

Fort Calhoun Elementary School

# **Parent/Student Handbook**



2025 - 2026 School Year

## *Welcome to the 2025-26 school year!*

Every day is a great day to learn, grow, and show Pioneer pride at Fort Calhoun Elementary! I'm thrilled to kick off the new school year with your family and truly appreciate you choosing one of Nebraska's finest school districts.

To make our school a positive and successful place for all students, it is essential to create an environment built on mutual respect. Each person at Fort Calhoun Elementary wants school to be a place to experience the excitement of learning, a place where the students, parents and school staff form a partnership. Working together, there is no limit to what our children can achieve.

Please take the time to read the Fort Calhoun Elementary School handbook. If you have questions unanswered by the handbook, please contact the school. I am anticipating a fantastic school year filled with new experiences, growing relationships and plenty of fun along the way. I can't wait to see what the upcoming school year holds and am eager to see all that we can accomplish as we work together.

Go Pioneers!

Mrs. Sara Horstman  
Fort Calhoun Elementary Principal

### **The mission of Fort Calhoun Community Schools is to:**

Foster Learning in an inspiring, caring and safe 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.

### **Our vision:**

At Fort Calhoun Elementary School, we honor our traditions and build strong relationships with students, families, staff, and the community. We are committed to teaching the whole child through authentic learning experiences that promote academic excellence, well-being, and character. In a safe and supportive environment, students are empowered to be respectful, responsible, and brave. Grounded in a culture of hometown pride, we prepare students for success beyond the classroom and readiness for the real world.

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:

Josh Christensen - President  
Amanda Schrum - Vice-President  
Cassie Kelly - Secretary

Ted Welchert - Treasurer  
Ryan Sevcik - Member  
Tony Dowling - Member

### Administration:

Jerry Green - Superintendent

Sara Horstman - Elementary Principal

### Certificated Instructional Staff:

#### Preschool:

- Amber Leifeld
- Deanna Royuk

#### Kindergarten:

- Jessica Hall
- Katy Kelsey
- Mallorie Neubaum

#### First Grade:

- Brittney Spellerberg
- Miranda Weingaertner
- Ronny Zeringue

#### Second Grade:

- Christina Bowser
- Taylor Coulter
- Ashley Hallberg

#### Third Grade:

- Lindsay Benoit
- Whitney Hodson
- Cassiday Knust

#### Fourth Grade:

- Brooke Jones
- Kathryn Omer
- Allie Schleifler

#### Fifth Grade:

- Olivia Bruening
- Alison Romans
- Maggie Schmidt

#### Sixth Grade:

- Mike Mallette
- Ellen Rice
- Todd Teeter

#### Special Education:

- Tara Mueller - K/1st/2nd Grade
- Delaney Appel - 3rd/4th Grade
- Chelsea Ewart - 5th/6th Grade

#### Specials:

- Ariel Connor - Art
- Sheri Homolka - Librarian
- Mark Jones - Instrumental Music
- Kinsey Knorr - Vocal Music
- Tessa Rutledge - Physical Education
- Marie Adams - Guidance Counselor

#### Certified Support Staff:

- Miranda Adams - School Psychologist
- Nicole Knight - Occupational Therapist
- Angela Hansen - Title 1 & Reading Specialist
- Marshall Keough - Intervention Specialist
- Veleka Prunty - Speech Pathologist
- Chris Roberts - HAL Coordinator
- Jim Cody - Technology Coordinator

## Classified Support Staff

### Office:

- Ruby Weaver - Secretary - Principal

### Office Medical Aide:

- Kylie Points

### Para-Professionals:

- Ann Klemm
- Ellie Lancaster
- Bekki Larrick
- Tracie Larsen
- Jessica Majerus
- Ronni Pane
- Mary Hanselman
- Lisa Van Vleet
- Michelle VonKnorring
- Jessica Warfield
- Candace Hutchson
- Neile Rogge
- Gina Christiansen
- Bailee Miles

### Technology:

- Jennifer Gepson - Technology Aide

### Maintenance/Custodial:

- Ryan Herold - Day Custodian
- Bruce Mattison - Maintenance Director

### Food Service:

- Andi Brewer - Head Cook
- Rachel Mattison - Food Service Director
- Brooke Smithberg
- Amber Howell

### Transportation:

- Ken Lancaster
- Michelle VonKnorring
- Leslie Bryan
- Steve Bryan
- Chris Eastman
- Steve Emert
- Randy Johnsen
- John Linton
- Kathy Preister
- Fred Schutz

## 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* (8-11:30 a.m.). If a student arrives between 8:00 and 9:30 a.m., the student is counted tardy for the morning session. Please remember, if your student is counted tardy, it will be documented accordingly. If the tardy is not excused by the building principal it will accumulate to an absent report.

*Afternoon Attendance* (11:30-3:00 p.m.). If your student comes before 1:00 p.m., the student is counted as absent half of a day. If your student leaves after 1:00 p.m., the student is counted as "early leave." If the early leave is not excused by the building principal it will accumulate to an absent report.

**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 ten days absent, parents are notified by mail. Additionally, the principal may contact you if deemed necessary.
2. After fifteen days absent, parents are notified by mail and will be contacted by the principal.
3. 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 – Also refer to Board Policy 5001**

Compulsory Attendance and Excessive Absenteeism (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 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.

### **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 (402-468-5714) 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.

### **Absence Procedures:**

1. All absences are reported to and recorded in the school'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.

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

**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.

### **Tardiness**

A child is considered tardy if he/she arrives after 8:05 a.m. When a child is tardy it interferes with the learning process that includes missing important information about what is expected that day.

### **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.

### **Excessive Absenteeism**

When a student receives 5 [\[A1\]](#) 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 [\[A2\]](#) 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.

### **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.

### **ACADEMIC INTEGRITY**

Students are expected to follow the academic integrity standards set by their teachers and school administration. These standards are in place to ensure students gain the most from instruction, receive grades that truly reflect their learning and progress, promote consistency among all students, and foster the development of strong personal values.



Students who cheat, plagiarize, or engage in any form of academic dishonesty may face disciplinary action for the behavior from the school administration.

### **ALCOHOL/DRUGS/TOBACCO**

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 buildings, 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 ensure 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 Mr. Jerry Green at 402-468-5596.

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

Also refer to Board policy 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.

#### **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.

### **Listing of Fees Charged by this District:**

- 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.
- 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. 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
  - c. Students use the devices as required. Students are responsible for using the devices safely and as instructed.
- 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.
- 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:
  - a. Art Classes - \$20.00
  - b. Industrial Technology Classes - \$400.00
  - c. Robotics - \$50.00
  - d. 8th Grade Woods - \$20.00
- 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:
  - a. Student activity card - \$30.00 (Covers admission to all home extracurricular events except Conference, District or State Contests held in Fort Calhoun)

- b. Future Business Leaders of America - \$25.00
- c. National Honor Society - \$10.00
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. 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.
- i. SkillsUSA - Students must purchase their own jackets. The maximum dollar amount charged by the school district for these items will be \$25.00.
- j. Drama - \$25.00
- k. Speech - \$50.00
- l. Quiz Bowl - \$50.00
- m. Spanish Club - \$30.00
- n. POPP (Pioneers Overcoming Peer Pressure) - \$10.00
- 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.
- 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.
- 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.

- 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 \$150.00 monthly.
- 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.
- 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
    - a. Regular Price - \$2.10
    - b. Reduced Price - \$.30
  - Lunch Program – Grades K-6
    - a. Regular Price - \$3.10
    - b. Seconds Price - \$3.10
    - c. Reduced Price - \$.40
- 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:
  - a. 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.
  - b. 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.
- 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.

### **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.

### **Distribution of Policy**

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

### **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.

### **Fundraising 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.

### **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 as 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** – Also refer to Board policy 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.

**AUDIO and VIDEO RECORDING POLICY** - Also refer to Board 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 (2<sup>nd</sup>-6<sup>th</sup> 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 3:00 p.m. and will end at 3:30p.m. The other opportunity is before school starts at 7:30 a.m. and will end at 8:00a.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 ensure 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, if determined necessary by the building principal, we will set up a meeting with the principal, teacher, student and parent upon principal discretion. 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.

### **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 the student does not disrupt the educational rights of another student or students or harm to themselves. At all times, the parents will be informed as to any behaviors that a student might experience.

Fort Calhoun Elementary has adopted the following student performance goals based on an evidence-based framework called Positive Behavior Intervention and Supports. Within those parameters we have created a unique approach to fit our student needs. Please see below for the basic frameworks for each student:



## PIONEERS ARE

Safe	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self.</li> <li>• Get permission to leave.</li> </ul>
Brave	<ul style="list-style-type: none"> <li>• Stay positive.</li> <li>• Stand up for others.</li> <li>• Keep trying even when things are hard.</li> <li>• Accept each others' differences.</li> <li>• Report unsafe behavior to an adult.</li> </ul>
Respectful	<ul style="list-style-type: none"> <li>• Use kind words and actions.</li> <li>• Follow adults' directions.</li> <li>• Take care of school &amp; personal property.</li> </ul>
Responsible	<ul style="list-style-type: none"> <li>• Lead by example.</li> <li>• Be an active learner and problem solver.</li> <li>• Follow rules even when an adult is not watching.</li> </ul>

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, & PROGRAMS**

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

1. 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. 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 - The 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 & HARASSMENT**

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:

1. 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.
2. 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.
3. 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:

- First Offense - Notice is sent home as a reminder to the student and parent. Disciplinary action is taken as needed.
- Second Offense - The student is suspended from riding the school bus for a minimum of three days.
- Third Offense - The student is suspended from riding the school bus for a minimum of 10 days.

- Fourth Offense - The student is expelled from school bus privileges for the remainder of the semester.

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

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

### **CHAIN OF COMMAND - For Parent Questions**

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 & Community Communication Flow Chart**

<b>Area of Concern:</b>	<b>1st Level:</b>	<b>2nd Level:</b>	<b>3rd Level:</b>	<b>4th Level:</b>	<b>5th Level:</b>
<b>Athletics</b>	Coach	Athletic Director	Principal	Superintendent	
<b>Athletics Facilities</b>	Athletic Director	Maintenance	Principal	Superintendent	
<b>Athletic Injuries</b>	Coach	Trainer	Athletic Director	Principal	Superintendent
<b>Business Office</b>	Principal	Business Director	Superintendent		
<b>Curriculum</b>	Teacher	Instructional Leader	Principal	Superintendent	
<b>Instruction</b>	Teacher	Principal	Superintendent		
<b>Facilities</b>	Building Custodian	Head Custodian	Maintenance Director	Principal	Superintendent
<b>Guidance</b>	Counselor	Psychologist	Principal	Superintendent	
<b>Special Education</b>	Case Manager	Teacher	Special Education Director	Principal	Superintendent
<b>Student Affairs</b>	Teacher	Assistant Principal	Principal	Superintendent	
<b>Technology - Hardware</b>	Teacher	Technology Aide	Technology Director	Principal	Superintendent
<b>Technology - Software</b>	Teacher	Technology Aide	Technology Director	Principal	Superintendent

**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 email 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 & 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 (Adult supervision begins at 7:30 outside)

8:00 a.m. School Day Begins

8:05 a.m. Student Is Considered Tardy

10:10 a.m. Kindergarten Recess

10:45 a.m. Kindergarten Lunch/1<sup>st</sup> and 2<sup>nd</sup> Recess

11:20 a.m. 1<sup>st</sup> and 2<sup>nd</sup> Lunch/ 3<sup>rd</sup> and 4<sup>th</sup> Recess

11:55 a.m. 3<sup>rd</sup> and 4<sup>th</sup> Lunch/5<sup>th</sup> and 6<sup>th</sup> Recess

12:30 p.m. 5<sup>th</sup> and 6<sup>th</sup> Lunch

3:00 p.m. Dismissal (Monday-Thursday)

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

## **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.

## **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 Marshal.

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 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 of 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.
- 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.

### **2025 - 2026 Food Service Prices**

- Breakfast Program – Grades K-6
  - Student Price - \$2.10
  - Student Reduced Price - \$.30
- Lunch Program – Grades K-6
  - Student Price - \$3.10
  - Student Seconds Price \$3.10
  - Student Reduced Price - \$.40
- Milk - \$0.50
- E-Funds (an electronic check system) is available for payment of your student's lunches.

### **US Department of Agriculture Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity

conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

#### **GIFTED PROGRAM (High Ability Learner)**

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; NSCAS (the Nebraska Student-Centered Assessment System); CoGAT (Cognitive Abilities Test); 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 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 - Also refer to Board policy 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 a physician that the child is no longer infectious.

## IMMUNIZATIONS

Student Age Group:	Required Vaccines:
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	<ul style="list-style-type: none"><li>• 4 doses of DTaP, DTP, or DT vaccine,</li><li>• 3 doses of Polio vaccine,</li><li>• 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age,</li><li>• 3 doses of pediatric Hepatitis B vaccine,</li><li>• 1 dose of MMR or MMRV given on or after 12 months of age,</li><li>• 1 dose of varicella (chickenpox) or MMRV given on or</li></ul>



	<p>after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.</p> <ul style="list-style-type: none"> <li>• 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</li> </ul>
Students from Kindergarten through 12th Grade, including all transfer students from outside the State of Nebraska and any foreign students	<ul style="list-style-type: none"> <li>• 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday,</li> <li>• 3 doses of Polio vaccine,</li> <li>• 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if the student is 11-15 years of age.</li> <li>• 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month,</li> <li>• 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.</li> </ul>
For 7th Grade Only	<ul style="list-style-type: none"> <li>• 1 dose of Tdap (must contain Pertussis booster).</li> </ul>

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** - Also refer to Board policy 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.

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

- Acceptable Use
  - Students may use the Internet to conduct research assigned by teachers.
  - Students may use the Internet to conduct research for classroom projects.
  - Students may use the Internet to gain access to information about current events.
  - Students may use the Internet to conduct research for school-related activities.
  - Students may use the Internet for appropriate educational purposes.
- Unacceptable Use
  - Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
  - Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
  - Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
  - 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.
  - Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
  - Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
  - 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.
  - Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
  - 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.

- 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.
- 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.
- Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
- Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
- Students shall not forge electronic mail messages or web pages.

- Enforcement

- Methods of Enforcement

- 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.
    - 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.
    - 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.
    - 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.

- Consequences for Violation of this Policy

- 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;
      - D. Other discipline as school administration and the school board deem appropriate.
    - Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

- Children's Online Privacy Protection Act (COPPA)
  - The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
  - 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:

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

### **LOST & 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.

### **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.

**NONDISCRIMINATION STATEMENT** - Also refer to Board policy 3053

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

- Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin
- Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin
- Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex
- Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40
- The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment
- Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled
- Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications
- The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons
- The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions
- The Pregnant Workers Fairness Act (PWFA) – requires covered employers to provide reasonable accommodations to qualified employee's or applicant's known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions
- The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty
- The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities
- The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation
- Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age
- The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex
- The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution
- Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district's complaint procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504/ADA Coordinator.

### **MEDICAL AIDE**

The school medical aide is on duty at Fort Calhoun Community Schools during regular school hours. Parents need to notify the school medical aide 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 school will provide you with the opportunity to conference with your child(s) teacher. The platform of this process is a digital sign up with a "first come first serve" concept. The office will continue to strive to meet parents' requests 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** - Also refer to Board policy 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
- Email 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, usernames 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.

### **PERSONAL ELECTRONIC DEVICES (PEDs) EXPECTATIONS**

Students may NOT use cellular phones or other electronic devices while at school during school hours. Any student who is found to be in possession of any cellular phone, or other electronic device (AirPods, personally owned tablet, gaming device, etc.) during school hours is in violation of this policy and the student code of conduct. Staff who discover students in possession of a cellular phone or electronic device while at school during the school day will immediately confiscate the device and turn it into the administration. Students who repeatedly violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including expulsion.

#### **Personal Electronic Devices Expectations:**

- On campus, during \*regular school hours, PEDs including cell phones, smart watches, etc., will be turned off. They can be stored in lockers or out of sight. It is highly encouraged that elementary students leave their PEDs at home. \*Regular school hours, 8-3:10 M-Th, 8-1:30 Friday
- Students may use cell phones or other electronic devices when given permission by administration or their designee.
- Headphones and earbuds will only be connected to a school issued device and at the discretion of the teacher or supervising staff member.
- Students who need electronic devices to monitor health conditions will continue to follow their individualized plans.
- Staff may use PEDs during the school day for safety concerns, staff communication, parent communication.

**Violation of PEDs Expectations will result in the following:**

- First Offense: PED will be taken and returned at the end of the day.
- Second Offense: PED are taken, and parents/guardians must come to retrieve their child's PED.
- Third and subsequent Offenses: PED taken, Friday school assigned, and parents must meet with administration and discuss the problem prior to getting the PED back.

**Respect for Privacy Rights:**

- Students shall not photograph or videotape other individuals at school or at school-sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
- Students shall not email, post to the internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
- Use of cellular phones or other electronic devices are strictly prohibited in locker rooms and restrooms.
- Students found violating privacy rights using cell phone cameras or recording devices will be subject to disciplinary sanctions, including, but not limited to referral to law enforcement.

**Rationale:**

It is a priority that Fort Calhoun Community Schools maintain a safe learning environment conducive to all students. A PED free school will help provide a more engaging learning classroom and help build positive personal relationships with students and staff.

**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 third through sixth 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. In the case of extreme heat, the school will make a decision using reliable sources to ensure students remain safe while outside.

**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 a 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**

- Morning session drop off and pick up procedures. When dropping off in the morning please park on 10th Street to walk your student to the building. When picking up your child please park on Adams Street.
- Afternoon session drop off and pick up procedures. When dropping off your child please park on Adams Street. When picking up your child please park on 10th Street.

## **Forms Due**

Before entry into the preschool program you must have turned into the office a birth certificate, current immunization records, student profile sheet and all other forms that are required by the district.

## **Curriculum**

The current curriculum being utilized is called Learning Without Tears to work on pre-academic skills. Learning Without Tears provides explicit modeled instruction with hands-on materials. The curriculum provides students with social, literacy, language, handwriting and math skills to prepare students for kindergarten. Science and social studies are woven into the curriculum.

Next, Second Step is a program we use in preschool to help build and develop students' social emotional skills. The lessons are taught by the district's guidance counselor. Then reinforced and reviewed daily by the preschool teachers.

Additionally, Teaching Strategies Gold is an authentic, ongoing, observation based tool to gather information on each student's development and learning. Each child in preschool has different abilities, strengths, needs and interests. This helps teachers guide individualized learning. Classroom activities are based on the Teaching Strategies Gold objectives. As required by the Nebraska Department of Education, all students are assessed using Teaching Strategies Gold objectives two times a year.

It is essential to provide updated information regarding your students. Student progress is shared with parents two times a year at Parent-Teacher conferences. Teachers will discuss progress, celebrations and concerns or items students are working on. Home visits are also offered two times a school year to encourage parental involvement and discuss each child's current performance and progress.

## **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, 2024) 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 (anticipated to be February 1), which is determined by the building principal and the preschool instructors each year, applications will be available on-line at the schools website under the “Early Childhood Education” tab. Once the application is complete the acceptance into the program is in the order stated above with the time stamp of submission (first come first serve basis). The preschool instructors and/or building principal will contact the families that are accepted by email with further instructions that are required for acceptance into the program. There is a \$70.00 deposit to hold your spot into the program. That \$70.00 will go toward your first payment. After we fill our open slots with the concept of the calculated amount of peer model students utilizing our procedures above it will then be determined if there are slots still available. Once that is determined we will then start the process of accepting all other students into our early childhood program. If all slots are originally filled there will be a “waiting list” created to determine if our program is capable of taking on additional students. The main purpose of this list is to take the next child in line if a slot becomes available or determined by the preschool instructors and/or building principal if there is available space in the program after initial acceptance. 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 \$150/month. The first tuition payment is due on or before August 20th. The initial down payment of \$70 to hold your spot for our program will go toward the August tuition payment of \$150. Payment for each subsequent month will be due on or before the 20<sup>th</sup>. There will be a grace period of 5 days if payment is not received by the 20<sup>th</sup>. If the school does not receive the payment by the 25<sup>th</sup> 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 1<sup>st</sup> 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.

### **POLICE QUESTIONING of STUDENTS** - Also refer to Board policy 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)

### **SCHOOL WELLNESS** - Also refer to Board policy 5052

## **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** - Also refer to Board policy 5027

Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment by its students against other students even when the affected student does not complain to the faculty or the administration.

Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

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

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

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

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

## **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** - Also refer to Board policy 5035

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

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.

### **Pre-Kindergarten through Second Grade Students**

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 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 his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

### **Makeup Work for Suspended Students**

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

### **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, not to exceed an additional 48 hours, 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 and shall document such effort in writing. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.

### **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**

- **Weapons.** No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.
- **Firearms.** No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

**Exceptions Regarding Firearms and Weapons.** The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

**Consequences - Firearm.** Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

**Consequences – Weapon.** State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

**Confiscation of Firearms and Weapons.** Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

**Report to Law Enforcement Authorities.** All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

### **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.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

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

subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
  - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
  - i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their

name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- j. Violations of the district's acceptable computer use policy;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation;
- n. Violation of the school's audio and video recording policy; and
- o. Any other violation of any board policy, handbook provision, or 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. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. 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 can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
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 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 time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. 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 examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. 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).

### **Reporting Requirement to Law Enforcement**

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;

5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

**STUDENT DRIVING & PARKING** - Also refer to Board policy 5033

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

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

By driving a vehicle to school and parking on school grounds, 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, proceed to 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.

### **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.

### **TITLE IX POLICY** - Also refer to Board policy 3057

**Nondiscrimination.** The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 5876 County Road P43, Fort Calhoun, NE 68023, [nwemhoff@ftcpioneers.org](mailto:nwemhoff@ftcpioneers.org), 402-468-5591. The school district's nondiscrimination policy and grievance procedures are included in this policy, or can be accessed at: [fortcalhounschoools.org](http://fortcalhounschoools.org). To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

**Publication Notice.** The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: [fortcalhounschoools.org](http://fortcalhounschoools.org), "About", "Board of Education", "Policies", and scroll down to Policy 3057.

**Retaliation Prohibited.** Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

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

**Complainant** means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been

subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

**Complaint** means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

**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. School 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.

**Respondent** means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

**Sex-based harassment** prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

**Quid pro quo harassment.** An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

**Hostile environment harassment.** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

**Sexual assault** meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

**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.

- **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.

- **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
- **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
- **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.

**Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

**Dating violence** meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

**Domestic violence** meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

**Stalking** meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

## **Response to Sex-based Harassment.**

**All Employees.** All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

**Title IX Coordinator.** The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

**Supportive Measures.** The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

**Requests to Modify Supportive Measures.** A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

**Students with Disabilities.** If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

**Emergency Removal.** The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

**Administrative Leave.** The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.

**Informal Resolution.** The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

**Grievance Procedures to Resolve Complaints of Sex Discrimination.** Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

**Complaint.** Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

**Complaint by Coordinator.** In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

**Consolidation of Complaints.** The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same

facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

**Basic Procedures.** This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	Target Duration (calendar days)
Completion of the school district's decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

**Notice of Allegations.** Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

**Complaint Investigation.** The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph,

disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

**Relevant and Permissible Evidence.** The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

**Determining Whether Sex Discrimination Occurred.** The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

**Dismissal of a Complaint.** A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;



- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

**Appeal.** The school district will provide the parties the opportunity to appeal the decisionmaker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

**Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

**Notice of Appeal Filed By Party.** The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) 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 and Title IX.

**Appeals of Dismissals.** If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

**Appeal Decision.** The decisionmaker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decisionmaker will notify the parties of the result of the appeal and the rationale for the result.

**Disciplinary Sanctions and Remedies.** If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory

reassignment, adverse employment action up to and including termination, or any other actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

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

**Recordkeeping.** The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.
- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

Adopted on: August 10, 2020

Reviewed on: June 13, 2022

Revised on June 13, 2022

Reviewed on: July 8, 2024

Revised on: July 8, 2024

## **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. All parents/guardians that are interested in volunteering in a classroom setting will be asked to fill out a volunteer data application form. Once the forms have been processed the school will contact you on authorization.

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-alikes 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 5049.