goal 1: Arrive to school on time and ready to learn.

- Pencil, paper, learning materials ready for use
- Adequate sleep and alertness, ability to focus
- Seated in desk ready to participate by starting time

Goal 2: Use class work time appropriately.

- Accomplishing tasks during work time
- Focusing on work, on-task behavior
- Ignoring potential disruptions

Goal 3: Complete assignments.

- Uses class time to accomplish work assigned
- Completes and returns work taken home as homework

Goal 4: Show respect for people and property.

- Appropriate language use and tone
- Hands only on personal belongings
- Care taken when using property belonging to others

Goal 5: Follow teacher directions.

- Listen and do what is asked by those in authority
- Will ask questions when unsure of what to do

Student performance goals are expectations for all students. Teachers will teach students these performance goals at the beginning of each school year and re-teach at intervals during the school year.

The Administration will approach each disciplinary action individually and fairly creating a safe and learning environment for all individuals in Fort Calhoun Elementary. The Administration retains the right to implement consequences for acts of discipline not specifically stated in the Fort Calhoun Elementary School Handbook, and to alter consequences deemed necessary. Furthermore, the

administration reserves the right to amend any provision in the handbook, which is deemed to be in the best interest of the educational process.

BEHAVIOR at ASSEMBLIES, ATHLETIC EVENTS, and PROGRAMS

The same rules within our school building and on school grounds are applicable to students attending assemblies, athletic contests, and programs.

1. Please respect the property of others
2. Do not disturb or distract other people around you at the event
3. Remain in your seat until there are designated breaks
4. Support your team/group until the end
5. Come to the event with the purpose of watching and enjoying the event
6. Be supportive of the participants in the event
7. Please show respect for the presentation of the flag, the anthem, and the school song

Failure to comply with the above rules may lead to your dismissal from the event and further suspension for upcoming events.

BEHAVIOR ACTION PLAN

In order to maintain a safe learning environment there must be appropriate consequences to negative behavior. Fort Calhoun Elementary is setting clear consequences for students to be successful. When students are not following appropriate behavior and/or not following classroom expectations there will be consequences given appropriately.

First violation: Verbal warning; recess(s) taken away.

Second violation: 45-minute detention and/or a loss of social lunch; parents contacted.

Third violation: Student sent to the office (office notified via intercom), parents contacted; assigned 45-minute detentions (may receive two, at the discretion of the principal) and/or two sessions of social lunch taken away.

Once an after school detention has been assigned, there will be no excuses except in cases of emergency, the student will be expected to be present. ONLY the principal may excuse a student from an after school detention. Any staff person or administrator may assign detentions when appropriate. If the student does not serve their detention that day after school (principal must approve) they will be expected to serve it the following day. If the student is not present when expected there will be further consequences given.

If a student is sent to the office (office referral) for misbehaving they will receive a 45-minute detention (may receive two, at the discretion of the principal) and parents will be contacted. The student will serve the detention starting on the day of the office referral and possibly the following day.

If a student's behavior is so severe, they can be given an automatic office referral by the teacher and a possible ISS or OSS by the principal.

BICYCLES

Bicycles must be parked in the bicycle racks. It is the student's responsibility to lock the bicycle to the rack. The school cannot provide supervision of bicycles; therefore, we cannot be held responsible for them.

Bicycles are not to be ridden during the school day. No one is to use another person's bicycle unless the owner and principal give permission.

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 Community Schools 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.

BULLYING and HARRASSMENT

Bullying behavior will not be tolerated. Bullying includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events. The following guidelines have been established to respond to bullying behavior.

Step One: The first time school personnel become aware of a possible harassment-bullying situation, the accused student will be informed that such a complaint has been filed. If the complaint is determined to be true, a warning will be given to the student and parents will be contacted. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the three steps in the harassment policy. Moreover, at any stage the student may be disciplined under the student code by actions that may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

Step Three: If a student fails to respond positively to corrective measures, the student may be suspended from school, placed in an alternative education setting, or issued an expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

BUS/VAN CONDUCT– 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:

<i>First Offense:</i>	Notice is sent home as a reminder to student and parent. Disciplinary action is taken as needed.
<i>Second Offense:</i>	The student is suspended from riding the school bus for a minimum of three days.
<i>Third Offense:</i>	The student is suspended from riding the school bus for a minimum of ten days.
<i>Fourth Offense:</i>	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

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

1. Before school hours.
2. After school hours.
3. In cases of emergencies, which will be determined by the office.
4. Authorized by the principal or teacher to enhance the learning environment.

The students will not be able to access their cell phones during normal school hours, which includes recess. Cell phones are to be “OFF” and out of sight during school hours. By bringing a cell

phone 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.

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

Second violation: Cell phone taken and parents must come to retrieve their student's phone. 45-minute detention will be assigned.

Third violation: Cell phone taken, ISS is mandatory the following day, and parents must meet with administration to discuss the problem prior to getting phone back.

CHAIN OF COMMAND

Chain of Command for Parent Questions

Who should I contact?

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.

PARENT AND COMMUNITY COMMUNICATION PROCESS FLOW CHART

<u>Area of Concern</u>	<u>First Level</u>	<u>Second Level</u>	<u>Third Level</u>	<u>Fourth Level</u>	<u>Fifth Level</u>
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
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CHEATING

Cheating on schoolwork will not be tolerated. If any student is found guilty he/she will receive a “zero” for that assignment or test and will be given an office referral. Further incidents of cheating will result in more severe disciplinary actions.

CLOSED CAMPUS

Fort Calhoun Elementary operates under a closed campus rule during the school day. Students will be allowed to leave the building/grounds under only the following conditions; illness, emergency, participation in school functions, or if picked up by the student’s parent or guardian for reasons agreed upon by the parents and principal.

CONDUCT ON SCHOOL GROUNDS OR AT ANY EDUCATIONAL FUNCTION OR EVENT- Refer to Board Policy 6024

Prohibited Conduct - The following shall constitute Prohibited Conduct if the conduct occurs on school grounds or at an educational function or event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the

second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or

11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:

a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;

b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;

c. Violating school bus rules as set by the school district or district staff;

d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, 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 hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;

i. Bullying which shall include 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;

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

k. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

CUMULATIVE RECORDS and 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)

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 Community Schools 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.

DAILY SCHEDULE

7:45 a.m. Buses arrive (there is no adult supervision before 7:45)
8:00 a.m. Students are admitted into the building
8:05 a.m. Student is considered tardy
10:30 a.m. Kindergarten, 1 and 2 Recess
11:00 a.m. Kindergarten, 1 and 2 Lunch/ Grades 3 and 4 Recess
11:30 a.m. Grades 3 and 4 Lunch/Grades 5 and 6 Recess
12:00 Grades 5 and 6 Lunch
3:00 p.m. Dismissal (Monday-Thursday)

*****School is dismissed at 1:15 on Fridays*****

The school day begins at 8:00 a.m. for all students. With the exception of students who have prior permission, students are NOT permitted in the classrooms until the start of the school day. Students are asked not to arrive before 7:45 a.m. due to supervisory requirements. The school day ends at 3:00 p.m. for all students.

DELIVERIES/MESSAGES

Routine messages will be delivered to students at a time that is non-interrupting to class. Emergency messages will be delivered immediately.

Personal flowers, balloon bouquets, presents, treats, and other related items should be delivered to the office. Delivery will be made by the office staff to avoid interruptions during class.

ELECTRONIC DEVICES, GAMES, AND TOYS

The school will not be responsible for items that are lost or stolen including but not limited to cell phones, electronic devices (e.g. personal iPads, iPods, and GPS watch phones), games and toys. Electronic devices will not be used during the school day, including field trips, unless authorized by the principal or instructor to enhance the learning environment. All electronic devices will not be used during recess.

EMERGENCY DISASTER DRILLS

Tornado and fire drills are conducted according to the requirements of state law. Tampering with fire safety equipment or deliberately setting off fire alarm equipment is a serious offense. Such an offense is ground for suspension or expulsion and may be accompanied by a complaint with the State Fire Marshall.

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.

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 a tornado or fire. The all clear announcement or signal will be given and all individuals will proceed back to classrooms or work stations.

EVACUATION PLAN

Evacuation will be done via instruction by police or administration.

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.

1. Parents will report to the assigned area and give the name of their child/children.
2. 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.
3. 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.
4. 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.
5. If the child is in the first aid area the parent will be escorted to that area for reunification with their child/children.
6. Counselors, when available, will be located close to the first aid area in the event they are needed.

FIELD TRIPS

Field trips are part of the child's learning experience and are part of the school curriculum. They are planned and supervised by the classroom teacher. A permission slip must be signed by the parent at the beginning the year to allow the child to participate. Field trips are an extension of the school program and all school rules apply.

FOOD SERVICE

- The cafeteria meals are provided for all students who desire a warm, well-balanced lunch.
- Students are required to select a minimum of three items from three different food groups.
- Students are asked to take only what they can eat.
- Breakfast is served daily from 7:45 a.m.-8:00 a.m.
- Free and reduced meal applications are available in the school office.
- Students are permitted to purchase extra food from the kitchen, when available.
- The first period teachers will collect lunch money each morning. The money will be sent to the office and credited to the student's account. Notices will be sent with students whenever the account reaches a negative balance.
- The district's policy on charged meals is:
a student has no funds available to pay for a meal, the student will be permitted to charge up to five meals. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

FOOD SERVICE PRICES

2019-2020

BREAKFAST

Elementary Students \$1.60	Reduced Price \$0.30
Adults \$2.00	

LUNCH

Elementary Students \$2.35	Reduced Price \$0.40
Secondary Students \$2.70	Reduced Price \$0.40
Seconds \$1.75	
Adults \$3.75	

MILK \$0.50

E-Funds (an electronic check system) is available for payment of your student's lunches.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program.(Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

FUND RAISING

The building principal must approve fund-raisers. Fund raising activities will be coordinated for the entire year from requests at the beginning of the year.

GIFTED PROGRAM (HAL)

High-Ability Learners are those students with outstanding abilities and are capable of high performance. These are children who require differentiated education programs and services beyond those normally provided by regular school programs.

The Fort Calhoun Community Schools believe that developing high-ability learners to their fullest potential requires that the unique needs of these students be considered and addressed in the total school environment. Our program is designed to challenge the student through appropriate educational experiences and opportunities in order that the high-ability learners explore and maximize their fullest potential.

The Fort Calhoun District will strive to develop regulations and procedures to ensure that appropriate programs, within budgetary limitations, are provided for High-Ability Learners.

Students participating in the High Ability Learner program will be identified primarily in Language Arts, using a matrix. This matrix will use the test scores of the NWEA (Measures of Academic Progress, MAP) in the areas of Reading and Language; NeSA (the Nebraska State tests); SAGES (Screening Assessment for Gifted Elementary Students); grades; and teacher recommendations. Each score will be assigned a value. If the student reaches a minimum score they will be considered for the HAL program. A team of educators will make the final decision about who will qualify for the Fort Calhoun's High-Ability Learner program.

GRADING RUBRIC

A-94-100

B-85-93

C-78-84

D-70-77

F-69 and below

GRIEVANCE POLICY/PROCEDURE

It is the policy of Fort Calhoun School District #3 not to discriminate on the basis of sex, age, race, color, national origin, religion, or handicap in its educational programs, activities, or employment as required by Title VI, Title IX, and Section 504 of Federal Law.

If you believe that you have been discriminated against, you may make a claim that your rights have been denied. Procedures for filing a grievance are:

Level One

A grievant shall, within ten (10) days after the occurrence of the event, which is the subject of the grievance, make an appointment with and discuss the matter with his or her principal or immediate supervisor. Every effort will be made to resolve the grievance informally at this level. The principal or immediate supervisor shall give an oral response to the grievant within five (5) days after the initial discussion.

Level Two

In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it, and submit it to the principal or immediate supervisor within five (5) days after the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and an explanation of how

such facts result in discrimination. The principal or immediate supervisor must submit a written answer with five (5) days after receipt of the written grievance.

Level Three

In the event the grievant is not satisfied with the resolution of the grievance at Level Two, the grievant may submit the written grievance within five (5) days thereafter to the superintendent. The superintendent will respond in writing to the written grievance within five (5) days thereafter.

Level Four

In the event the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant within ten days may submit the written grievance to: The Office for Civil Rights, Department of Health, Education, and Welfare, Washington D.C. The grievance policy and procedures can be obtained from the principal's offices or the superintendent's office of Fort Calhoun Community Schools, Fort Calhoun, Nebraska 68023.

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.

Self-Management of Diabetes or Asthma/Anaphylaxis

Upon receiving the written request of a student's parent or guardian and the written medical authorization described in the applicable provisions below, by the student's physician, 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.

School Health Screening - 5053

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 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.

Guidelines for Pink Eye

Children showing any signs or symptoms of a contagious or infectious disease are required by law to be sent to their homes immediately, or as soon as safe and proper conveyance can be found. The presence of one or more of the following signs or symptoms should make the teacher inform the school's nurse immediately. Those symptoms could include: fever, flushed face, headache, aches in muscles or joints, unexplained tiredness or listlessness, loss of appetite, stomach ache, nausea or vomiting, diarrhea, convulsions, sore throat, nasal congestion or discharge, unexplained skin eruption, sore or inflamed eyes.

If upon the visit to the school's nurse it is determined there is redness of white of eye, tearing, discharge of pus the student will be sent home immediately until the eye is normal in appearance or with documentation from physician that the child is no longer infectious.

IMMUNIZATIONS

2013-2014 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 from Kindergarten through 12 th Grade, including all transfer students from outside the State of Nebraska and any foreign students	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th 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.
Additionally, for 7th Grade Only	1 dose of Tdap (must contain Pertussis booster).

Students must show proof of immunization upon enrollment in Fort Calhoun Elementary 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.

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.

LEAVING the SCHOOL BUILDING

A student leaving school at any time during the day must report to the office of the Principal to be excused. Students who fail to follow this procedure will be considered truant.

LIVE ANIMALS

For safety reasons, live animals (excluding animals which assist the blind or physically handicapped) will be allowed in the building only under the following conditions:

1. The animal is being used for educational purposes.
2. The animal is being brought to school by a parent/guardian for the class period that it is needed only.
3. The animal is taken home by the parent/guardian as soon as the class period ends.

LOST and FOUND

Please label items that are brought or kept at school. If a missing item is found and has a name on it, it can be returned. Each year a large number of items from the lost and found are donated to charity because they have no identification and go unclaimed. The school is not responsible for lost or stolen property.

MULTICULTURAL POLICY

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- Affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- Challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- Valuing multiple cultural perspectives; and
- Providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Fort Calhoun Elementary School, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society..

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-SCHOOL RELATED ITEMS

Items not pertaining to education needs should be left at home. The school cannot be responsible

for lost, damaged, or stolen items. Students are cautioned against bringing large amounts of money or items of value to school. Novelty items such as games, radios, CD players, toys, chains, laser pointers, etc. that distract from the education of others are not allowed. Items will be confiscated and parents will be contacted.

NOTICE OF NON-DISCRIMINATION

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

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

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

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or

- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

NURSE

The school nurse is on duty at Fort Calhoun Community Schools during regular school hours. Parents need to notify the school nurse or office if their child has a specific medical condition that would require medical attention (diabetes, asthma, hearing condition, epilepsy, etc.) or might hinder his or her participation in various school activities. Parents must complete a health information sheet each year.

Parents need to sign a permission form if their child is on medication that requires dosage during the school day. All medication taken at the elementary school must be kept in the office unless otherwise directed by a physician.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held in October and February. To accommodate you, the office sends home letters each year with times to set up your conferences. Once you receive that document please contact the school with the time you prefer. It is recommended to have an alternate time chosen just in case your primary time is taken. Due to the complexity of this process the office arranges conferences with a “first come first serve” concept. The office will continue to strive to meet parents request appropriately. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed. We appreciate your cooperation!

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
- Social media, users names or handles
- 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.

PHONE - STUDENT USE

School telephones are for school business. Students should make arrangements prior to the start of school. Students will be allowed to use the office phone in the event of an emergency or unexpected schedule change.

PIONEERS for EDUCATION (PFE)

PFE is committed to working together with parents, teachers, and students to provide fun and educational opportunities for both the elementary and high school. PFE sponsors numerous educational

activities to create opportunities that would not be available to students. To receive information about joining please call the elementary office (402-468-5714).

PLANNERS for STUDENTS

Students in grades 3 -6 are issued a student planner to be used for recording homework assignments and to facilitate communication between home and school. Students need to bring their planners to school everyday. Students who lose their planner will be required to pay \$5 for its replacement.

PLAYGROUND/RECESS PROCEDURES

Children learn to take turns, share and cooperate with each other during recess. Muscles and muscle coordination are also developed through play activities.

Guidelines for behavior and usage of equipment are provided to teach children how to have fun in a safe way.

Playground Rules:

1. Students are expected to follow directions of the playground supervisor.
2. Each child should respect school property, materials and equipment.
3. Baseballs and baseball bats are not permitted.
4. Snow and objects other than balls are not to be thrown.
5. Tackle football is not permitted.
6. Fighting, pushing, kicking and hitting are not permitted.
7. Profane language or indecent conduct will not be tolerated.
8. ALL electronic devices are not permitted during recess unless authorized by the principal.

*If the temperature is 15 degrees or higher, the students will be going outside. If the temperature is under 15 degrees (ex. 14 degrees) the students will have indoor recess.

POLICE QUESTIONING of STUDENTS - 5022

The school will cooperate with law enforcement agencies so that the rights of the school, 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 cases of abuse.
4. Every effort shall be made to notify parents or guardians prior to the release of a student from school or questioning a student within school hours.

5. In the event of a student's parents 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.**

SCHOOL CLOSING

Information regarding closing of schools and cancellation/postponement of activities will be announced over the following TV and radio stations. The automated phone alert system will be activated to call families.

TV: Local channels; KETV 7, WOWT 6, KMTV 3, KPTM Fox 42

Radio: KFAB (1110)

SEARCHES

Student desks, computer equipment, and other such property is owned by the school. The school exercises exclusive control over such property. Students should not expect privacy regarding usage of items placed in or on school property. School property is subject to search at any time by school officials. Periodic, random searches of desks, computers and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items that have been or are reasonably expected to disrupt or interfere with the educational process ("nuisance items") may be removed from student possession.

SEXUAL HARASSMENT - 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.

SPECIAL SERVICES

Title 1 Program

Through the use of federal funds, Fort Calhoun Elementary School provides a special language arts program for children. The program is designed to help those children who have not mastered skills at their grade expectancy.

Title 1 Parent Involvement Policy

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring (A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; (D) the carrying out of other activities, such as those described in section 1118 of the ESEA. A complete policy is located in the Title 1 classroom at Fort Calhoun Elementary School.

Special Education Resource Program

The resource program provides special services for students who have been identified with a disability. The resource teacher works collaboratively with parents and regular education teachers in providing an appropriate program for students with special needs. Each student has an I.E.P. (Individual Education Program) that contains individual goals and objectives for the school year. It is a priority of the entire staff to assure that the resource program is inclusionary in meeting the individual, academic, and social needs of students.

Speech and Hearing Services

A licensed speech and language pathologist evaluates children referred for possible speech or hearing problems.

Therapy language sessions address problems with articulation, delayed language, cleft palate, voice, stuttering and hearing loss. The students have an I.E.P. (Individual Education Program) that is written by the multidisciplinary team (including teachers and parents). The speech and language pathologist may work with the students individually, in groups, or within the regular classroom.

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 are 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 Fort Calhoun Community Schools' District Offices.

STUDENT DISCIPLINE - 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

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which

case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. Alternative School or Pre-expulsion Procedures. The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than
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;. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;;

(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;
 - (e) A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and 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.

STUDENT DRIVING and PARKING - 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, whether they park on or off school property, 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.

STUDENT DROP-OFF/PICK-UP AREA

A safe learning environment for all students is ultimately our main goal. That starts when students get dropped off in the morning. We ask that all parents, guardians, relatives, friends, and any other individual approved to drop-off or pick-up your student to comply with the signs posted around the school's premises. This will ensure a safe and orderly environment during drop-off and pick-up.

Please adhere to the following rules that are posted on the Drop-off and Pick-up Lane Etiquette sign in front of the school in the student drop-off and pick-up area:

- No Parking.
- Proceed to the next open space (pull fully into the drop-off/pick-up) lane.
- Drivers, please stay in your vehicle.
- Drop-off or pick-up from the sidewalk only.
- Once you have dropped-off or picked-up, exit the system (via the passing lane) to make room for the next vehicle.
- If you must leave your vehicle, go the parking lot.

Please adhere to the following rules when dropping-off and picking-up in the bus lane:

- Do not disrupt bus routes.
- Once the buses leave you may use the bus lane to drop-off or pick-up your student.

The school truly appreciates everyone's help with abiding with the drop-off and pick-up policy. To assist with student safety even further, please use the pedestrian crossings when walking across streets during drop-off and pick-up times. We will continue to create a safe environment for all.

STUDENT PLACEMENT PROCESS

The staff at Fort Calhoun Elementary takes the responsibility of placing students in a classroom very seriously. Ultimately, our goal is to create the best learning environment for all students. The process will take place in the spring. We believe this process should be determined by the professional staff in the building. We also understand there are unique circumstances each year that we must take into consideration. At that time, if agreed upon by the principal, parents/guardian, and teacher, a parent request will be honored. When teachers have agreed on a well-balanced classroom. Those classroom lists are then provided to the principal for final approval. Once approved the classroom lists are then distributed to parents/guardians at the end of July.

Please see below for some of the factors we consider while placing your student into a classroom:

- Emotional, social, and behavior needs.
- Academic progress.
- Proportionally balanced by numbers.
- Collaboration between home and school.
- Any other needs of each student.

STUDENT PROMOTION/ACCELERATION/RETENTION

The district is dedicated to the total and continuous development of each pupil enrolled, and students are enrolled at the grade level suited to them academically, socially and emotionally. Students will generally be moved forward from grade to grade in a continuous pattern of achievement and growth that corresponds with his/her own development and the academic standards established for each grade and core subject. The school district follows research-supported guidelines in considering and/or recommending student retention.

When grade retention or acceleration is being considered, the school will refer the student to the PST (Problem Solving Team) process. The PST shall evaluate and recommend a grade placement for the student based on the relevant data. The PST shall consider:

- Mastery of grade level curriculum
- Overall classroom performance and participation
- Performance on standardized test data, as appropriate
- Previous interventions, including retentions
- Age and level of social and emotional maturity
- Regular school attendance
- Expressed preference of parents/guardians

None of the above factors shall be individually determinative. The building principal will make all final decisions about the grade level placement of students.

Retention of students for athletic purposes is prohibited.

Promotion and Retention of Students With Disabilities

For students receiving special education or related services, the Individualized Education Plan Team shall determine grade level placement and promotion. Nothing in this policy shall infringe on any right provided to students with Individualized Education Programs pursuant to the federal Individuals with Disabilities Education Act, Section 504 of the federal Rehabilitation Act of 1972, or the Federal Americans with Disabilities Act.

TARDINESS

A child is considered tardy if he/she arrives after 8:05 a.m. When a child is tardy, one of two things can happen. Either the teacher must stop working with the rest of the class to explain what the tardy child has missed, or the tardy child misses important information about what is expected that day.

If a pattern of absences or tardiness develops:

1. The principal will contact the parent to make sure there is no misunderstanding about arrival time.
2. The principal will document the results of this conference and place a copy in the child's folder.
3. If absence or tardiness problems continue, more serious action based on the principal's recommendations, may result.
4. Excessive absences or tardiness will require a personal conference with the parents to resolve the problem. This conference will include the teacher and the building principal.

TEXTBOOKS

Textbooks are furnished by Fort Calhoun Community Schools. Care of textbooks is the responsibility of the student to whom they are issued. Students will be charged for lost or damaged books.

TRUANCY

Truancy and tardiness are violations of school rules. If a child continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the compulsory attendance statutes, warning him/her to comply with its provisions. If in one week after the time such notice is given, such person is still violating such statutes, then the principal shall file a report with the school resource officer.

VISITORS

Parents of students are encouraged to visit. In order to avoid a disruption to the learning environment, we ask that parents schedule classroom visits in advance with the child's teacher and/ or the building principal. Upon entering the building, parents and visitors will report to the office to receive a visitor pass.

Students are not allowed to bring other students, relatives, and/or friends to school to spend part or all of the day.

WEAPONS

Weapons and other dangerous objects and look-a-likes shall be taken from students while in possession on school grounds. If a student is suspected to have a weapon, on school grounds, school officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of this rule violation. A weapon could be considered, but not limited to, one of the following knives, brass knuckles, or firearm. The weapon or dangerous object will be taken from the student immediately. Parents will be contacted if a weapon or dangerous object is found. The student will be subject to further disciplinary actions including suspension or expulsion. Please refer to policy 5049s

PRESCHOOL INFORMATION

Preschool Vision Statement

The vision of the Fort Calhoun preschool program is to work in partnership with families and the community to enhance the abilities and skills of children in the areas of social-emotional, physical, cognitive, language, literacy, science, social studies, and mathematical development. The development of these areas will be taught through teacher lead activities and play based learning and discovery.

The Fort Calhoun Preschool is committed to providing learning experiences for children in preparation for early success and school readiness. The preschool program provides a learning environment that supports children to develop strengths and skills necessary for them to construct their own knowledge and prepare them for their next stage of learning.

Students learn at different levels and speeds our preschool staff will provide students with the broad range of educational and exciting opportunities that will help them learn to the best of their ability and meet their individual potential.

To achieve our vision we believe:

- *Children learn best as active participants when given cooperative and play based experiences.
- *Children learn best through experiences that enhance their self-esteem and help them make choices.
- *Children learn best when a safe and friendly learning environment is created where students can solve problems and express their feelings.
- *Children learn best by staff creating a trusting and caring relationship with students to enable learning.
- *Children learn best when parents are a part of the educational process. In recognition of this, parent involvement is actively sought, encouraged, and welcomed.

Class schedule and times

Preschool classes are held Monday thru Thursday. The preschool will follow the elementary school schedule. Due to state requirements for instructional hours, we will need to schedule preschool on four additional early out days. This will be determined each year by the preschool instructor and or the principal. The morning session classes will start at 8:00 a.m. and end at 11:15 a.m. The afternoon sessions will start at 11:50 a.m. and end at 3:05 p.m.

Drop off and pick up

When dropping off and picking up your child please remember the drop off zone is located in front of the school. This is a no parking zone during drop off. Please do not get out of your vehicle to walk your student to the building. If you are adamant to walk your student to the building, please park your vehicle in the parking lot.

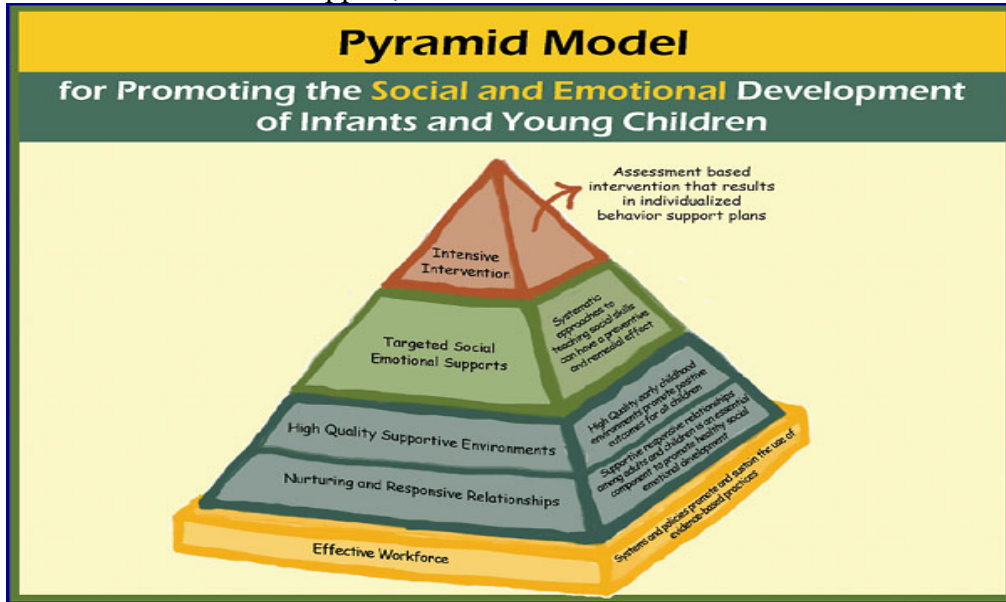
Forms due

Before entry into the preschool program you must have turned into the office a birth certificate, current immunization records, and student profile sheet.

Instructional Pyramid Model

- *Pyramid Model (Social Emotional Development) This is the model we use to help guide our teaching instruction in the area of social emotional development. The Pyramid Model builds upon a tiered approach to providing universal supports to all children to promote social emotional growth, target to

those who need more support, and intensive services to those who need them.



Yellow Foundation (Bottom of Pyramid): **Effective Workforce**- Systems and policies promote and sustain the use of evidence-based practices.

Blue Tier 1 (2nd from the bottom of Pyramid): **Nurturing and Responsive Relationships**- Supportive responsive relationships among adults and children is an essential component to promote healthy social emotional development

Blue Tier 2: (3rd from the bottom of Pyramid) **High Quality Supportive Environments**- High quality early childhood environments promote positive outcomes for all children

Green Tier: (4th from the bottom of Pyramid) **Target Social Emotional Supports**- Systematic approaches to teaching social skills can have a preventive and remedial effect

Red Tier: (Top of the Pyramid) **Intensive Intervention**- Assessment based intervention that results in individual behavior supports plans

Nebraska Department of Education Regulation

Early Childhood Programs (Rule 11), Public Schools are not allowed to serve kindergarten eligible children (turn 5 by July 31, 2013) in their preschool programs.

Procedure accepting students

The procedure the district follows on who is accepted first into the preschool program is determined by the following in this numeric order:

1. Resident special education students will be accepted.
2. Students that live in the district (resident) will be accepted.
3. Out of district (non-resident) students will be accepted.

When the district opens enrollment (usually starts in March and ends in April) for preschool, which is determined by the principal and the preschool instructor each year, the office documents what date and

time each family registers their child. Applications will be available on-line (at the schools website) and in the elementary office. From this list we accept resident students requiring special educational services first and then we accept district students in order of “first come first serve” basis. After we fill our open slots with Special Education and district students, if there are slots still available, we will then start the process accepting out of district students into our early childhood program. If all slots are filled the office then begins a “waiting list”. The main purpose of this list is to take the next child in line if a slot becomes available. Once that slot becomes available we will offer it to the next child on the list. Parents will have 48 hours to decline or accept the slot. To respect all parties, if you do not contact the office in the time allotted the office will contact the next child on the list.

It is suggested that 3-year olds are in the morning session and 4-year olds are in the afternoon session. This is a practice that is followed to keep students engaged appropriately throughout the day.

The number of students accepted is calculated to maintain a productive peer model preschool program. The number of peer model students accepted is subject to change on a yearly basis and is determined by the preschool instructor and/or the building principal.

Toilet trained

Peer model students must be able to use the restroom independently in order to receive preschool service. If the student is not able to use the restroom independently this may result in not being accepted into the preschool program.

Tuition

The tuition for peer model students is \$130/month. The first tuition payment is due on or before August 1st. Payment for each subsequent month will be due on or before the 20th. There will be a grace period of 5 days if payment is not received by the 20th. If the school does not receive the payment by the 25th of the month, the principal will follow up with a friendly reminder by making a phone call to make sure payment gets arranged. If the school does not have the payment by the 1st of the following month, we will discontinue services. Since August and May are abbreviated months there will not be a payment due in May. Payments can be mailed to the elementary or brought to the elementary office from 7:30 a.m.- 3:30 p.m. on regular scheduled school days: Fort Calhoun Elementary School, 1020 Monroe Street Fort Calhoun, NE 68023

Sliding Fee Scale

The district has implemented a sliding fee scale for those families that need assistance with tuition. To qualify for this you must fill out a Free/Reduced form. The form will be located in the elementary office. After it is completed the office will determine if you qualify for this reduced price. If you qualify for this you will pay half of the current full rate.

Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. **Title IX Coordinator**

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the “**Title IX Coordinator**.” The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. **Definitions.** As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply

with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

- 2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
 - 2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
 - 2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent
- 2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—
 - 2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - 2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 2.6.4.2.1. The length of the relationship.
 - 2.6.4.2.2. The type of relationship.
 - 2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.
- 2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- 2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - 2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. **Discrimination Not Involving Sexual Harassment.**

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006

4. **Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment.**

5.1. General Requirements.

- 5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- 5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- 5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- 5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.
 - 5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.
 - 5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:
 - 5.1.4.2.1. The definition of sexual harassment in subsection 2.6;
 - 5.1.4.2.2. The scope of the district's education program or activity;
 - 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
 - 5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

- 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.
- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- 5.2. **Notice of Allegations.**
 - 5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
 - 5.2.1.1. A copy of this policy.
 - 5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any

initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

- 5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

- 5.3.1. The district will investigate the allegations in a formal complaint.
- 5.3.2. **Mandatory Dismissals.** The district **must** dismiss a format complaint if the conduct alleged in the formal complaint:
 - 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
 - 5.3.2.2. Did not occur in the district's education program or activity; or
 - 5.3.2.3. Did not occur against a person in the United States.
- 5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
 - 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or
 - 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. Consolidation of Formal Complaints. The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will:

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. **Determination Regarding Responsibility**

- 5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:
 - 5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
 - 5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - 5.7.2.3. Findings of fact supporting the determination;

- 5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;
- 5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
- 5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.
- 5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- 5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.
- 5.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.
 - 5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.
 - 5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:
 - 5.8.2.1. Procedural irregularity that affected the outcome of the matter;
 - 5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents

generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

- 5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- 5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- 5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
- 5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
- 5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

- 5.9.1.1. The allegations;
- 5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- 5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
- 5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

- 5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. **Recordkeeping.**

- 5.10.1. The district will maintain for a period of seven years records of:

- 5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
- 5.10.1.2. Any appeal and the result therefrom;
- 5.10.1.3. Any informal resolution and the result therefrom; and
- 5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

- 5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

- 7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.
- 7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.
- 7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.
- 7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or

judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. Specific Circumstances.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.