

# PERSONNEL

## ALL CERTIFIED STAFF PRESCHOOL CHECKLIST:

1. **Teaching Certificates:** Register certificates in the superintendent's office. All new and current staff members must have a valid teaching certificate on file in the superintendent's office.
2. **Credentials:** New teachers should check with the superintendent's office to see that credentials are on file.
3. **Transcripts:** An updated copy of college transcripts showing all advanced classes completed to date must be on file in the superintendent's office. This document is necessary for verification of advancement on the salary schedule.
4. **Teaching Contract:** Check the teaching contract for accuracy of assignments and salary. Notify the superintendent's secretary if discrepancies are found.
5. **Financial documents:** Complete all insurance forms, salary withholding information and income tax documents.
6. **Classroom Equipment:** Check classrooms to make sure there are enough chairs and/or desks for larger classes. After schedule changes have been completed, extra chairs can be removed.
7. **Teacher's Yearly Report:** All teachers need to complete the teacher's yearly report document at the conclusion of every school year. This report is due to your building principal before you are checked out of school for the summer.

## ASBESTOS – Presence Within District Buildings

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

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

The District implemented its management plan as of July 9, 1989, and has been conducting a six-month periodic surveillance of all asbestos-containing building materials. This periodic surveillance and the re-inspection are conducted to provide a continuous assessment to assure safety conscious management of asbestos-containing materials. **The detailed plan and updated information for each building, or for the entire district, is open to public review. If you have any questions, please contact the District's Asbestos Program Manager, Don Johnson at 402-468-5591.**

## **DETENTIONS – Grades 9-12**

Every certified staff will be assigned a minimum of one week after school detention per year.

## **EXTRA DUTIES**

Staff members will be asked to supervise student activities and will be compensated according to the Professional Negotiations agreement. Teachers are encouraged to sign up for ticket taking, game supervision, and other duties for school activities through out the year. Two music programs are assigned during the school year. Each teacher is expected to serve at least three duties for the athletic programs. It is expected that teachers will help out from time to time during after school hours without extra compensation. Comp time is provided on early dismissal Fridays when no in-service is scheduled as well as early dismissals that occur during various holidays. You are strongly encouraged to attend other evening events involving students. If you wish to be paid for meetings outside the school day, a professional day form must be submitted. For admission to athletic events a Capitol Conference pass is available. This is NOT transferable to anyone. The Capitol Conference pass will not be honored at invitational tournaments and District or State activities.

## **IN-SERVICE DAYS**

In-service times are scheduled throughout the school year. See the school calendar for dates.

## **LINE OF LEADERSHIP (also see Appendix, 301.03 Communications Channels)**

1. The superintendent is the chief school officer responsible directly to the Board of Education.
2. The superintendent is granted authority to administer and supervise the total school services, while providing the best educational services possible with existing facilities and budget allowance.
3. The superintendent, with delegated authority, may assign principals to the high school or grade school.
4. Teachers and other employees are responsible primarily to the building principal and superintendent.

## **MASTER AGREEMENT**

A master agreement is developed each year through the collective bargaining between representatives of the Board of Education and the Fort Calhoun Education Association. Terms of employment are listed in the agreement. Copies of the agreement will be made available as soon as the agreement has been finalized.

## **PAYMENT OF SALARIES**

Regular employee salaries are payable the 20<sup>th</sup> of each month. If the 20<sup>th</sup> of the month falls on a weekend or legal holiday, the employee salaries are payable the last day prior to the weekend or the legal holiday.

## **PROFESSIONAL ORGANIZATIONS**

All professional teachers are encouraged to take advantage of the opportunity to join and support their own professional organizations.

## **SUBSTITUTE TEACHER**

When a teacher is absent, the administration will try to get a substitute. If a substitute cannot be found, teachers will be assigned by mutual agreement to fill in. You will be paid for each class not to exceed one period per day. Teachers who fill in should keep a record of when they substituted and make sure they give the principal their substitution dates.

## **SUBSTITUTE TEACHER FOLDER**

Have the following items available in your substitute teacher folder:

1. Lesson plans
2. Scheduled absence – lesson plans should be left on the teachers' desk
3. Sudden illness or emergency absence – lesson plans can be phoned or emailed to the office
4. Class schedule
5. Seating chart

## **TEACHING AS A CAREER**

The fact that you have chosen teaching as a career reflects your concern for the growth of young people. It is a proven fact that students learn more by example rather than word, so it becomes increasingly important to conduct yourself in a professional manner. Being a good teacher requires that you strive for consistency, both in your handling of discipline and in your day to day organization of classes. Last, but not least, constantly strive to improve your skills as a classroom teacher and valuable member of the Fort Calhoun staff.

## **PROCEDURE**

### **ASSEMBLIES AND GUEST SPEAKERS**

Secondary: All teachers must attend all convocations and pep rallies. Teachers must be in attendance to help with supervision. All speakers or guests for convocations and special assemblies or meetings are to be approved by the administration and should report to the office upon entering the building.

### **ADMINISTRATION OFFICES**

The office is open at 7:00am., Monday through Friday.

Under no circumstances should a staff member tamper with private desks, computer files, or the school files in the administration offices.

### **ANNOUNCEMENTS/DAILY BULLETIN/INTERCOM – Junior/Senior High School**

Announcements **will** be made over the intercom only when necessary and only by designated staff. ***Contact one of the library personnel before 8:30 Monday-Thursday and 8:15 on Fridays with a written note or via e-mail for any daily announcements.*** Teachers could reiterate any events or announcements at the end of 9th period themselves, if need be. Afternoon announcements will be read at 3:05pm only if there is something that affects events after school. Announcements are available on the school web page.

### **BUILDING SECURITY**

Whenever you leave the building after regular hours, please check the door to be sure it has locked behind you. All student activities must be sponsored - if you have been sponsoring students, make sure they leave the building before you lock the door.

### **CARE OF SCHOOL PROPERTY**

It is the duty of every teacher to protect all school property and report all cases of damage, accident or defacing of desks, tables, walls or chairs. All fines are paid in the office.

Books used in your classes should be checked out properly. Book record sheets are provided and should be used. After books are checked out, please complete the book record sheet and give it to the office. A copy will

be given back to you. Teachers are responsible to assess fines at the end of the course and the students pay in the office. Insist that all books are covered.

Keep your classroom picked up and orderly at the end of each day.

## **CHAIN OF COMMAND**

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

## **CLASSROOM MANAGEMENT**

Classrooms shall be conducted in a disciplined atmosphere in order to promote a positive learning environment and protect the rights of students. Therefore, when a student enrolls in your class, they are to assume the following obligations:

- a. To be present and on time each day, unless they have a valid reason to be absent.
- b. To be in their assigned seat promptly.
- c. To complete each assignment on time.
- d. To give all their attention in class.
- e. To participate in class discussions.
- f. To show special courtesy to everyone who sometimes serves at a personal sacrifice in order to help the student and the school.
- g. There shall be no insubordination tolerated on the part of any student.
- h. No disruptive behavior will be tolerated on the part of any student.
- i. Every teacher will be addressed by the last name, prefixed by the appropriate Mr., Mrs., or Miss.

Classroom management is the single factor that results in the failure of more teachers than all other factors combined. Adequate control of students is the foundation for effective teaching. Weak discipline is highly correlated to disorder. The ability of the entire staff to maintain discipline can be compared to a chain; the total discipline is no better than the weakest teacher. If a student can get away with something under one teacher, he expects to do the same under other teachers. Consistency is the key to good discipline.

Good discipline is not accidental - - - it is something that takes planning and control. It is easier for the good teacher to have naturally good discipline, but a teacher can maintain good discipline by working toward that goal. The following are suggestions for better control of students.

1. The teacher should become acquainted with and be constantly aware of the background of each pupil.
2. One must be firm from the beginning. To overlook little breaches of good citizenship is to invite trouble. DO NOT attempt to be "buddies" with the students. Keep your position in the proper perspective.
3. A timely rebuke for a minor infraction should be given; then the matter dropped.
4. Prevention is easier than a cure. Be far-sighted to foresee many of your difficulties.
5. Seating arrangements of a student as to conduct, or physical problems will solve some problems.
6. Students leaving the room for any purpose should take their planner with them.
7. The use of "nicknames" is strictly out. Call the student by his given name. We should also watch our own conversation between each other. Do not use first names for other teachers in the presence of students.
8. Students should be carefully watched in their use of ordinary study hall privileges.
9. Each teacher should be especially alert for little beginnings of poor citizenship and lack of application.
10. Too often teachers make it a point to condemn a student for a misdemeanor and yet never make a commending remark for good citizenship or the improvement in desirable qualities.
11. Speaking privileges can easily develop into serious problems if there is lack of supervision by the teacher.
12. Various physical elements such as: room temperature, seating, and ventilation will often create a minor student problem.
13. If distracting stimuli are present and can be quietly removed certainly it should be done.
14. Be sure the situation demands the attention that you are giving it.
15. The well-prepared and well-planned lesson preparation will do much to hold the interest of the students and thus eliminate some of your discipline problems.

16. A teacher who is late to class will often find a situation out of hand before he or she has had a chance to prevent the difficulty.
17. If adequate assignments are made, it will do much to care for free time of the students.
18. The use of ridicule, sarcasm, and irony are objectionable. They indicate a wrong spirit in the teacher and are likely to develop objectionable attitudes in the pupils. Their use as a means of punishment are out of keeping with dignity which should characterize the relationship between the teacher and the pupil.
19. In general, one may say, restrictions should not be enunciated until the need has been shown.
20. Much of your trouble will disappear if you are cheerful, even tempered, patient, firm, businesslike, inspiring and easy to approach.
21. Before you reprimand a student, try to see through the situation to locate the cause of source of the difficulty.
22. Disorder and confusion will often disappear if routine matters are explained to the students so that they may know what is expected of them.
23. Delegating of responsibility is often helpful.
24. Schools are made for children or perhaps better still, for society.
25. To help transform an unruly school to an orderly one, the pupils must come to feel the compelling need of the work and the compelling need of this activity in the social setup.
26. As a teacher, you are first of all a guidance teacher, not a sergeant.

### **COMPUTER ROOM USE**

Any teacher who requires students to use computers during their class time is responsible for securing the room and for supervision of the room.

### **DISCIPLINE PROCEDURES (Classroom-Grades 7-12)**

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

The classroom discipline sequence of consequences will be as follows:

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

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

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

## **DRESS AND APPEARANCE (also see 404.10 Appendix)**

To a certain extent, students and the community judge each and every teacher, by his/her appearance. The administration expects each teacher to dress in a professional manner (**NO JEANS OR FLIP FLOPS**). To help promote school spirit Friday has been declared **orange and black day**. On this day teachers are encouraged to wear school colors (**still no jeans or flip flops**).

## **EMERGENCY AND SAFETY**

### **Fire Drill**

State law requires fire drills to be held. We will have periodical fire drills during the year. When you hear one continuous blast from the fire drill system, please exit your class by the nearest door to the outside.

Do the following:

1. Take your green/red sided notebook with you.
2. Turn off all lights in your area.
3. Be sure all doors are closed.
4. Do not allow any talking or running together by the students.
5. Do not re-enter the building until the all clear has been sounded which is 2 short ringing of the bells.

### **Tornado and Civil Defense Drills**

Tornado and civil defense drills will be conducted at the appropriate times of the year. An alternate sounding of the fire alarm will signal a tornado or civil defense drill. Simple rules to follow are:

1. Absolutely no talking at any time.
2. Students should move quietly and quickly to designated areas.
3. Doors and windows should be opened.

## **EVACUATION PLAN**

Police or administration will do evacuation via instruction.

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

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

## **EXCUSES FOR SCHOOL SPONSORED ACTIVITIES AND FIELD TRIPS**

Teachers who will be taking students out of school for any reason are required to obtain authorization by an administrator. A list of students should be made available to all staff via email at least 2 days prior to the event. Be sure to plan field trips before April 15, otherwise they may not be authorized.

## **FIELD TRIPS**

Any field trip that involves an overnight stay will need Board of Education approval. Paperwork including, a trip waiver form and a sponsor background check must be completed, approved, and on file in the district office.

## **FORM LETTERS**

The building principal MUST approve any form letter sent out by a teacher on school stationery. School stationery should not be used for any correspondence that does not involve school business. All words should be checked for correct spelling. All letters should be proofread and neat.

## **FUND RAISING ACTIVITIES**

No fund raising activities will be sponsored without the consent of the administration. The administration discourages any fund raising activity that calls for door-to-door sale of goods.

## **GRADING SYSTEM (grades 7-12)**

The following grading system will be used. Use the letter grade on the report cards.

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

## **GUIDANCE SERVICES (grades 7-12)**

The guidance service has been set up for all students and staff members. Staff members should be familiar with services offered to students, as well as themselves.

## **HALLWAYS AND SUPERVISION**

Please help monitor students at all times. Anytime you are around students, they are under your supervision. Teachers are to be in the hallways or at the door to your room during the time classes are changing. Please greet students as they arrive in the building

## **HANDBOOKS**

Teachers should be familiar with the contents of the parent-student handbook. Teachers are expected to enforce the rules of the school.

## **HOURS ON DUTY**

All teachers are required to be on duty from 7:45am to 3:30pm of each school day, except Friday, which is 7:45am -2:30pm and vacation and in-service days when times will be announced. Teachers should be in their respective areas by 7:45am to assist students.

## **ILLNESS – STUDENT**

When students become ill, they must be cleared through the building principal before they leave the school. Parents must be notified of their child's illness. When students return to school, they must have an admit from the office before they attend your class.



## **ILLNESS - TEACHERS**

If you are ill and unable to come to school, please notify your respective building principal immediately: Jerry Green, high school principal=402-468-5480 (H), 402-616-9069(C); Drew Wagner=402-468-4258 (H), 1-(712)-898-7661(C).

## **INCOMPLETE GRADES- Jr-Sr High School**

All “incompletes” must be made up within the five school days by the end of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters. If the incomplete work has not been made up within that time period, the grade will be converted to a failing grade. No incomplete grades will be given 4<sup>th</sup> quarter/second semester. The exception would be in cases of illness or an unpreventable situation.

## **INCOMPLETE HOMEWORK- Jr-Sr High School**

In accordance with the HELP (Homework Enrichment Learning Program) teachers will update grades weekly. Teachers who assign students to the HELP are required to assist the student at the start of the session.

## **KEYS/FOBS**

Teachers are provided with keys for their area. They are not to be used to enter another faculty member's area. They are not to be loaned to students at any time.

## **LEAVING SCHOOL - STUDENTS**

If a student must leave school, advise the student to go to the office and get permission from the principal or principal designee to leave. NO student has permission to leave school without clearance through the building principal.

## **LEAVING SCHOOL - TEACHERS**

Under no circumstances are teachers to leave the premises without permission from the administration. Teachers in the separate buildings are particularly asked to cooperate with this plan.

## **LESSON PLANS**

All teachers will be required to have their lesson plans updated weekly on their web page. Lesson plans are necessary inasmuch as they serve as a guide for the planning and organizing of instruction. Long and short-term objectives should be developed prior to the beginning of each semester to insure an orderly and meaningful progress of learning experiences.

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

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

## **MAIL/EMAIL**

Each teacher should check her/his mailbox/email twice a day for important bulletins. The general mail will be out by midmorning.

## **MEDIA RELEASES**

If you are responsible for an activity or organization and would like recognition contact the building principal or activities director.

## **MONEY**

**Do not leave money in your room.** It is to be kept in the central office. If you lose money you have collected, you will be expected to pay it yourself.

## **NO CHILD LEFT BEHIND ACT**

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

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are scheduled twice a year. The conferences provide you an opportunity to discuss the progress of every student with their parents or legal guardians. This conference should be a positive experience for both you and the parents as you discuss their child's progress in your academic area.

## **PEP RALLIES**

Pep rallies will be held when requested, but only one per week maximum. Fifteen minutes during the day will be used.

## **POSTERS AND PICTURES**

Posters, pictures, or articles on the walls/bulletin board must meet approval of the building principal.

**ABSOLUTELY NO SCOTCH TAPE ON CHALKBOARDS OR WALLS. PLEASE USE TACKS OR PINS ON WALLS. STAPLES MAY BE USED ON BULLETIN BOARDS.**

## **PROGRESS REPORTS**

A progress report generated by the office will be sent every mid-quarter accompanied by a teacher report for those students with a failing grade. Progress reports can be sent at any time during the grading period that you feel would be appropriate. Communication with parents, either with the forms or a phone call is one of the greatest assets that a teacher can develop. You are to complete the progress reports and give them to the office. The office will mail one copy home, one is given to the guidance office, and one will be kept on file at the school office.

## **PURCHASE ORDERS**

All purchases in the name of the school district will be arranged for through the building level administrator with final approval given from the superintendent's office. Purchases made without prior administrative approval may be the responsibility of the staff member. If you wish to make a purchase for your department, come to the office and get a blank purchase order. Any item that amounts to a relatively large purchase will have to be purchased next year so we can allow for it in the budget.

All of the activity fund monies are kept in the activity account. You can check the financial status of your activity at the central office. All purchases, activity or district, must be accompanied by a completed purchase order. If this is not done, the person ordering may have to pay for the order.

No personal purchases are to be charged to the school.

### **RETURN FROM TRIPS**

Sponsors returning students from trips are required to let any student in the school who may want to call their parents. Make sure doors and lights are taken care of before leaving the building. **Do not leave students unattended in the building and make sure all students have left before leaving yourself.**

### **REQUEST TO CONTACT PUPILS**

Any person other than a school employee who comes to the school to talk or take a pupil with them must obtain permission of the principal prior to contacting the pupil.

### **SALES REPRESENTATIVES**

Teachers are not allowed to visit with representatives unless it is during their planning period or unless they have special permission from their principal to do so. Please advise any salesmen that call on you of this policy and if they want your business, they will attempt to set up their schedule accordingly. This refers to salesmen who are selling school-related supplies. School employees shall not visit or discuss business matters of a personal nature with any business representative during the hours the employee is on duty in the school except by special permission from their supervising principal or superintendent.

### **SCHEDULING**

Do not schedule any activity until you have discussed it with the building principal and/or activities director.

### **SCHOOL ACTIVITIES**

You are urged to attend student activities. The teacher that takes an interest in the student both in the classroom and the activities outside the classroom will find the student more receptive to your ideas and interests.

### **SCHOOL CANCELLATIONS**

#### **Severe Weather and Closing Information**

The Fort Calhoun Community Schools will use these media outlets for weather-related school announcements and also the Alert Now system:

#### **Television**

KMTV

FOX 42

KETV

WOWT

#### **Radio**

KFAB, 1110AM

### **SCHOOL DANCES**

No more than two high school dances a semester will be allowed. The dance schedule for the year will be developed by sponsor request. Junior high dances will be the sole function of the junior high sponsors, but could include sponsorship by a high school class as a fundraiser. The maximum number of the junior high dances will be one per semester.

## **SCHOOL PICTURES**

Individual pictures of students and teachers are scheduled for late August or early September (see school calendar for dates). Group pictures will be taken periodically during the school year for the yearbook and newspaper. Schedules for all pictures will be arranged and announced.

## **SENDING STUDENTS TO THE OFFICE**

In most situations, you as the classroom teacher will deal with the student. If, however, you feel the student needs to be removed from the class due to disruptive behavior the following procedures should be followed:

1. Teacher notifies the principal/office over the intercom that a student has been sent.
2. Student will be required to complete a questionnaire.
3. Follow-up documentation from the teacher either verbal or written will be given to the principal at the end of the class period.
4. Principal will evaluate student and teacher input (verbal & written).
5. Principal will assign the student the appropriate discipline and contact the parent.
6. Principal and or teacher will contact the parent.

## **STAFF MEETINGS**

Superintendent post-board meeting report will be at 7:30am and 3:15pm on the day after the board meeting. All staff members are invited to attend at least one of the designated superintendent meetings.

Principal meeting will be at 7:45am or following the superintendent's report each month of school.

**This meeting is mandatory unless previously excused.** Arrange your calendar so that you will be present.

There may be special staff meetings after school if the occasion should arise. Elementary staff meetings will be scheduled on a monthly basis.

## **STUDENT MAKE-UP POLICY**

**Each teacher has the responsibility of seeing that students who miss class arrange to make up that work within a reasonable time or receive a reduced grade for the work missed.** Reasonable time will be interpreted as being twice the number of days missed. Students absent for a valid reason should be allowed to make up work and receive credit for the same. In cases where the student has an unexcused absent admit, the teacher should give a reduced grade.

## **STUDY HALL REGULATIONS-STUDENTS – Junior High Only**

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

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

## **TELEPHONE**

The office telephones are intended for business use only. Please do not tie up the phone for social visits. Teachers and students will not be called to the telephone from classes except in cases of emergency. Employees can make a long distance call by using their access code. Please refrain from using the school phones to make personal long distance calls - you may be held responsible. Staff should not be using their cell phones when students are present in the classroom.

## **TELEPHONE and E-Mail ETIQUETTE**

Teachers are encouraged to use the telephone and e-mail in a businesslike manner. Proper courtesy and etiquette while using the phone and or e-mail is necessary to insure a good relationship with parents.

## **USE OF SCHOOL VEHICLES FOR TRANSPORTATION TO SCHOOL EVENTS**

**NO STUDENT WILL DRIVE A CAR TO ANY SCHOOL ACTIVITY.**

Reservations – when you need to use any school vehicle, you need to complete a bus/van use form. **This request form is required five (5) working days prior to the date the vehicle is needed.** Please add to the form the time you will be planning on returning to the school. The completed use form should be given to the principal for approval and will then be placed on the calendar. If there is a conflict in scheduling the use of the bus/van the administration will decide if the trip warrants the payment of mileage.

Usage - the van is to be used for school business. Passengers are to be school personnel or students of Fort Calhoun Community School. The van keys are to be returned to the transportation director or an administrator upon returning to Fort Calhoun. Exceptions to these regulations must have an administrator's or transportation director's approval.

Maintenance - the general maintenance, such as changing oil and greasing, will not be your responsibility. However, gassing, having the oil checked and the **cleanliness of the interior will be the responsibility of the driver.** **Vehicles should be locked at all times.**

If you have an accident which involves another vehicle, be sure you provide office personnel the following information; driver's name and address, his insurance company, vehicle license number, drivers license number, and report it to a law enforcement agency.

## **USE OF THE XEROX MACHINE**

Photocopying request slips are found in the teachers lounge. Request for photocopies should be handed in at least 2 days prior to the time needed. Be sure to use the photocopy machine as opposed to the printers when several pages need to be duplicated.

## **VISITORS**

All visitors must check in at the office when entering the building. Visitors will be given a pass to wear. Please encourage the parents of your students to visit our school. Parents will better understand what we are attempting to do, if they will visit the classrooms. Have parents check in at the principal's office before entering the classrooms.

# APPENDIX

301.03 Communications Channels

402.14 Internet Safety and Acceptable Use

404.06 Sexual Harassment

404.07 Substance Free Workplace

405.00 Employee Appearance

406.08 Evaluation of Instructional Staff

Pre-Observation Inventory

Classroom Observation Report

Post Observation Appraisal Report

Teacher Evaluation Report

5045 Assessment of Fees

505.06 Corporal Punishment

507.01 Student Records Access

5017 Parental Rights in Regard to Review of Directory Information

## **COMMUNICATION CHANNELS**

### **301.03**

Questions and concerns shall be resolved at the lowest organizational level nearest to the complaint. School employees shall be responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community shall confer with a certificated employee and then with the principal on questions and concerns.

If resolution is not possible by any of the above, individuals may bring questions or concerns to the attention of the superintendent within five (5) school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within five (5) school days of the individual's discussion with the superintendent, the individual may ask to have the question or concern placed on the board agenda. The action of the board will be final.

It shall first be the responsibility of the administrators to resolve questions and concerns raised by the employees and the students they supervise and by other members of the school district community.

## **INTERNET SAFETY AND ACCEPTABLE USE POLICY**

### **402.14**

#### **A. Internet Safety Policy**

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

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

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

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

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

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

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.  
The following are unacceptable uses of the technology resources:
  - a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.



- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

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

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

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

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

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

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

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

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

employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254  
FCC Order adopted August 10, 2011  
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

## **SEXUAL HARASSMENT**

### **404.06**

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the district to harass a pupil, teacher, administrator or other school personnel through conduct or communications of a sexual nature. The district will act to investigate all complaints, either formal or informal, verbal or written of sexual harassment and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

#### **School Personnel**

For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.

#### **Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communications of a sexual nature when:

- (a) Submission to that conduct or communications is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- (b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- (c) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment

Sexual harassment may include but is not limited to:

- (a) Unwelcome verbal harassment or abuse
- (b) Unwelcome pressure for sexual activity
- (c) Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property
- (d) Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status
- (e) Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- (f) Unwelcome behavior or words directed at an individual because of gender.

The superintendent shall be responsible for implementing, enforcing and disseminating this policy. The superintendent may appoint a Human Rights Officer(s) to oversee the implementation of this policy at the district level and designate a person or persons at each district site to accept reports of sexual harassment. The names of those persons authorized to accept such reports shall be communicated to all pupils, teachers, administrators and other school personnel, and their names shall be posted in public locations within the district. Nothing in this policy shall prevent any person from reporting sexual harassment directly to the district representative or the superintendent.

## Reporting Procedures

Any person who believes he or she has been the victim of sexual harassment by a pupil, teacher, administrator or other school personnel of the district, or any person with knowledge or belief of conduct which may constitute sexual harassment toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to one of persons authorized to accept reports of sexual harassment. The reporting party or complainant is encouraged to submit their report or complaint in writing, but oral reports will be accepted as well.

### Reporting at the Building Level

The building principal shall be one of the persons authorized at the building level. The principal and any other authorized persons are responsible for receiving oral or written reports of sexual harassment. Any adult district employees who receive a complaint of sexual harassment shall inform an authorized building person immediately.

Upon receipt of a report, the authorized building representative shall notify the district Human Rights Officer or the superintendent immediately. The building representative may request, but may not insist upon, a written complaint. The building representative will forward a written statement of the facts to a district authorized person, as soon as practical. If the complaint was given verbally, the building representative shall personally reduce it to written form within 24 hours and forward it to a district authorized person. If the complaint or report involves the building principal or building authorized representative, the complaint or report shall be filed directly with the superintendent or the District Human Rights Officer.

### Reporting at the District Level

The Board of Education designates the superintendent and others he or she may designate as the District Human Rights Officer(s) to receive complaints or reports of sexual harassment. In the event that the complaint involves a Human Rights Officer, the superintendent or the board of education shall appoint a special Human Rights Officer.

The superintendent is authorized to develop procedures for filing and reporting sexual harassment. Those procedures should include:

- (a) Persons filing or reporting sexual harassment will be encouraged to do so in writing on formal report forms, but use of formal reporting forms is not mandatory.
- (b) The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, any person filing a report and any witnesses as much as possible, consistent with the district's obligation to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

The Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the district. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the district will consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

The investigation will be completed as soon as practicable. The investigation shall be reduced to a written report with a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The superintendent for taking appropriate action will use this report. If the complaint involves the superintendent, the written report will be filed directly with the School Board, and they will determine the appropriate action.

## **Penalties For Violation of Policy**

If it is determined that a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but not be limited to, a verbal reprimand, a written warning, suspension, position transfer, or termination. District action as a result of this policy will be consistent with requirements of board policies and state and federal laws.

The results of the investigation of each complaint filed under this policy will be reported to the reporter or complainant by the district in accordance with state and federal laws regarding data and records privacy.

## **Reprisals**

The district will take appropriate disciplinary action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged sexual harassment or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **Right to Alternative Complaint Procedures**

The procedures in this policy do not preclude or deny the right of any individual to pursue other avenues of recourse, which may include filing charges with state or federal agencies, initiating civil actions or seeking redress under state criminal statutes and/or federal law.

## **Dissemination of Policy and Training**

This policy will be given to all district personnel and noted in employee handbooks. The intent and purposes of this policy will be included in age appropriate language in student handbooks. Each building will develop a method of discussing this policy with students and employees on a regular basis and the superintendent shall make periodic reports to the Board of education on the policies effectiveness and possible changes in the policy to strengthen and clarify the intent of the policy.

## **SUBSTANCE-FREE WORKPLACE**

### **404.07**

The board of education expects the school district and its employees to remain substance free. No employee shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicles. "Workplace" also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee shall notify the employee's supervisor of the conviction within five days of the conviction.

The superintendent shall be responsible for publication and dissemination of this policy to each employee. It is the responsibility of the superintendent to develop administrative regulations to implement this policy.

## **EMPLOYEE CONDUCT AND APPEARANCE**

### **405.00**

Employees are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. The board strongly suggests and encourages employees to dress themselves, groom them and conduct themselves in a manner appropriate to the educational environment.

Employees shall conduct themselves in a professional manner. Employees shall dress in attire appropriate for their position. Appearance should be neat, clean and in good taste. Discretion and common sense call for an avoidance of extremes to include by not limited to body piercing, tattoos or body art that would interfere with, or have an effect on the educational process, or constitutes a threat to health or safety.

Certificated employees of the school district shall follow the code for ethics for their profession as established by the Nebraska Professional Practices Commission (the code of ethics is found in board policy regulation 405.00R).

## **CERTIFICATED EMPLOYEE EVALUATION**

### **406.08**

Evaluation of certificated employees on their skills, abilities, and competence shall be an ongoing process supervised by the building principals and conducted by approved evaluators. The goal of the formal evaluation of certificated employees, other than administrators, but including extracurricular employees, shall be to improve the education program, to maintain certificated employees who meet or exceed the board's standards of performance, to clarify the certificated employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

The formal evaluation criteria shall be in writing. The formal evaluation shall provide an opportunity for the evaluator and the certificated employee to discuss performance and areas of future growth. The formal evaluation shall be completed by the evaluator, signed by the certificated employee and filed in the certificated employee's personnel file. This policy supports, and does not preclude, the ongoing informal evaluation of the certificated employee's skills, abilities and competence.

The superintendent will create an administrative regulation describing the procedure to be used for evaluations and including the evaluation instrument (406.08E1). At a minimum, this will provide for evaluation of instructional performance, classroom organization and management, professional conduct, and personal conduct. It will provide for a written description of all noted deficiencies, specific means for the correction of the noted deficiencies and an adequate timeline for implementing the concrete suggestions for improvement. The employee will be allowed to offer a written response.

Probationary certificated employees shall be evaluated at least once each semester. This evaluation procedure will include at least one classroom observation for one period each semester.

Permanent certificated employees shall be evaluated at least once every two (2) years. The evaluation shall include at least one classroom observation for one period.

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

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

### **A. Definitions**

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

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

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

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

### 2. Safety Equipment and Attire.

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

### 3. Personal or Consumable Items.

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

### 4. Materials Required for Course Projects.

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

The maximum dollar amount charged by the district for course materials shall be:

- |                                 |          |
|---------------------------------|----------|
| • Art Classes                   | \$20.00  |
| • Industrial Technology Classes | \$400.00 |

### 5. Extracurricular Activities.

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

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

- |  |         |
|--|---------|
| • Student activity card                                    | \$30.00 |
| <i>Covers admission to all home extracurricular events</i> |         |

- Future Business Leaders of America \$25.00
- National Honor Society \$10.00
- Cheerleading and Dance Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$1,400.00
- Football Students must provide their own football shoes, undergarments, and mouth guards. The maximum dollar amount charged by the school district for these items will be \$400.00
- Golf Students must provide their own golf shoes, undergarments, and clubs. The maximum dollar amount charged by the school district for these items will be \$600.00
- Softball and Baseball Students must provide their own shoes, gloves, and undergarments. The maximum dollar amount charged by the school district for these items will be \$200.00
- Track, Volleyball, Wrestling, Students must provide their own shoes Cross Country, Basketball and undergarments. The maximum dollar amount charged by the school district for these items will be \$150.00
- SkillsUSA Student must purchase their own jackets. The maximum dollar amount charged by the school district for these items will be \$25.00
- Drama \$25.00
- Speech \$50.00
- Quiz Bowl \$50.00



- Spanish Club \$30.00
- POPP (Pioneers Overcoming Peer Pressure) \$10.00

6. Post-Secondary Education Costs.

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

7. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

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

8. Copies of Student Files or Records.

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

The district will charge a fee of \$N.A. per page for reproduction of student records.

9. Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$130.00 monthly.

10. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$50.00 per class.

11. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations.

The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

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

Breakfast Program – Grades K-6

Regular Price \$1.40

Reduced Price \$.30

Breakfast Program – Grades 7-12  
Regular Price N/A – not offered  
Reduced Price N/A – not offered

Lunch Program – Grades K-6  
Regular Price \$2.15  
Reduced Price \$.40

Lunch Program – Grades 7-12  
Regular Price \$2.50  
Reduced Price \$.40

12. Charges for Musical Extracurricular Activities.

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

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

13. Contributions for Junior and Senior Class Extracurricular Activities.

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

**C. Waiver Policy**

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

#### **D. Distribution of Policy**

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

#### **E. Voluntary Contributions to Defray Costs**

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

#### **F. Fund-Raising Activities**

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees, which the fund-raising activity was meant to defray.

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

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve 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.

### **CORPORAL PUNISHMENT**

#### **505.06**

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from:

Using reasonable and necessary force not designed or intended to cause pain, in order to accomplish any of the following:

- a) To quell a disturbance or prevent an act that threatens physical harm to any person.
- b) To obtain possession of a weapon or other dangerous object within a pupil's control.
- c) For the purposes of self-defense or defense of others as provided for in Nebraska Statute 28-1409 and 1410.
- d) For the protection of property as provided for in Nebraska Statute 28-1411.
- e) To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
- f) To protect a student from the self-infliction of harm.
- g) To protect the safety of others.

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

#### **5017**

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

- Name and grade
- Address
- Telephone number, including student's cell phone number
- E-mail address
- Date and place of birth

- Date of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and award received
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work, which may be published onto the Internet
- Classroom assignment and/or homeroom teacher
- Student ID number, user ID, or other unique personal identifier used by the student for the purpose of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a students' social security number

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

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

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

## **STUDENT RECORDS ACCESS**

### **507.01**

Student records shall be maintained so as to separate academic and disciplinary matters. Student records may be maintained in the central administration office or administrative office of the student's attendance center. This policy does not apply to student directory information.

The following records shall be maintained as permanent records of the student:

- h) The student's social security number;
- i) The record of dates of attendance;
- j) Highest grade level completed;
- k) A transcript of classes taken with grades and credits received;
- l) The records of inoculations and health examinations which are given to the class or student body as a whole;
- m) The record of participation in extracurricular school activities and sports;
- n) The signatures of people who are required to sign for access to student records and the statement of purpose for such access;
- o) The student or student's parents' written consent of release of student records.

All other student records shall be removed and destroyed after a student's continuous absence from the school for three years.

Any student, his or her parents/guardians, teachers, counselors or school administrators shall have access to the student's records during the regular business hours of the district. In addition, authorized representative of the State or Federal government, and state educational authorities connected with the enforcement of requirements of certain educational programs as prescribed by law shall have access to student records within the limitations of state statutes. No one else shall have access to the records and the records shall not be divulged to any person.

The superintendent shall establish reasonable fees for providing copies of the student's records to a parent or guardian. No fees shall be charged for the right to inspect and review the records.

**PARENTAL RIGHTS IN REGARD TO REVIEW OF DIRECTORY INFORMATION  
OF STUDENTS ATTENDING THE FORT CALHOUN COMMUNITY SCHOOLS  
507.02**

---

**PARENT/GUARDIAN DECISION  
DIRECTORY INFORMATION**

By my signature, I **DENY** the Fort Calhoun Community Schools permission to disclose directory information about my student.

Name of student: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

**REMINDER:** If you **DO NOT** want directory information disclosed, parents or guardians must complete this form and return it to the administrative office of the school building your student attends by **AUGUST 23, 2013.** If the form is not returned by this date, the Fort Calhoun Community Schools are authorized to disclose directory information.