

*After reading the handbook and the notice printed  
below, please sign this form and return it to the  
homeroom teacher by  
August 24, 2015*

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

This is to verify that we parent/guardian, and student, have  
received and read the 2015-16 student handbook, which  
includes the policies and other rules and regulations  
of the Fort Calhoun Elementary School.

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

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

\_\_\_\_\_  
(PRINT Student Name)

\_\_\_\_\_  
(Student Signature) (Date)

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

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

I am aware of school policy 4780 that provides a protocol for school personnel to administer  
EpiPen/albuterol to a student when it is determined that the student is suffering a life-threatening asthma  
or systemic allergic reaction while school is in session.

After reading the school policy and in the best interests of my child, \_\_\_\_\_, I  
do not wish to have him/her administered Albuterol or medication from an EpiPen by school personnel  
under any circumstances for the 2014-2015 school year.

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

\_\_\_\_\_  
(Date)

**GREETINGS TO THE STUDENTS AND PARENTS OF FORT CALHOUN ELEMENTARY:**

## ***Welcome to the 2015-2016 school year!***

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

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

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

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

Mr. Drew R Wagner  
Fort Calhoun Elementary Principal  
Do something positive!

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

## **SCHOOL MISSION STATEMENT**

The mission of Fort Calhoun Community Schools is to:

**F**oster Learning in an inspiring and caring environment, provide  
**O**pportunities for all students to be successful, instill the attributes of  
**R**espect and responsibility among staff and students alike, and present students with the  
**T**ools to succeed in life.

## **PURPOSE STATEMENT**

Engaging + Learning + Achieving = Productive PIONEERS!

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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 rule 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**

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

### **Administration**

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

### **Certificated Instructional Staff**

Lindsay Benoit.....	Grade 2
Katie Borst.....	K-3 Special Education, Assistant Volleyball
Mary Carlson.....	Grade 5
Mae Clausen.....	Kindergarten
Morgan Gross.....	Grade 1
Jessica Hall.....	Kindergarten
Ashley Hallberg.....	Grade 2
Angela Hansen.....	Title 1/Reading Specialists
Mark Jones.....	Instrumental Music
Lyle Joslin.....	Grade 5
Brittney Juranek.....	Grade 1
Robin Larsen.....	Grade 6
Marti Leishman.....	Grade 3
Liz Pemberton.....	Grade 4
Alison Romans.....	4-6 Special Education, Dance
Deanna Royuk.....	Pre-School
Tessa Rutledge.....	Physical Education
Allie Schleifler.....	Grade 4, Head Girl's Basketball
Kim Szlachetka.....	Grade 3
Todd Teeter.....	Grade 6, Track Assistant
Stephanie Weaver.....	Vocal Music, Swing Choir

### **Certificated Support Staff**

Marie Adams.....	K-8 School Counselor
Miranda Adams.....	School Psychologist
Don Dalton.....	Technology Coordinator
Sheri Homolka.....	Librarian, Yearbook, Quiz Bowl
PJ Mallette.....	High Ability Learner Coordinator/Intervention Specialist, Boy's Basketball
Veleka Prunty.....	Speech Pathologist

### **Classified Support Staff**

#### **Office**

Joyce Smith.....	Secretary-Principal
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#### **Media Center**

Jennifer Gepson.....	Library Aide, Technology Aide
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**Food Service**

Jeff Dross.....Food Service (part-time)  
Susan Johnson .....Head Cook  
Rachel Mattison .....Food Service (part-time)  
Lori Rima.....Food Service

**Para-educators**

Tia Cannon.....Para-professional  
Becky Eastman.....Para-professional  
Julie Fritz.....Para-professional  
Ann Klemm.....Para-professional (half-time)  
Jo Kulus.....Para-professional  
Cheryl Miller.....Para-professional  
Lisa Therkildsen.....Para-professional  
Michelle VonKnorring.....Para-professional  
Lynn Wright.....Para-professional

**Maintenance/Custodial**

Dave Neumann.....Day Custodian  
Don Casey.....Custodian (part-time)  
Jerry Mink.....Maintenance  
Bernie Pecararo.....Night Custodian

**Nurse**

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

**Transportation (Special Education)**

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

**Transportation Staff**

Leslie Bryan.....Driver  
Steve Bryan.....Driver  
Joe Heimann.....Driver  
Rich Kolo.....Driver  
Kathy Shaw.....Driver  
Jerry Mink.....Maintenance Director  
Dave Neumann.....Transportation Director

**ABSENCES**

Each day is important at Fort Calhoun Elementary School. The learning act is a continuous

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

#### **Procedures to follow when absent**

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

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

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

## **ACCIDENTS**

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

## **ALCOHOL/DRUGS**

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

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

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

Possession, distribution, use or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substances, imitation controlled substances, inhalants, or being under the influence of any of the above on school grounds or at school-sponsored or school-related activities or in a vehicle owned, leased, or contracted by a school, or in a vehicle being driven for a school purpose by a school employee

or his or her designee are prohibited and shall be considered an act of student misconduct which shall be subject to disciplinary action. Such activities may be violations of Nebraska Law, and, if so, will be reported to appropriate authorities.

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

## **APPEARANCE**

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

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

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

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

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

District buildings during the re-inspection, we prepared an updated management plan for each building, a copy of which is maintained along with the initial plan at the central district office and also in the administrative office for each major building describing the asbestos plan and the intended response.

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

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

**The detailed plan and updated information for each building, or for the entire district, is**

**open to public review. If you have any questions, please contact the District's Asbestos Program Manager Don Johnson at 402-468-5596.**

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

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

### **A. Definitions**

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

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

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

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

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

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

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

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



4. Materials Required for Course Projects.

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

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

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

5. Extracurricular Activities.

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

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

- Student activity card \$30.00  
*Covers admission to all home extracurricular events*
- Future Business Leaders of America \$25.00
- National Honor Society \$10.00
- Cheerleading and Dance Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$1,400.00
- Football Students must provide their own football shoes, undergarments, and mouth guards. The maximum dollar amount charged by the school district for these items will be \$400.00
- Golf Students must provide their own golf shoes, undergarments, and clubs. The maximum dollar amount charged by the school district for these items will be \$600.00

- Softball and Baseball  
Students must provide their own shoes, gloves, and undergarments. The maximum dollar amount charged by the school district for these items will be \$200.00
- Track, Volleyball, Wrestling, Cross Country, Basketball  
Students must provide their own shoes and undergarments. The maximum dollar amount charged by the school district for these items will be \$150.00
- SkillsUSA  
Student must purchase their own jackets. The maximum dollar amount charged by the school district for these items will be \$25.00
- Drama \$25.00
- Speech \$50.00
- Quiz Bowl \$50.00
- Spanish Club \$30.00
- POPP (Pioneers Overcoming Peer Pressure) \$10.00

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

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

#### 7. Transportation Costs.

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

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.

## **ASTHMA AND ALLERGIC REACTIONS PROTOCOL – 5048**

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

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

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

Adopted: June 7, 2004

## **ATTENDANCE INFORMATION**

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

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

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

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

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

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

### **I. EXCESSIVE ABSENTEEISM – Also refer to Board Policy 5001 (also reference Nebraska School Law 79.209**

Regular attendance by the students at school is essential for the students to obtain the maximum opportunities from the educational program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal

of their attendance center. This policy, developed in collaboration with the county attorney for the district's principal office location, is an attempt to address the problem of excessive absenteeism. This policy shall include a provision indicating how the district and the county attorney will handle cases in which excessive absences are due to documented illness that make attendance impossible or impracticable.

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

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

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

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

Disciplinary action for students receiving special education services will be assigned in accordance with the goals and objectives of the student's Individualized Education Program. The superintendent shall report on a monthly basis to the Commissioner of Education as directed by the commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials other than school resource officers by the district relative to a student enrolled in the district. The superintendent shall report annually to the Commissioner the required data for the number of students who have dropped out of school. It shall be the responsibility of the superintendent to implement this policy. The implementation may include regulations indicating the disciplinary action to be taken for excessive absenteeism.

## **II. ATTENDANCE PROCEDURES**

A. Many students take pride in their attendance and punctuality record. This is a commendable characteristic, and it is our desire to motivate more students to think positively and seriously about this aspect of their school record. Statistical evidence supports the hypothesis that regular attendance and high grades are directly correlated. There is no substitute for regular attendance, and most classroom experiences cannot be made up. The Nebraska school laws require regular school attendance for all pupils of school age for the entire time that school is in

session. In addition, business, industry, and institutions of higher education are viewing these records more closely, seeking individuals who are more stable and dependable.

B. Regular attendance at school is the primary responsibility of each student and his/her parents/guardians.

C. During the school year, it is expected that students will have routine dental and medical appointments. Whenever possible, these appointments should be scheduled outside of school hours, on weekends, or during school vacation periods. If appointments can only be made during school hours, students must bring a note of parental/guardian request to the school office at least one day before the student leaves school for the appointment. In cases of emergency, the Principal may waive this procedure. If a number of appointments must be made during school hours, it would be advisable to visit with your child's teacher to determine the best times for those appointments to be scheduled. All students must report to the office after they have been absent. Each absence must be covered by a signed note or telephone call from a parent or guardian, stating the date and reason for the absence.

D. Vacations are discouraged during the school year.

E. Any student who has five absences during any quarter will have his/her attendance record reviewed by the principal or his/her designee with parent/guardian by telephone to solve excessive absenteeism problem. Parents/guardians will also be notified by mail when a student reaches their 5<sup>th</sup> and 10<sup>th</sup> absences for a semester. The parent/guardian will be notified when the tenth absence occurs. They will have an opportunity to explain if the child's absences were due to: 1) Illness with doctor verification; or 2) Absences due to family emergency and/or special family/student need. If the parent/guardian cannot provide clear proof to substantiate items 1 and 2, the administrator will notify parents to schedule a meeting to create an action plan to prevent further absences.

## **BEFORE and AFTER SCHOOL**

The school day begins at 8:00 a.m. for all students. With the exception of students who have prior permission, students are NOT permitted in the classrooms until the start of the school day.

Students are asked not to arrive before 7:45 due to supervisory requirements. Upon the 3:00 dismissal, students are asked to leave the school grounds immediately unless students are working under the supervision of a teacher or parent/guardian. The playground is closed immediately after school until 4:00 (3:00 on Friday's) unless supervised by a teacher, parent/guardian, or principals discretion.

## **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. The 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 student accountable for their actions. This is a time to reflect and put the responsibility on the student to complete their homework. There are two choices available for students to complete BASAP. There will be an opportunity after school starting at 3:00pm and will end at 3:30pm. The other opportunity is before school starting at 7:30am and will end at 8:00am. 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 aren't 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 7:35am. The 7:35am 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.

Please see below the order of opportunity:

First opportunity:

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

Second opportunity:

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

Third opportunity:

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

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

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

## **BEHAVIOR at ASSEMBLIES, ATHLETIC EVENTS, and PROGRAMS**

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

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

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



## **BEHAVIOR ACTION PLAN**

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

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

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

Third violation: Student sent to the office (office notified via intercom), parents contacted; assigned 45-minute detentions (may receive two 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 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 possible ISS or OSS by the principal.

## **BEHAVIOR EXPECTATIONS**

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

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

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

e. Detention after normal school hours.

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

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

## **BEHAVIOR GOALS**

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

Fort Calhoun Elementary has adopted the following student performance goals:

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

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

Goal 2: Use class work time appropriately.

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

Goal 3: Complete assignments.

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

Goal 4: Show respect for people and property.

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

Goal 5: Follow teacher directions.

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

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

The Administration will approach each disciplinary action individually and fairly creating a safe and learning environment for all individuals in Fort Calhoun Elementary. The Administration retains the right to implement consequences for acts of discipline not specifically stated in the Fort Calhoun Elementary School Handbook, and to alter consequences deemed necessary. Furthermore, the administration reserves the right to amend any provision in the handbook, which is deemed to be in the best interest of the educational process.

## **BICYCLES**

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

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

## **BIRTH CERTIFICATE REQUIREMENTS**

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

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics. If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

## **BULLYING and HARRASSMENT**

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

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

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

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

## **BUS/VAN CONDUCT– Refer to Board Policy 5044**

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

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

#### Rules of Conduct on School Vehicles:

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

## CELL PHONES

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

1. Before school hours.
2. After school hours.
3. In cases of emergencies, which will be determined by the office.

The students will not be able to access their cell phones during normal school hours, which includes recess. Cell phones are to be “OFF” and out of sight during school hours. By bringing a cell phone to school, the student and parents consent to the search of that device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.

- First violation:** Cell phone will be taken and returned at the end of the day.
- Second violation:** Cell phone taken and parents must come to retrieve their son or daughters phone.
- Third violation:** Cell phone taken, ISS is mandatory the following day, and parents must

meet with administration to discuss the problem prior to getting phone back

## CHAIN OF COMMAND

Chain of Command for Parent Questions					
<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>					
PARENT AND COMMUNITY COMMUNICATION PROCESS FLOW CHART					
Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
Athletics	Coach	Athletic Director	Principal	Superintendent	
Athletics Facilities	Athletic Director	Maintenance	Principal	Superintendent	
Athletic Injuries	Coach	Trainer	Athletic Director	Principal	Superintendent
Business Office	Principal	Business Director	Superintendent		
Curriculum	Teacher	Instructional Leader	Principal	Superintendent	
Instruction	Teacher	Principal	Superintendent		
Facilities	Building Custodian	Head Custodian	Maintenance Supervisor	Principal	Superintendent

Guidance	Counselor	Psychologist	Principal	Superintendent	
Special Education	Case Manager	Teacher	SPED Director	Principal	Superintendent
Student Affairs	Teacher	Assistant Principal	Principal	Superintendent	
Computer/Hardware Problem	Teacher	Tech Aid	Technology Director	Principal	Superintendent
Computer/Software Program	Teacher	Tech Aid	Technology Director	Principal	Superintendent

## **CHEATING**

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

## **CLOSED CAMPUS**

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

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

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

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

impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;

8. Engaging in bullying as defined in section 79-2,137 and in these policies;

9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

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

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

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

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

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

d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;

e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;

f. Possession of pornography;

g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);

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

i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended

to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

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

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

## **CUMULATIVE RECORDS and FILES**

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

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

A cumulative record will be kept for each student in Fort Calhoun Community Schools which will include such information as: test scores, school marks, health, work experience, high school activities, and any other information that will be meaningful. This information will be available to the counselor and to the teachers so that each may better understand the student. NO employers or institutions of higher learning may have access to any records unless the parent or a student 18 years old has signed a release form for the same.

## **DAILY SCHEDULE**

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

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



## 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, games and toys. Electronic devices will not be used during instruction unless authorized by the instructor to enhance the learning environment. All electronic devices will not be used during recess.

## EMERGENCY DISASTER DRILLS

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

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

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

All teachers will provide instructions to be followed in the event of a tornado or fire. The all clear announcement or signal will be given and all individuals will proceed back to classrooms or work stations.

## EVACUATION PLAN

Evacuation will be done via instruction by police or administration.

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

1. Parents will report to the assigned area and give the name of their child/children.
2. Picture I.D. will normally be required by the person in charge to insure the person requesting the child/children is a match to the student.
3. A runner will go to the student assembly area and get the child/children requested by the parent or adult. The runner will escort the student back to the pick-up area.

4. Parents will be asked to sign a form indicating they picked up the child/children. The date and time will also be indicated on the pick-up form.
5. If the child is in the first aid area the parent will be escorted to that area for reunification with their child/children.
6. Counselors, when available, will be located close to the first aid area in the event they are needed.

## **EXCLUSIONS, SUSPENSIONS, and EXPULSIONS**

It is the belief of Fort Calhoun Community Schools that all students of school age should be in school. However, it may become necessary for a school administrator to recommend the dismissal of a student from school. The recommendation to dismiss a student will be made only after all other attempts to resolve a problem appear to be futile. Procedures for exclusions, suspensions and expulsions reflect compliance with state statute and School District policy.

Types of Dismissal: Fort Calhoun Community Schools will implement these types of dismissal procedures when dealing with disruptive student behavioral problems: (1) Class Suspension, (2) Emergency Exclusion, (3) Short-term Suspension, (4) Long-term Suspension, (5) Expulsion.

Class Suspension: "Class Suspension" is a term used to describe a disciplinary action taken by the teacher and agreed upon by the principal in which a student will be excluded from one class for a specific length of time. The rationale behind use of a "Class Suspension" action is that it would provide a cooling-off time and would allow the time necessary to solve a disciplinary problem, which may exist only in one particular class. The student would, thus, not be deprived the opportunity of attending other classes. When the student is given a "Class Suspension" from a class, he/she is to report to the principal or to a person designated by the principal rather than to the class from which he/she was excluded. The time normally spent in class would be utilized for counseling and other efforts at solving the problem. Following the exclusion period, the student may return to class and is expected to make up all work missed during the "Class Suspension".

Emergency Exclusion: The principal, or any other person designated by the superintendent to have such authority, may exclude from school any students for a length of time necessary to avoid the threat of the emergency. The following situations are grounds for emergency exclusions:

- A. If the student has a communicable disease, transmittal through normal school contacts that poses a threat to the health or the safety of the school community (based on recommendation of medical authorities).
- B. If the student's conduct presents a threat to the personal safety of others, or is so disruptive as to make the student's temporary removal necessary to preserve the rights of other students to pursue an education. Any emergency exclusion shall be based upon a factual situation warranting it and shall last not longer than necessary to avoid the dangers described in A and B of this section.

Short-Term Suspension: The principal, or other individual designated by the superintendent to have such authority, may deny a student the right to attend school or take part in any school functions for a period of up to five (5) school days on the following grounds:

- A. Conduct, which constitutes grounds for expulsion.
- B. Other violations of the rules and regulations of behavior as adopted by the Board of Education or the Administrative Staff of the school.

Except as provided with regard to emergency exclusions, the following procedures shall be followed with regard to a short-term suspension:

1. The authority considering the short-term suspension shall make a reasonable investigation of the facts and circumstances.
2. Prior to beginning the short-term suspension, the student will be given oral or written notice of the charges.
3. The student shall be given an opportunity to explain his/her version of the situation.
4. Within twenty-four (24) hours or such additional time as is reasonably necessary following such suspension, the Principal shall send a written statement to the students and his/her parent/guardian describing the student's conduct, misconduct or violation of the rule and the reasons for the action taken. The Principal shall make a reasonable effort to hold a conference with the parent/guardian before or at a time the student returns to school.
5. The short-term suspension may be one of two types. The principal may choose an "in house" suspension in which the student is to attend school, but may not attend class. Instead, the student will spend the suspension time in a designated classroom or office under the supervision of a designated school employee. During suspension time, the student will be expected to complete work on assignments prepared by his/her teacher. The student who has been assigned "in-house" suspension is not allowed on school grounds or at school activities except during the time of the school day when he/she is assigned suspension. The principal may also have the option to use a short-term suspension in which the student is to serve the suspension at home or away from school. If this type of suspension is assigned, the student will not be allowed in the school, on school property, or to attend any extracurricular activities during the period of suspension. Students may not participate in any form of school activities while on either type of short-term suspension.
6. A written report of all short-term suspensions shall be given to the Superintendent of Schools as soon as possible.

Long-Term Suspension: Long-term suspension shall mean the exclusion of a student from attendance at all schools and grounds within the system for a period of more than five (5) days but less than twenty (20) days.

Completion of Class work: Students who have been suspended are required to take the responsibility to complete class work and examinations missed during the time of the suspension.

All class work must be completed prior to the return to school. The student may be given credit for work made up.

Expulsion: The expulsion of a student shall be for a period not to exceed the remainder of the semester in which the expulsion took effect. However, if the misconduct occurred within ten (10) school days prior to the end of the first semester, the expulsion may remain in effect through the second semester. If the misconduct occurred within ten (10) school days prior to the end of the second semester, the expulsion may remain in effect for the summer school and for the first semester of the following year.

If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, or for knowingly and intentionally possessing or transmitting a dangerous weapon other than a firearm, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for the summer school and may remain in effect for the first semester of the following year.

Grounds for Suspension or Expulsion: The following types of student conduct will constitute grounds for suspension, long-term suspension, and expulsion when the conduct occurs on school grounds or

during any educational function or event off school grounds, including school sponsored travel to and from the event.

The following procedure outlines the steps that will be taken by the school whenever long-term suspension or expulsion is recommended by the administration:

1. If, after the initial conference between the principal and the students, the principal decides long-term suspension or expulsion or mandatory reassignment is appropriate, a written charge and summary of the evidence supporting the charge shall be filed with the superintendent on the date of the decision to use long-term suspension, expulsion or mandatory reassignment.
2. Within two (2) days, written notice must be sent by registered or certified mail to the student and the student's parent/guardian, informing them of their rights according to the Student Disciplinary Act. The written notice shall include the rule of conduct violated, summary of evidence to be presented against the student, and both the penalty, which the principal has recommended in the charge, and any other penalty to which the student may be subjected.
3. The written notice shall inform the student and the student's parent/guardian that they are entitled to a hearing before the penalty can be invoked, a description of the hearing procedure and the appeal process for any decision rendered at such a hearing. The written notice shall also inform the student and the student's parent/guardian that the principal, the legal counsel for the school, the student and the student's parent/guardian or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing, any written statements pertaining to the matter if the school has such statements, and to know the identity of the witnesses who will appear at the hearing and substance of anticipated testimony from such witnesses. Finally, the written notice shall include a form which the student or the student's parent/guardian may request a hearing.
4. If the student or the student's parent/guardian requests a hearing within five (5) days after receipt of the written notice, the superintendent shall appoint a hearing examiner who shall, within two (2) days after being appointed, notify the principal, the student and the student's parent/guardian of the time and place of the hearing.
5. The hearing shall be scheduled within five (5) days after it is requested, but it may be postponed by the hearing examiner for good cause. Unless all parties consent in writing, no hearing shall be held upon less than two (2) school days actual notice to the principal, student and the student's parent/guardian.
6. During the hearing, the student and the student's parent/guardian will have the opportunity to present the student's side of the case and to call and question witnesses. No such hearing shall be held unless it is attended by the hearing examiner, the student and the student's parent/guardian, the student's representative, if any, and legal counsel as defined in state statute, if the hearing examiner or superintendent deems it advisable. Witnesses shall be present only while giving their testimony. The hearing examiner may exclude the student from the hearing when the student's psychological evaluation or emotional problems are being discussed. The hearing examiner may remove anyone from the hearing when their actions substantially disrupt an orderly hearing. The student may speak on his/her own behalf and may be questioned on his/her testimony or he/she may choose not to testify. At the hearing, the principal shall present to the hearing examiner the student's records and the statements, in affidavit form, of any person having information about the student's conduct. These records must be made available to the student and the student's parent/guardian or representative prior to the hearing. Nothing in this section shall be deemed to supplant any other procedures required by law or board policy.

7. A single hearing may be held when more than one student is charged with violation the same rule, if the hearing examiner believe a single hearing will not prejudice any of the students.
8. The hearing examiner may invoke subpoena procedures in obtaining the attendance of a witness or witnesses.
9. After the hearing, the hearing examiner, within a reasonable time, shall report his/her findings with a recommendation of the action to be taken and the reasons for the recommendations of that particular action. The superintendent may change, revoke, or agree with the hearing examiner's decision; however, a more severe sanction can be imposed by the superintendent.
10. The decision of the hearing examiner and the superintendent shall be made by certified or registered mail, or delivered personally to the student and the student's parent/guardian. Upon receipt of the notice, the determination of the superintendent shall take effect immediately.
11. The decision of the superintendent may be appealed by the student and the student's parent/guardian. Such appeal must be made in writing to the secretary of the Fort Calhoun Board of Education or the superintendent within seven (7) days of the receipt of the written notice of the superintendent's decision.
12. The hearing before the Fort Calhoun Board of Education or the committee of the board (with at least three (3) board members present) shall be held within ten (10) days after such request unless the time for the hearing is changed by mutual agreement.
13. The Board of Education or committee of the Board, after examining the record or by taking new evidence, may alter the superintendent's decision if it finds the decision to be severe, but may not impose a more severe sanction. If a committee of the Board hears an appeal, such committee shall make a recommendation to the Fort Calhoun Board of Education at its first regular meeting.
14. Final action of the Board shall be evidenced by personally delivering or mailing by registered or certified mail a copy of the deliberating bodies' decision to the student and parent/guardian.
15. If the student and the student's parent/guardian wish to further appeal the decision, a petition must be filed with the District Court within thirty (30) days after being notified of the final decision of the Fort Calhoun Board of Education.
16. If the student or the student's parent/guardian requests a hearing more than five (5) school days but not more than thirty (30) calendar days following actual receipt of written notice, the hearing shall be held, but the imposed punishment shall continue in effect pending final determination, subject to the expectations previously listed.

Immediate removal by the Principal: The principal may suspend a student immediately, regardless of the fact that a hearing was requested within five (5) days of notice of expulsion or long-term suspension, if the principal determines that such suspension is necessary to prevent or substantially reduce the risk of (a) interference with an educational function of school purpose; (b) personal injury to the student, or other students, employees, or school volunteers. The principal may make such determination in writing, although not required. If no hearing is requested, the immediate suspension will continue until the date

of the long-term suspension, expulsion or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report or his/her findings with the superintendent, if the principal has made a determination as described.

## **FIELD TRIPS**

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

## **FOOD SERVICE**

- The cafeteria meals are provided for all students who desire a warm, well-balanced lunch.
- Students are required to select a minimum of three items from three different food groups.
- Students are asked to take only what they can eat.
- Breakfast is served daily from 7:45-8:00.
- Free and reduced meal applications are available in the school office.
- Students are permitted to purchase extra food from the kitchen, when available.
- The first period teachers will collect lunch money each morning. The money will be sent to the office and credited to the student's account. Notices will be sent with students whenever the account reaches a negative balance.
- **BREAKFAST/LUNCH ACCOUNTS ARE TO BE PAID AHEAD OF MEAL CHARGES AND/OR KEPT CURRENT ON ARRANGEMENTS, OR THE ACCOUNT WILL BE SUBJECT TO CLOSURE. IF YOUR ACCOUNT REACHES A NEGATIVE STATUS (\$-0.00) NO CHARGES WILL BE ALLOWED TO YOUR ACCOUNT UNTIL THE BALANCE IS RESTORED TO A POSITIVE NUMBER.**

### **FOOD SERVICE PRICES**

**2014-2015**

#### **BREAKFAST**

Elementary Students \$1.40	Reduced Price \$0.30
Adults \$1.90	

#### **LUNCH**

Elementary Students \$2.15	Reduced Price \$0.40
Secondary Students \$2.50	Reduced Price \$0.40
Seconds \$1.40	
Adults \$3.45	

#### **MILK \$0.50**

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

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

## **FUND RAISING**

The building principal must approve fund-raisers. Fund raising activities will be coordinated for

the entire year from requests at the beginning of the year.

## **GIFTED PROGRAM (HAL)**

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

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

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

Students participating in the High Ability Learner program will be identified primarily in Language Arts, using a matrix. This matrix will use the test scores of the NWEA (Measures of Academic Progress, MAP) in the areas of Reading and Language; NeSA (the Nebraska State tests); SAGES (Screening Assessment for Gifted Elementary Students); grades; teacher recommendations; and Dibels scores. 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.

### **School Health Screening**

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

### **Concussion Awareness**



Refer to School Policy 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.

## **IMMUNIZATIONS**

<b>013-2014 Student Age Group</b>	<b>Required Vaccines</b>
ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, 3 doses of pediatric Hepatitis B vaccine, 1 dose of MMR or MMRV given on or after 12 months of age, 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

tudents from Kindergarten through 12 <sup>th</sup> Grade, including all transfer students from outside the State of Nebraska and any foreign students	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month, 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Additionally, for 7 <sup>th</sup> Grade Only	1 dose of Tdap (must contain Pertussis booster).

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

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

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

Physical Examination

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

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

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

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

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

**INTERNET SAFETY AND ACCEPTABLE USE - 5037**

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

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

**A. Acceptable Use**

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

**B. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.

14. Students shall not forge electronic mail messages or web pages.

## **II. Enforcement**

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

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

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

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

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

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

## **LEAVING the SCHOOL BUILDING**

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

## **LIVE ANIMALS**

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

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

## **LOST and FOUND**

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

## **MULTICULTURAL POLICY**

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

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

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

## **NO CHILD LEFT BEHIND ACT**

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

## **NON-SCHOOL RELATED ITEMS**

Items not pertaining to education needs should be left at home. The school cannot be responsible for lost, damaged, or stolen items. Students are cautioned against bringing large amounts of money or items of value to school. Novelty items such as games, radios, CD players, toys, chains, laser pointers,

etc. that distract from the education of others are not allowed. Items will be confiscated and parents will be contacted.

## **NOTICE OF NON-DISCRIMINATION**

Fort Calhoun Community Schools does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status, or based on such protected classes, in admission or access to, or treatment of employment or educational programs and activities. Any person having information or inquiries regarding any such discrimination is directed to contact Superintendent Dr. Donald Johnson, in writing at 1506 Lincoln Street, Fort Calhoun, NE 68023 or by telephone at (402) 468-5596. Any person may also contact the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599, regarding complaints of discrimination based on race, color, national origin, gender, age, disability as well as complaints concerning the denial of access or other discrimination against Boy Scouts or other youth groups.

## **NURSE**

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

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

## **PARENT-TEACHER CONFERENCES**

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

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

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

- Name and grade
- Address

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

Directory information does not include a students' social security number

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

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

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

## **PHONE - STUDENT USE**

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

## **PIONEERS for EDUCATION (PFE)**

PFE is committed to working together with parents, teachers, and students to provide fun and educational opportunities for both the elementary and high school. PFE sponsors numerous educational activities to create opportunities that would not be available to students. To receive information about joining please call the elementary office (402-468-5714).

## **PLANNERS for STUDENTS**

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

replacement.

## **PLAYGROUND/RECESS PROCEDURES**

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

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

### Playground Rules:

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

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

## **POLICE QUESTIONING of STUDENTS**

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

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

## **SCHOOL CLOSING**

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



to call families.

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

**Radio:** KFAB (1110)

## **SEARCHES**

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

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

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

## **SEXUAL HARASSMENT - 5027**

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

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

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

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

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

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

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

## **SPECIAL SERVICES**

### **Title 1 Program**

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

### **Title 1 Parent Involvement Policy**

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

### **Special Education Resource Program**

The resource program provides special services for students who have been identified with a disability. The resource teacher works collaboratively with parents and regular education teachers in providing an appropriate program for students with special needs. Each student has an I.E.P. (Individual Education Program) which contains individual goals and objectives for the school year. It is a priority of the entire staff to assure that the resource program be 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 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 students 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 person.
- If you must leave your vehicle, go the parking lot.

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

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

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

## **STUDENT PLACEMENT PROCESS**

The staff at Fort Calhoun Elementary takes the responsibility of placing students in a classroom very seriously. Ultimately, our goal is to create the best learning environment for all students. The process will take place in the spring. We believe this process should be determined by the professional staff in the building. We also understand there are unique circumstances each year that we must take in consideration. At that time, if agreed upon by the principal, parents/guardian, and teacher, a parent

request will be honored. Once teachers have agreed on a well-balanced classroom. Those classroom lists are then provided to the principal for final approval. Once approved the classroom lists are then distributed to parents/guardians at the end of July.

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

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

## **STUDENT PROMOTION/ACCELERATION/RETENTION**

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

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

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

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

Retention of students for athletic purposes is prohibited.

### **Promotion and Retention of Students With Disabilities**

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

## **TARDINESS**

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

If a pattern of absences or tardiness develops:

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

## **TEXTBOOKS**

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

## **TRUANCY**

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

## **VISITORS**

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

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

## **WEAPONS**

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

## **PRESCHOOL INFORMATION**

### Preschool Vision Statement

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

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

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

To achieve our vision we believe:

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

### Class schedule and times

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

### Drop off and pick up

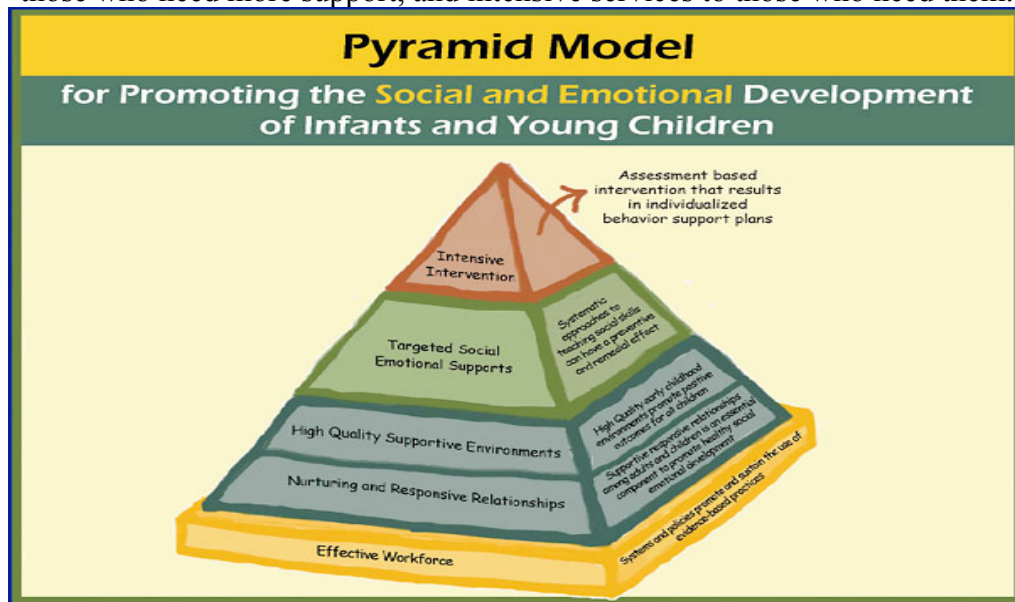
Dropping off and picking up your child please remember the drop off zone is located in front of the school. This is a no parking zone during drop off. Please do not get out of your vehicle to walk your student to the building. If you are adamant to walk your student to the building, please park your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

### Forms due

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

### Instructional Pyramid Model

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



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

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

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



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

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

#### Nebraska Department of Education Regulation

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

#### Procedure accepting students

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

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

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

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

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

#### Toilet trained

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

#### Tuition

The tuition for peer model students is \$130/month. The first tuition payment is due on or before August 1<sup>st</sup>. 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 7:30-3:30pm 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.